



REGISTRATION FORM

Tick the box to let us know where you came to know about Avuxeni Computer Academy:

Friend ☐ Leaflet ☐ Advertising Boards ☐ Block Canvassing ☐ Marketer ☐ Internet ☐ Pension pay-out points ☐
other: _____

REGISTRATION DETAIL:

Please mark the course box with an **X** which you have registered for:

SKILLS PROGRAM 01	SKILLS PROGRAM 02	SKILLS PROGRAM 03	SKILLS PROGRAM 04	SKILLS PROGRAM 05	SKILLS PROGRAM 06	SKILLS PROGRAM 07
Basic Computer Literacy Course	Core Computer Skills Course	ICT Office Skills Course	ICT Office Plus Course	ICT Office Professionals	ICT Office Administration Course	All Modules

Branch:

Receipt Nr:

VERY IMPORTANT

- Please make sure you receive a yellow receipt after paying school fees,
- Always bring your yellow receipt with you
- Always ensure that you get a yellow receipt for amount deposited into the school account
- Failure to provide evidence for the amount paid to the school, the school accept no responsibility, your responsibility to make sure about receipt.
- Make sure if you pay into bank the Account Holders name is NW Avuxeni
- Computer Academy and not a staff member number:

Bank Account Details

Bank: Standard Bank

Account Number: 013287907

Ref: Name & Surname

- (NW Avuxeni Computer Academy will not take responsibility for money Paid into staff members account or for money that is not given a yellow receipt!)

Student Signature

Staff Signature



STUDENT CONTACT INFORMATION

Title:

Mr.	Mrs.	Miss	Ms.
-----	------	------	-----

 Surname: _____ Full Names: _____

I.D. Number/
Passport

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Starting Date: _____

Postal Address: _____

Street Address: _____

Postal Code: _____

Postal Code: _____

Cell No:

--	--	--	--	--	--	--	--	--	--

E-mail Address

--

DEBTOR'S PERSONAL DETAILS:
Title:
First Names in Full :
ID No. :
Postal address :

NAME & ADDRESS OF RELATIVES / FRIENDS
1. Name:
Tel. No () Cell ()
2. Name:
Tel. No () Cell ()
3. Name:
Tel No: () Cell ()
4. Name:
Cell no: () Cell ()

EMPLOYMENT DETAILS:	
Name of Employer:	Occupation:
Employers address:	Department:
	Salary Ref. No:
	Tel No: ()
	Cell no:

- I agree to the conditions and policies as defined in this document
- I declare that all information supplied to Avuxeni Computer Academy is true and correct.
- I declare that I have read the information and that I fully understand the contents.
- The information was explained to me by: _____

RULES AND REGULATIONS:

- All learners are required to pay a registration fee of R700.00 to register for any of our Skills Programs
- Classes start promptly at Please ensure you are seated before the class starts.
- Cellular phones must be switched off during class.
- AVUXENI Computer Academy will not be liable for any theft, damage or injury, taking place on AVUXENI Computer Academy premises.
- No eating or drinking in the class.



- Complete your evaluation form after your skills program or short course has finished.
- Remember to sign the attendance register every day.
- Interest will be charged monthly on outstanding balances, arrears and cut instalments for all skills programs.
- After paying your R700 instalment, you must receive a student yellow receipt, which must be presented to allow class entry (Only for Skills Programs.)
- **No swearing are allowed on the premises to students and Avuxeni staff**
- **Please wear proper and decent clothing**
- **Assessments: -NB You can't write Assessments if school fees is not paid up to date according to**

16 Assessments – R 5204
20 Assessments – R 6319
20 Assessments – R 7659
22 Assessments – R 7994
24 Assessments – R 10054
31 Assessments – R 12404

CANCELLATION & REFUND POLICY

- NO REFUND
- Should the student transfer (upgrade) from a skills program to a different skills program, the student / sponsor will be responsible for the purchasing of any training material needed.
- No Refund on Graduation fee once it is paid,
- Failure to finish your course within 6 Months, consider your registration/course cancelled

Student Signature

Staff Signature

Signature of Debtor: _____ Signature of Student: _____

Sales Executive: _____ Date: ____ / ____ / ____.

COMPLAINTS PROCEDURE:

Please feel free to discuss your complaints with the Area Sales Manager that visits your class weekly. If the Area Sales Manager does not resolve the issue within 2 days feel free to call 072 818 7974 or e-mail johan@nwavuxeni.co.za he will attend to your complaint within 2 working days.

TERMS AND CONDITIONS AVUXENI SKILLS PROGRAM 1 – 6:



Student Initial

- The quoted price is the amount you will have to pay
- The quoted price will include the following items:
 1. Access to a fully functional computer, which remains the property of AVUXENI Computer Academy.
 2. Software needed for the course will be installed on the computer you use.
 3. Class requirements e.g. computer station, equipment, white board etc.
 4. No certificate will be issued to any student until all funds are paid up.
-



- Items that are not included in the price is:
 1. *Learner Guides and Learner Assessment Guides per module will be at extra cost.*
 2. *Other textbooks than the current one in use for the particular course.*
 3. *Stationary e.g. pens, pencils, notepads, computer disks or CD's for personal use etc.*
 4. *Refreshments.*
 5. *Telephone calls, Internet access and photocopies.*
 6. *Transport to and from AVUXENI Computer Academy.*
 7. *Assessments.*
 8. *Graduation fee of R900.00 that includes a gown, belt, breakfast, lunch for you and two guests to graduation.*
 9. *Graduation is Compulsory. And NO Refund is given on Graduation fee once it's paid.*
 10. ***Graduation fee must be paid in full 2 weeks before graduation date***
 11. *No student is allowed to have a sexual relationship with any Avuxeni Employee*
 12. *No sharing of books, you have to buy all books to proceed with your course.*



Student Initial

ADDITIONAL DISCLAIMER:

In the event where the above information is not sufficient or clear, please ask the Office Assistant to clarify any uncertainty before signing receipt of this document.

AVUXENI Computer Academy will not be held responsible for any financial refunds & request falling without the boundaries of this notice.

I understand that the credits I've earned in any of the Avuxeni Skill Programs counts towards the National Certificate in End User IT. The National Certificate in End-User IT consists of 130 credits.

Please make sure when you pay your monthly school fees that you Receive a yellow receipt, and please keep it safe until your course is finished,

Signature of Debtor: _____ Signature of Student: _____

Sales Executive: _____ Date: ____ / ____ / ____.

Receipt Number of Registration: _____