



Registration Form 2023 / 2024

Compulsory Submission of Certified ID/Passport/Asylum Document; Certified Matric Certificate or Equivalent; Certified Highest Certificate Obtained; Certified Student and Parent's ID Copy; Student's Passport Size Photo; Proof of Residence

51x51 mm
2x Students
Passport Size
Colour Picture

THE FINISHING COLLEGE
Think Employment!

Email Address: registration@thefinishingcollege.co.za | **Contact Number:** +27 11 786 0425 / +27 68 067 2801

CATEGORY 1: Student Personal Details and Academic History - Compulsory

Full Name & Surname (As in Identity Document)

SA Identity Number/ Passport Number If not SA Citizen

Gender (tick option): Male | Female | Other

Nationality

Date of Birth

Home Language.....

Race (tick option) Black | Asian | Coloured
 Indian | White

Have you registered/studied at TFC before? Y N

If yes, student no.

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Student Contact No.....

Alternative No

Student Email Address.....

Physical Address

Accommodation Details (tick below)

Owner	Rented	With parents	Hostel/Boarding House
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Do you have a disability that may require assistance?

If yes, please specify (tick below)

Visually Impaired	Hearing Impaired	Speech Impaired	Learning Disability	Physical Disability	Other
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CATEGORY 2: Both Guardians'/Parents' Information Must Be Filled in Below - Compulsory

Name Surname Gender.....

Contact Number Alternative Number.....

ID Number of Parent/ Guardian

Relationship with Student.....

Email Address

Physical Address.....

Name: Surname Gender.....

Contact Number Alternative Number.....

ID Number of Parent/ Guardian

Relationship with Student.....

Email Address

Physical Address

CATEGORY 3: Full Qualification e.g., Diploma | Higher / National Certificates - Compulsory

Last School Attended Highest Grade/ Qualification.....

Qualification Applying for at TFC: Option 1..... Option 2.....

Duration NQF Level - (tick level): 1 2 3 4 5 6 7

Type of Qualification/Certification you are applying for: (N4 – N6) Diploma Occupational/SETA Qualification Professional Qualification (ICB/IEB)

CATEGORY 4: Account Payment Details - Compulsory

Payment Plan
(tick plan option)

- Pay tuition fee at TFC Campus. Electronic Fund Transfer (EFT) payment.
- Request for debit order form.

All proof of payments must be emailed to accounts@thefinishingcollege.co.za
Compulsory: Reference Student Name and Surname

Fees Payment Terms & Conditions. The Registration, Deposit & Textbook Fees are non – refundable and should be settled upfront for administration purposes. All direct deposits of Tuition Fees must be made before the due dates of installments into TFC's banking account as indicated on the fee schedule. The fee schedule is issued on acceptance into the programme by the Admission Department.
As per the debit order plan, TFC will draw against the responsible party's account for the installments necessary to pay the fees. Refer to the Debit order form.

TFC Banking Details

Bank Name	First National Bank
Account Holder	The Finishing College
Account Number	62789943167
Branch Code Number	250655

Reference Name and Surname of Student: Compulsory

Student Name & Surname

I, as Guardian/Parent declare that settlement of all fee payments will be made by me accordingly and the fee structure has been explained.

Guardian/Parent Signature: I, the student is of sound mind

and aware that both the Registration and Deposit Fee is Non-Refundable; the fee structure was explained clearly. Student Signature

Refer a friend to study with The Finishing College, please fill in their details below:

Name: Surname: Contact Number: Email Address:

Office Use Only:

Name of TFC Representative: Signature: Date:

TFC Management Verification: Signature: Date:

Terms and Conditions

1. For the purpose of this Agreement "TFC" shall mean The Finishing College, Registration Number 2018/499483/07.
2. For the purpose of this Agreement "The Signatory" shall mean, joint and severally, the Student, the Guardian, the Surety, the Sponsor (if applicable) and the Account Payer.
3. By signing this document, the Student agrees to abide by the rules and regulations of TFC and acknowledge that the right of admission is reserved and admittance may be denied.
4. All applicants must endorse at the bottom of this that they have understood all the notes given and that they agree to their application being considered under the conditions outlined below.
5. The registration fee is non-refundable. All other fees may be refunded if this contract is cancelled within the 7-day grace period offered in terms of this Agreement.
6. Students will not be allowed on to campus without the student card or biometric access.
7. For occupational programmes delivered via the blended method of instruction, tuition shall be provided from TFC Head Office or according to the timetable provided to the student.
8. Semester or weekly timetables for higher education or occupational programmes as well as commencement dates may be altered at the discretion of TFC.
9. All programmes offered are subject to demand. TFC programmes will commence provided we have a minimum of registered course per programme. TFC shall be entitled to continue to combine classes of a similar academic level and content.
10. Failure of the Student to participate in or attend tuition sessions will not reduce liability for the cost of the programme and the Signatory shall not be entitled to a credit or a reduction.
11. Students who are not permanent residents of South Africa must obtain a study permit or residence permit before registering at TFC. Course fees in respect of Students who do not comply with the above are not transferable or refundable. All international Students will pay 50% of their tuition fees prior to commencement of classes.
12. The signatory hereby confers the right on TFC to view and obtain any results from external examining bodies.
13. No results will be made available nor will a qualification or certificate be issued until the full balance due to TFC has been paid. Students may be suspended from TFC processes or branches if there is a breach of any part of this Agreement. In the event of suspension from College, the Signatory will still be liable for the full remaining balance of monies due. TFC may permit the Student to resume tuition or access support services once fees are up-to-date, provided the contract time has not expired.
14. Prescribed textbooks are included in Tuition Fees for all TFC programmes. Students will be expected to pay for textbooks from the 2nd semester/trimester per cycle.
15. For all programmes a minimum entry requirement is applicable. The student hereby warrants that they meet the entry requirements of any programme that they register for.
16. All rules in the Student rule book are an integral part of this Agreement and the Student and Account Payer hereby binds themselves to them.
17. In order to upload student information and records to the National Learner Record Database (NLRD), certain programmes or modules will require successful completion and full competency allocated for the programme.
18. The Student hereby agrees to observe the TFC Code-of-Conduct, and should he/she interfere with other Students or disturb the smooth running of TFC he/she may be expelled from the College, forfeiting all monies paid and be liable for monies payable as at the day of expulsion.
19. TFC may periodically make rules it considers advisable relating to programme participation and/or attendance, Student conduct and other matters. Violations of academic honesty or of academic integrity including cheating and plagiarism will result in disciplinary and action may result in expulsion.
20. No alcohol and/or drugs are allowed on campus. Students in whose possession alcohol and drugs are found may be expelled.
21. TFC may use images (photographs etc) taken of the Student advertising and marketing without restriction.
22. TFC will not be liable for injury to, or death of any Student nor loss or damage to personal effects and possessions whilst the Student is on Campus or anywhere else in connection with the programme. The Signatory hereby indemnifies TFC in this regard.
23. TFC reserves the right to adjust prices prior to the commencement date of the programme should an accrediting institution impose a price adjustment.
24. The Signatory is responsible for the payment of any external institution fees and these fees are not included in TFC fees.
25. The Student will not be permitted to attend tuition or access tuition support services if the terms of payment are not adhered to. This will not relieve the Signatory of the obligation to pay full fees.
26. None of the terms and conditions of this Agreement is capable of being cancelled, waived, amended, added to or deleted, unless such cancellation, waiver, amendment, addition or deletion is reduced to writing and signed by the parties hereto.
27. No indulgence on the part of TFC shall constitute a waiver, variation, or novation of any such right in terms hereof.
28. The provisions of this Agreement shall, as far as is permitted by law, be binding upon the parties' executors, trustees, curators, legatees, heirs and other successors in title.
29. Each clause of this agreement is severable, the one from the other, and if any clause is found to be defective or unenforceable for any reason by any competent court, then the remaining clauses shall be of full force and effect and continue to be of full force and effect.
30. Transfers from one college to another are permitted at the sole discretion of the Management. Where a transfer is permitted, a proof of paid registration should be submitted to TFC as proof of payment in order for payment exemption to be considered.
31. All parties to this Agreement hereby agree that progress reports may be sent to the Account Payer, Learner, Parent, Employer and/or Guardian at TFC's discretion.
32. The Student hereby consents to TFC communicating with them by any form of communication including SMS, email, social media platforms and learning management systems. In the event that the Student no longer wishes to be contacted they must submit a letter to TFC Head Office, addressed to the Head of Marketing, stating their wish.
33. The student or sponsor who wishes to terminate the contract will do so in writing 7 days before the commencement of the course and shall be responsible for 50% of the fees paid. NB! The amount for registration fees and fees for textbooks is excluded, thus it remains payable.
34. All applicants must complete all sections of the application form carefully and legibly. If the institution discovers that any information submitted by the applicant is false, the institution will reject that application and may refer the matter for legal action.
35. Guardians must ensure that they have the necessary finances to pay for tuition fees.
36. In case of extraordinary events or circumstances beyond the control of such parties, such as a war, strike, riot, crime or Act of God (e.g., CO-VID, earthquake, volcanic eruption) TFC shall be entitled to suspend lectures and temporarily close any campuses affected thereby. The student/sponsor shall not by reason of such suspension or temporal closure be entitled to terminate the agreement or claim a refund, fees paid or a reduction.
37. Should non-payment of fees happen for a period of 30 working days consecutively, then the student and/or the person responsible for payment hereby agree and acknowledge that such students will be banned from attending classes and receiving any tuition material until such time when satisfactory arrangements have been made with TFC and are acceptable to TFC.
38. No Student/other cancellations of this contract shall be of any force or effect without written consent thereto by an authorised director or official at TFC. The student is hereby informed that no verbal agreements by any person shall be of force and effect unless the Student has such cancellation confirmed in writing from The Finishing College Regulatory Committee. The student by his/her signature hereto is made aware of the clause and hereby acknowledges acceptance thereof. Refunds will take a minimum of 90 (ninety) days to be paid from date of approval by the College Regulatory Committee. No person shall be entitled to claim a refund if a course had commenced and has been effective for more than 7 days.
39. The right to attend lectures and write examination is not transferable. Accordingly, the Student shall attend all lectures in person and shall be the only person entitled to write examinations in respect of subjects forming part of the TFC programme for which the student has enrolled for. Students are expected to settle the outstanding tuition fees two weeks prior to writing exams.
40. The student accepts as stipulated in the TFC Assessment Policy (which shall be deemed to form part of this agreement) that as part of the assessment of the program, the student must fulfill certain academic requirements, which may include (but not limited to) the completion and/or sign off a Portfolio of Evidence or other forms of assessments.
41. The Signatory hereby consents to an Emolument attachment and/or Garnishee order being obtained by TFC, the instalment thereunder not being less than the instalment as per this Agreement.
42. A certificate signed on behalf of the company by any Director, whose authority it shall not be necessary to prove, shall be prima facie evidence of any outstanding indebtedness in terms hereof;
43. Breach: Should the signatory breach this agreement in any manner or whatsoever and without derogating from the generality thereof, the events detailed below shall be deemed to be a breach hereof, then, notwithstanding anything contained herein, the full amount of the principal debt outstanding together with interest up to the date of breach shall immediately become due and payable. For the purpose of this paragraph the following shall be deemed to be a breach by the Signatory:
 - 43.1 failing to pay any instalment on due date;
 - 43.2 a provisional or final order sequestration being granted against the Signatory;
 - 43.3 the Signatory failing to have any judgement given against him/her rescinded within 21 days from the date that the judgement was handed down against him/her;
44. In the event of a breach by Signatory of terms of this Agreement, the Signatory agrees to be liable to TFC and/or its agents for the payment of:
 - 44.1 interest of the maximum permissible rate under Act on all outstanding amounts.
 - 44.2 all costs and expenses of whatever nature incurred by TFC as a direct or indirect consequence of the Signatory's breach, including legal costs on Attorney and client scale and tracing fees.
 - 44.3 any Penalties, which may be debited as a result of late payments, Service Fees on payments, return debit order and/or dishonoured cheques.
45. The Signatory may be registered with one or more credit bureaus, within the rules of National Credit Act, if there is any default on any payment.
46. Students should pass no less than three subjects to proceed to the next qualification level. The student is permitted to carry one subject only into the next qualification level. Failure to abide by this clause will result in a repetition of the qualification level.
47. Students shall be responsible for all letters, telephone calls, tracing fees, other collection costs and charges, including all legal expenses incurred as a result of any breach of this agreement.

NB: This contract should be read together with the Student Code of Conduct.

I,the student, declare that I have read and will abide by the Terms and Conditions outlined above hereof.

Signature of Applicant Date

I,as Guardian/Parent, declare that I have read and will abide by the above Terms and Conditions outlined above hereof.

Signature of Guardian/Parent Date

The Finishing College Code of Conduct and Disciplinary Procedures for Students

1. A student shall not maliciously or wrongfully destroy, damage, abuse or remove the property of The Finishing College, or a fellow student or staff member, or a co-operative education employer.
2. A student shall not harass another person emotionally, physically, verbally or in any other form.
3. A student shall not, without prior permission from an appropriate TFC official, utilise any TFC property, facility, amenity or equipment.
4. In addition to the abovementioned rules, a student shall also comply with all other rules and regulations pertaining to his/her TFC division, department, and co-operative education programme or hostel (if applicable).
5. A student shall not commit acts of theft or damage in respect of TFC property or the property of any person or on any of TFC's campuses. For the purpose of this rule, the possession of stolen property shall be deemed to constitute an act of theft.
6. No student shall bring to any TFC campus and/or hostel any firearm or gun or mock replica or toy weapon, (except with the express permission of the TFC Principal), nor any dangerous weapon or explosives. The definition of dangerous weapons includes, but is not limited to, knives, daggers, or switchblades and martial arts equipment.
7. A student shall not commit any act of sale, distribution, use or possession of any illegal drug, as defined by the Drug and Drug Trafficking Act 140/1992, on any campus or hostel of TFC.
8. A student shall not act or threaten to act in a manner which interferes with the work or study of any member of staff or any student of TFC.
9. A student shall act in a respectful manner towards all fellow students, TFC staff as well as staff of contracted suppliers, or providers of services to TFC, or their employees, or his or her employer while undergoing experiential training, and towards members of the public; and in particular, shall not use any language that abuses or demeans any person in terms of such person's race, gender, beliefs or sexual orientation.
10. A student shall not abuse or otherwise interfere with any member of TFC community in any manner which contributes to the creation of an intimidating, hostile or demeaning environment for staff or students in general and specifically in relation to the person's race, gender, beliefs or sexual orientation.
11. A student shall not prohibit entry or exit from any TFC campus or any building on TFC campus, or any TFC hostel, or obstruct the free movement of any member of TFC community, on a TFC campus.
12. A student shall notify the TFC Finance Department and Campus Coordinator of any change in his/her permanent address immediately or within five working days of such a change.
13. A student shall make use of waste bins for the purpose for which these have been provided, shall not leave litter in any part of the campus, including any building or its grounds and gardens. On no account shall waste bins be used for the purpose of conveying goods.
14. Where the identity of the person who has affixed any picture, poster or advertisement on any notice board, without the authority of the designated custodian of the precinct in which the notice board is; or elsewhere on the campus, has not been established, the student body issuing such picture, poster or advertisement or from which the picture, poster or advertisement originates, shall be presumed to have so affixed such picture, poster or advertisement in contravention of this rule. For the purpose of this rule a precinct is deemed to be any part of TFC, whether building or ground, or both.
15. A student shall not solicit business from the College directly or indirectly without declaring his/her business interest.
16. Press statements on behalf of the College will only be issued by the TFC Communications Office in accordance with the Communications Policy.
17. A student shall not act in any matter that maybe regarded as fraud or related to fraud at all times.
18. Any communication from student to management should be either through their lecturer or our Campus Coordinator.
19. A student sitting for an examination or test shall comply with:
 - a) Any appropriate instruction by the invigilator of an examination or test.
 - b) All instructions printed on the examination or test sheet or on the cover of the answer book for that examination test.
20. A student sitting for a test or examination shall be guilty of an irregularity if:
 - a) he/she helps or tries to help another test or examination candidate, or communicates or tries to communicate with any person other than an invigilator, while in the test/examination venue
 - b) he/she causes a disturbance in the test/examination venue or acts in an improper or unseemly manner and refuses after a warning has been issued by the chief invigilator to cease such disturbance, improper or unseemly conduct.
21. A student shall acquaint himself/herself with the relevant rules regarding tests and examinations of the faculty in which he/she is registered.
22. No student shall make, distribute, reproduce, copy or make use for a purpose other than for his/her own private, personal study of any material in which copyright resides, without the permission of the author or owner therefore. Included in this definition of material in which copyright resides are teaching materials, computer software, printed materials and audio or video recordings.
23. All students acknowledge that the use of such electronic resources is made available to them for academic or TFC related purposes only. Private and personal use is disallowed.
24. The following actions or omissions shall constitute misconduct and TFC may initiate the appropriate investigation and disciplinary action against students who fail or refuse to abide by these rules. Such disciplinary action may vary from a verbal reprimand to expulsion from TFC depending upon the seriousness of the offence.
 - a) Sharing network log-on usernames with or disclosing passwords to any third person(s).
 - b) Intentionally bypassing the security mechanisms of the mail system or any other secure website or network (e.g. creating bogus accounts).
 - c) Modifying the internal mail transport mechanism to forge a routing path that a message takes through the Internet.
 - d) Storing, downloading, and propagating, printing, distributing, sending, or accessing racist, sexist, politically or religiously derogatory content or material, or pornographic material as contemplated in Schedule 1, 2, 6, 7 & 11 of the Films and Publications Act 65/1996, as read with the Films and Publications Amendment Act No. 34/1999.
 - e) Knowingly sending or forwarding messages and attachments that could be infected with malicious codes such as viruses, as well as spam, if in doubt please contact the IT department.
 - f) Any non-academic/non-business actions that knowingly prevent other users from using e-mail or Internet access.
 - g) Any destructive and disruptive practices either via e-mail or the Internet.
 - h) Sending, replying to, or forwarding e-mail messages or other electronic communications which hides the identity of the sender or represents the sender as someone else.
 - i) Users of the institution's electronic mail systems who obtain access to materials of other organizations may not copy, modify or forward copyrighted materials, except under the specific copyright terms and conditions.
 - j) Using information, e-mail, files, downloads, or data to commit fraud or any other criminal offence(s).
 - k) Making illegal copies of TFC's software installation discs.
 - l) Playing videos or music with cellphones or any gadget during lectures.
25. Criminal Conduct:
 - a) Any criminal offence, in terms of the criminal law of South Africa, committed by a student of TFC, is an offence deemed to be subject to disciplinary action by TFC.
 - b) Any student convicted of any criminal offence by a South African court with criminal jurisdiction in terms of the Criminal Procedure Act 51/1977 shall be guilty of an offence in terms of this Code of Conduct and shall be subject to disciplinary action by TFC.
26. Conduct relating to the work of TFC:
 - a) A student shall at all times, have in his/her possession the student card issued by TFC in his/her name, and shall produce such student card upon request by an authorised member of TFC staff or the campus security personnel. It is a disciplinary offence for a registered student at TFC to lend his/her student registration card to any other TFC student or to any other person.
 - b) A student shall not commit acts of forgery, falsification, nor shall he/she alter any document, record or instrument of identification, or any medical certificate, or any document he/she is submitting in support of his/her application for registration at TFC.
 - c) A student shall not make unauthorised use of the name or badge of TFC.
 - d) A student shall not disobey a Suspension Order made in terms of TFC's Rules on Disciplinary Procedure.
27. Special rules relating to consumption of alcohol:
 - a) A student shall at all times refrain from drunken or disorderly behavior that disturbs the peace of other students.
 - b) No student shall sell, serve, or assist any other person to sell or serve liquor on any TFC campus or property.
28. Conduct in the Resource Centre of TFC:
 - a) A student shall obey all "Resources Centre Rules" as published from time to time.
29. Rules of conduct relating to meetings:
 - a) No student body, association or group of students shall arrange any meeting on any TFC campus to which non-TFC speakers have been invited without the permission of the relevant TFC Senior Manager.
30. Rules relating to safety:
 - a) A student shall not use an immersion heater on any TFC campus or in the hostel.
 - b) A student shall not interfere with or make unauthorised use of fire protection equipment.
31. Conduct in respect of TFC disciplinary structures and proceedings:
 - a) A student present at any disciplinary hearing shall not, in any circumstances, interfere with or in any manner disrupt or disturb the process.

I,the student, declare that I have read and will abide by the TFC Terms and Conditions, Student Code of Conduct and Disciplinary Procedures outlined above hereof.

Signature of Applicant Date

I,as Guardian/Parent, declare that I have read and will abide by the TFC Terms and Conditions, Student Code of Conduct and Disciplinary Procedures outlined above hereof.

Signature of Guardian/Parent Date