

Details of person/company responsible for payment

Name

Contact number: Tel Fax E-mail Cell

Contact person Position

Physical Address

Postal Address

Payment

NO CASH PAYMENTS ACCEPTED AT WLS

Method of payment direct deposit credit card cheque electronic transfer

If **credit card** please supply details

Cardholder name Card no

3 digit no. on back of card Expiry date /

Budget Type of Card Mastercard Visa American Express Maestro Other Amount

Signatory for credit details

Name Signature

If **cheque**, please supply details

Bank Name Drawer's Name Cheque no. Amount

If **direct deposit/electronic transfer is made**, please ensure that the reference is quoted (WLS as well as the student name). Proof of payment must be produced or faxed to (011) 717-4219 or 086 652 2461

WLS BANKING DETAILS:

Account name: Wits University- Faculty of Humanities, Social, Sciences & Education
Bank: FNB FirstRand Bank Limited
Branch: Corporate Account Services, Johannesburg
Branch code: 255005
Acc no: 62150130575
Swift code: FIRZAJJ 657
Reference: Quote your reference

Reference numbers:

English full-time 4452
 English part-time 4455
 European languages 4453
 Corporate 4454
 African & Asian Languages 4457

I hereby certify that the information provided above is accurate and complete in all respects.

I confirm that I the student and/or sponsor have read and understood the terms and conditions of this contract, and agree to be bound by them.

The student(s) and/or sponsor is (are) responsible for the full payment of all fees and charges as and when they are due for payment at WLS.

.....
 Signature of Applicant

.....
 Signature of the parent(s), guardian(s), next-of-kin, sponsor(s)

.....
 Date contract signed

.....
 Date contract signed

Fees

- I. The registration fee of five hundred Rand (R500) is not refundable, unless a student is not eligible for admission to Wits Language School (WLS) or if the course is cancelled by WLS. This payment is deducted from the course fee.
- II. Foreign students are required to pay the full fee for the level/course for which they are enrolling.
- III. Private tuition is offered for individuals and small groups up to 4 students.
- IV. For all supplementary examinations a supplementary examination fee of two hundred Rand will be levied (R200).
- V. A fee per person per hour is charged for students who attend a catch up lesson of Other Languages and Corporates.
- VI. WLS reserves the right to withhold examination results and access to the campus until the outstanding accounts are settled in full.
- VII. 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.
- VIII. The student is solely responsible for his/her account.
- IX. No cash payments will be accepted at WLS.
- X. Cash payments can ONLY be made at the Cashier's Office in Senate House. Please use the following account number: 408.8671101.8115201 and project code (obtainable from WLS office) when paying at the Cashier's Office.
- XI. The following methods of payment are accepted: credit card, cheque, direct deposits and electronic payments.
- XII. Should a direct deposit and/or electronic transfer be made please provide proof of payment by quoting the following as a reference: WLS plus the student name and course code.

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. Failure to attend 80% of the course will result in no Certificate of Attendance being issued.
- IV. Only Certificates of Competence will be issued for English as a Foreign Language (EFL) and Module B of all other courses.
- V. Students must attend at least 80% of the course in order to receive Certificates of Competence. Oral and written assessments are conducted.
- 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 to do so 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 to another course.
- 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

Full time English courses

- I. Full-time courses run from Mondays to Fridays between 09h00 and 13h00.
- II. Afternoon activities are optional to the student and are scheduled from 14h00 to 16h00.
- III. Please consult WLS for details.
- IV. Course dates are subject to change without notice.

Part-time students

- I. Part-time courses run from Mondays to Thursdays between 18h00 and 21h00, and on a Saturday between 09h00 and 13h00.
- II. English Improvement runs on a Saturday, from 09h00 and 13h00 and twice a week in the evening from 17h00 and 19h00.
- III. Please consult WLS for details.
- IV. Course dates are subject to change without notice.

The following material must accompany this enrolment

- I. Certified copy of front page of student's 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).

This enrolment will only be considered once the registration form is completed, the correct documentation attached, and the required registration or processing fee is furnished to WLS.

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, West Campus
Commerce, Law and Management Building
Room 179, First Floor

For any queries please contact the Wits Language School on (011) 717 4208/6/7 or www.witslanguageschool.co.za or wls@wits.ac.za

Courses

English Full-Time	English Full-Time Course Code	English Improvement	English Improvement Course Code	Other Languages (Levels 1-4)	Other Language Course Code
English as a Foreign Language: Beginner	EFL1	English Improvement Level 1 Module A	EI 1 - A	Afrikaans	AFR
English as a Foreign Language: Elementary	EFL2	English Improvement Level 1 Module B	EI 1 - B	Arabic	ARA
English as a Foreign Language: Pre-Intermediate	EFL3	English Improvement Level 2 Module A	EI 2 - A	French	FRE
English as a Foreign Language: Intermediate	EFL4	English Improvement Level 2 Module B	EI 2 - B	German	DEU
English as a Foreign Language: Upper-Intermediate	EFL5	English Improvement Level 3 Module A	EI 3 - A	Greek	GRK
English as a Foreign Language: Advanced	EFL6	English Improvement Level 3 Module B	EI 3 - B	Italian	ITA
		English Improvement Level 4 Module A	EI 4 - A	Japanese	JAP
TESOL: Teaching English as a Foreign Language (4wks)	TESOL	English Improvement Level 4 Module B	EI 4 - B	Mandarin Chinese	MAN
				Portuguese	POR
English Part-Time				Russian	RUS
TESOL: as above (120hrs)	TESOL			Sign Language	SAS
IELTS: English for Academic Purposes (Preparatory course for IELTS examination)	IELTS			Sesotho	STH
				Spanish	ESP
				IsiZulu	ZUL

Please note:

- Russian and Greek is only offered as Private Tuition. No public courses are offered.
- Private Tuition is offered in all languages.
- Catch-Up lessons (Course Code: CTUP) are offered for all languages except English Improvement.
- Level 1-4 must be inserted next to the alphabetised course codes of Other Languages to indicate the level of course the student is attending.
- Other Languages: Course levels
Level 1: Beginners
Level 2: Intermediate
Level 3: Upper-Intermediate
Level 4: Advanced

Thank you for choosing Wits Language School