



IPCE WEBSITE UNISA LLB SUBJECTS REGISTRATION FORM

PLEASE COMPLETE THIS FORM AND SCAN IT, WITH THE RELEVANT DOCUMENTS, TO info@ipce.co.za OR HAND IT IN AT IPCE ROSEBANK CAMPUS.

APPLICATION FOR REGISTRATION: 2019 – 1ST SEMESTER

**ROSEBANK
CAMPUS**

OR

**HATFIELD
CAMPUS**

STUDENT INFORMATION:

SURNAME: _____

FIRST NAMES: _____

ID NUMBER: _____ (Attach copy of ID)

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

RESIDENTIAL ADDRESS: _____ (Attach proof)

NEXT OF KIN NAME AND NUMBER: _____ (Only for use in emergencies)

MODULE SELECTION:

	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 of the deposit has been received and the application approved by IPCE.

PAYMENT OPTIONS:

(Check the correct box)

Full payment on registration	
Deposit of R 2 100.00 on registration*	

* NOTE that the balance (interest free) will be payable in equal monthly instalments payable on the 25th of each month starting on 25 JANUARY 2019 and with the final instalment on 25 JUNE 2019.

PAYMENT METHODS:

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

Account holder: **Ilovo 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. Late-coming will result in a student being refused entry into lectures.

Notes and study material:

IPCE Notes will be provided to students where appropriate. Notes contain intellectual property and may not be made available to any other person. Expulsion and legal action may follow.

Assignments and Portfolios:

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 and Portfolios will be evaluated by lecturers provided they reach the lecturers by email on or before the deadline given by the lecturer. Lecturers are not required to and will not write or edit assignments for students. IPCE will not tolerate plagiarism. IPCE is not required to make hand-outs and other written material available to students who have not attended the relevant class.

Computers, tablets, cellphones, recorders and similar devices may not be used in class unless expressly required by the lecturer. Students are required to furnish their own laptops/tablets and other devices as is required by Unisa.

Student behaviour:

Students are expected to behave responsibly and courteously and not discomfit or disturb other students or staff. Students may be suspended or expelled for bad behaviour and such suspension or expulsion will not affect the obligation to pay the required fees.

Prescribed work:

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 air conditioners, cameras, printers, electrical outlets and similar facilities unless expressly authorised by 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 quietly study 24/7. IPCE reserves the right to withdraw or limit this permission. The kitchen will not be available after the staff have left. No other persons (friends, parents etc.) will be allowed on the premises. Students are required to adhere to any other rules that IPCE may make in its sole discretion.

CHECKLIST:

STUDENT:

ID Copy	
Proof of Residence	
Initialed bottom of all pages	

RESPONSIBLE PERSON:

ID Copy	
Proof of residence	
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 the _____ of _____ 2019.

Signature

PERSON RESPONSIBLE FOR FEES:

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

Signed at _____ on the _____ of _____ 2019.

Signature