



Wits Language School
Expert Language Solutions

FOR OFFICE USE

- Proof of Teaching Qualification _____ I.D. Copy
 Course _____ Post-app' contact Pre-course contact
 Payment _____ Student Number _____
Notes _____

TEYL / TBE Application Form

Course: TEYL TBE
Course Dates: First Choice Second Choice

Surname Title
First name(s) Date of Birth
Nationality Home Language.....
Identity Number / Passport Number
Home address
..... Postcode
Postal address
..... Postcode
Telephone (work/cell) (home)
Fax Email

Languages spoken. Please indicate your knowledge of other languages (basic/fair/good/native speaker level).

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EDUCATION

SECONDARY EDUCATION

School

Subject/Grades

.....

FURTHER EDUCATION/TRAINING

University/College

Subject/Grades

.....

.....

Dates

Other *(Please give details)*

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EXPERIENCE

Current employment

Previous work experience (including relevant teaching experience).

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Do you have any health problems that may affect your performance on an intensive course?

Yes / No *(Please delete)* **If yes please explain.**

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Fees

- I. All students are required to pay the full fee for the level/course for which they are enrolling.
- II. A fee per person per hour is charged for students who are required to make-up teaching practice lessons.
- III. WLS reserves the right to withhold examination results and access to the campus until the outstanding accounts are settled in full.
- IV. Where tuition fees are payable to WLS in instalments, failure to pay any single instalment will result in the full balance becoming immediately due and payable without further notice.
- V. Where tuition fees are to be paid for by a sponsor or bursary fund, the student must provide a letter from the sponsor giving permission for the course fees to be deducted from the bursary fund.
- VI. The student is solely responsible for his/her account.
- VII. No cash payments will be accepted at WLS.
- VIII. The following methods of payment are accepted: credit card, bank cheque, direct deposits and electronic payments.
- IX. Please provide proof of payment by quoting the following as a reference: WLS plus the student name and reference number.

Cancellation

- I. A student may not cancel his/her enrolment of a course and will **not** be exonerated from liability of the course tuition fee and course material fee(s).
- II. A student must complete the course for which he/she enrolled within the year of registration.
- III. Students must attend at least 90% of the course in order to receive Certificates of Competence.
- VI. WLS reserves the right to postpone or cancel a course due to lack of demand. In the event of cancellation, as opposed to postponement, all fees paid will be refunded.

Transfer from one course to another

- I. A student who wishes to transfer from one course to another, must apply in writing for permission from the WLS administration office.
- II. WLS administration office reserves the right to approve/ disapprove the student's application for the transfer of his/her registration.
- III. The transfer can only occur within the academic year of the registration.
- IV. The student will be liable for an additional payment of the course material for the course to which he/she is transferring.
- V. A student will be liable for the cost of the course material of the original course/registration.

Deferral of Courses

- I. A student who wishes to defer his/her enrolment to a commencement date later in the year, must apply in writing for permission to do so from the WLS administration office.
- II. Such application has to be forwarded to the WLS administration office within fourteen days of the commencement of the course.
- III. The deferral of a course must be done in a twelve (12) month period from the date of registration.
- IV. An additional charge may be levied for deferrals at the discretion of WLS.

Timetable

- I. Please consult WLS for details.
- II. Course dates are subject to change without notice.

The following material must accompany this enrolment

- I. Certified copy of front page of students ID book (if South African citizen).
- II. Certified copy of front page of ID book of person(s) responsible for payment of account.
- III. Certified copy of student's study permit and relevant page of passport (if a non South African citizen).

Legal Declaration of Indemnity & Undertaking

I, the applicant, and I the parent/guardian/next-of-kin/sponsor of the applicant:

- I. Acknowledge that the University does not accept responsibility for damage or loss in respect of property of the applicant or in respect of property brought onto University premises by the applicant.
- II. Do hereby indemnify the University in respect of any damage caused by the applicant to University property or to the property of third parties, whether on or off the University premises, as a result of the applicant's actions either whilst on the University premises or whilst engaged in any activity related to the University.
- III. Undertake, during the period for which I am a registered student, to be bound by the rules and regulations of the University for the time being in force, including the rules and regulations of any University residence, club or society to which I may be admitted or become a member and by any requirements or conditions imposed by the University on me as a prerequisite to my registration as a student of the University in any faculty.
- IV. Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that any false information may result in disciplinary proceedings being taken against the applicant.
- V. Declare that I have furnished the University with all the information required to make an informed decision about my admission.
- VI. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to the University as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of the University.

Terms of Enrolment

- I. The **non-attendance** of classes will not result in a reduction of the student fees, nor will it absolve or the other signatories to this registration form from full liability for the payment of fees.
- II. The student cannot cancel this contract without the written consent from the University.
- III. This registration or contract is not transferable.
- IV. The University reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any course initially advertised and offered, on the basis of insufficient demand or on any other reasonable ground.
- V. The student agrees to be bound by rules of due performance. The University reserves the right to exclude the student from an examination and to withhold a student's examination results if his/her due performance requirements have not been met, without in any way detracting from the right of the University to recover fees payable.
- VI. Where tuition fees are paid via instalments, failure to pay any single instalment timeously will result in the full balance becoming immediately due and payable without further notice.
- VII. Fees payable to WLS comprise tuition, registration and course material fees. It is the student's responsibility to cover the cost of transport, specialized consumables used during the course, including but not restricted to specialised stationery, stock or any other materials.
- VIII. Every student is subject to the rules, regulations, policies and procedures of the University as amended from time to time.
- IX. WLS chooses as its domicilium citandi et executandi (the residential address) for all purposes arising here:

Wits Language School
University of the Witwatersrand, East Campus
PDH, Gate 6, 92 Empire Road
Braamfontein
Johannesburg