



**APPLICATION FOR REGISTRATION: 2018 – 2ND SEMESTER
LLB**

Please complete this form and hand in at IPCE or scan to info@ipce.co.za

STUDENT INFORMATION:

SURNAME: _____

FIRST NAMES: _____

ID NUMBER: _____ **(Attach copy)**

UNISA STUDENT NUMBER: _____ **(Attach Registration)**

MYUNISA PASSWORD: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

RESIDENTIAL ADDRESS: _____ **(Attach proof)**

NEXT OF KIN NAME AND NUMBER: _____ **(For use in
emergencies)**

FEES:

5 Modules: R2 100.00 per module

Fewer than 5 modules: R 2 500.00 per module

FAC1503: R 3 000.00

REGISTRATION:

Full time Part time

	Full time	Part time
Module 1		
Module 2		
Module 3		
Module 4		
Module 5		
Module 6		

NOTE that the availability of courses will be confirmed when enough students have registered for that particular module.

NOTE that IPCE may, in its sole discretion, refuse to register a student for the chosen modules or not register a student at all.

NOTE that modules may be offered only on a part time or full time basis.

NOTE that registration will take place only after payment has been received and the application approved by IPCE.

PAYMENT OPTIONS:

Full payment on registration:	
Deposit of R 2 100.00 on registration*:	
Other: See details below**:	

*** NOTE** that the balance will be payable in equal monthly instalments payable on the 25th of each month starting on 25 JUNE 2018 and with the final instalment on 25 NOVEMBER 2018. The person responsible for payment authorises IPCE to, by way of a debit order, deduct the instalments directly from their bank account.

ATTACH DEBIT ORDER FORM.

**** NOTE OTHER ARRANGEMENTS:**

PAYMENT METHODS:

If so arranged, cash or card payments may be made at IPCE, or an EFT may be made to:

Account holder: Illovo Paralegal College

Bank: First National Bank

Branch Code: 255805

Account Number: 62375639724

Reference: Surname and Initials of student

PERSON RESPONSIBLE FOR PAYMENT:

SURNAME: _____
FIRST NAMES: _____
ID NUMBER: _____ **(Attach copy)**
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
RESIDENTIAL ADDRESS: _____ **(Attach proof)**

WORK ADDRESS: _____

TERMS:

Information:

The information furnished is used solely for registration, academic contact and account purposes and will not be disclosed to any third party. It will be not retained longer than is necessary to achieve the purpose for which the said information was obtained.

Payment Default:

The person responsible for payment and the student are **jointly and severally bound for payment of fees**. In the event of a default, the full amount owing will become due and payable. IPCE reserves the right to take any other action it deems necessary to deal with the default. Interest will be charged to all arrear amounts at 24% per annum and the student and person responsible for payment of the fees will be liable for any costs incurred in connection with collection of the amount in arrears. IPCE reserves the right to suspend the student until such time that the account is paid in full.

Communication:

The parties choose their domicilia citandi et executandi the addresses furnished above. The Parties consent to receipt of service and other communication at the email addresses furnished above and that such communication shall be deemed to have been signed by the sender thereof. The student and the person responsible for payment are responsible to ensure that email addresses are correct.

Lectures:

Students will be provided with a timetable of lectures and other activities. Students are required to take their seats 5 minutes before lectures start. Persistent latecoming will result in a student being refused entry into lectures. In any event, a student who is more than 10 minutes late for a lecture must wait for a break before entering the class.

IPCE Note Packs will be provided to students where appropriate. Note Packs contain intellectual property and may not be made available to any other person. This may result in immediate suspension and legal action may be instituted.

The work covering the assignments/portfolios will be addressed by the lecturers. Assignment/Portfolio guidance will be provided in class. IPCE is not required to make written assignment/portfolio guides available to students. Assignments will be evaluated by lecturers provided they reach the lecturers by email on or before the deadline given by the lecturer. IPCE is not required to make hand-outs and other written material available to students who have not attended the relevant class.

Most, but not all, lectures will be recorded and made available on the IPCE online portal. Students will be provided with a username and password in order to access the recordings.

Computers, tablets, cellphones and similar devices may not be used in class unless expressly required by the lecturer.

Students are required to keep up to date with Unisa’s requirements for the specific module and to inform the lecturer of new Tutorial Letters, requirements etc so that the lecturer can incorporate the material into their lectures.

Students are required to prepare for lectures by reading the prescribed material/notes/cases etc. Lecturers are not required to slow down their schedule to accommodate students who have not prepared properly. Students should make their own outlines/summaries.

Facilities:

Students must use the facilities responsibly and not interfere with or use airconditioners, cameras, electrical outlets and similar facilities unless expressly authorised by staff. Students may not discomfit or disturb other students or staff. Facilities must be kept neat and clean. Limited WiFi internet access will be provided for academic purposes only. IPCE reserves the right to further limit or cancel internet access. Students may use the designated study areas to study 24/7. IPCE reserves the right to withdraw this permission. The kitchen will not be available after the staff have left. No other persons will be allowed on the premises. Studnets are required to sign-in and out in the books provided and undertake to adhere to any other rules that IPCE may make in its sole discretion.

CHECKLIST:

STUDENT:

ID Copy	
Proof of Residence	
Proof of Unisa registration	
Initialed bottom of all pages	

RESPONSIBLE PERSON:

ID Copy	
Proof of residence	
Debit Order	
Initialed bottom of all pages	

STUDENT SIGNATURE:

I understand the terms of this contract from page 1 to 4 and do not need additional explanation.

Signed at _____ on this _____ day of _____ 2018

SIGNATURE

NAME

RESPONSIBLE PERSON SIGNATURE:

I understand the terms of this contract from page 1 to 4 and do not need additional explanation.

Signed at _____ on this _____ day of _____ 2018

SIGNATURE

NAME

