



**APPLICATION FOR REGISTRATION: 2020 – 1<sup>ST</sup> SEMESTER**

LLB

Please complete this form and hand in at IPCE or scan to [info@ipce.co.za](mailto:info@ipce.co.za)

**STUDENT APPLICANT INFORMATION:**

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

ID Number: \_\_\_\_\_ Attach copy

UNISA Student number: \_\_\_\_\_ Attach Reg

MY UNISA Password: \_\_\_\_\_

Telephone number: \_\_\_\_\_ (Cell)

\_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

Email address: \_\_\_\_\_

Residential address: \_\_\_\_\_ Attach proof

\_\_\_\_\_

\_\_\_\_\_

**FEES:**

R 2 850.00 per module

R 4000.00: FAC 1503, LME 3701, RRLLB, TLI 4801, LJU 4802, LPL 4802, LML 4810 and LJU 4804

**REGISTRATION:**

		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 or to register the student for only some of the chosen modules.

NOTE that modules may be offered only on a part-time (weekends) or full-time (weekdays) basis.

NOTE that registration will take place only after the deposit 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: **	

* <b>DEPOSIT:</b> If the deposit is paid, the balance will be payable in 5 equal monthly amounts payable on the 25th of each month starting on 30 JANUARY 2020 and with the final instalment on 25 MAY 2020 (interest free). 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.
** <b>OTHER ARRANGEMENTS:</b> Other payment arrangements may be made.	

**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

**APPLICANT / PERSON RESPONSIBLE FOR PAYMENT:**

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

ID Number: \_\_\_\_\_

Attach copy

Telephone number: \_\_\_\_\_ (Cell)

\_\_\_\_\_ (Work)

\_\_\_\_\_ (Home)

Email address: \_\_\_\_\_

Residential address: \_\_\_\_\_

Attach proof

\_\_\_\_\_

\_\_\_\_\_

Work address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON FOR EMERGENCIES:**

Name:	
Contact No.:	

**Information:**

The Applicant hereto undertakes that all the information furnished herein is true and correct.

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 information was obtained.

**Payment Default:**

The applicants are jointly and severally bound for payment of fees and other charges. 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. IPCE reserves all its rights, including the right to cancel this agreement and/or to suspend the student from classes and other services until such time that the account is paid in full.

A penalty of R500.00 will be payable for every month that the account is overdue. The applicants will be liable for any costs incurred in connection with collection of the arrears.

The applicant consents to service of all legal documents via email as per the information provided to us.

The applicant gives consent to any credit checks and or traces that may be necessary for IPCE to conduct.

The applicant consents to IPCE listing the applicant as a defaulter on all credit bureaus in the event of a default. Such default listing will only be removed once the account is settled in full.

**Communication:**

The applicants choose their *domicilium citandi et executandi* the addresses furnished above. The applicants consent to receipt of electronic service of legal documents and other communication at the email addresses furnished above and that such communication shall be deemed to be in writing and to have been signed by the sender thereof. An electronic delivery or read receipt shall be proof of receipt of the communication by the applicant(s).

The applicants are responsible to ensure that email addresses are correct and current.

The Randburg Magistrate's Court will have jurisdiction to adjudicate any matter that arises from this Application.

**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 to classes.

IPCE Note Packs and other written and electronic material will be provided to students where appropriate. These materials may contain intellectual property and may not be made available to any other person whatsoever. Doing so may result in immediate suspension and/or expulsion and legal action may be instituted.

The work covering the assignments/portfolios will be addressed by the lecturers and guidance will be provided class. IPCE is not required to make written assignment/portfolio guides available to students. Assignments/portfolios will be evaluated by lecturers provided they reach the lecturers by email in editable form (MSWord) on or before the deadline given by the lecturer.

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

### **Student responsibilities:**

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, notifications, due dates etc. in order for the lecturer to 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 or attended classes. Students should make their own outlines/summaries of the work.

Students are responsible to download/acquire the relevant study material prescribed by UNISA for the particular module. IPCE is not responsible for printing Study guides, Tutorial letters, articles and other prescribed study material.

IPCE is not required to evaluate any assignment/portfolio if the drafts/first version of the assignment/portfolio are not submitted to the lecturer on time. This pertains in particular, but not exclusively, to the research modules (LME3701 and RLLB). Students are responsible for their own research and must familiarise themselves with UNISA's library facilities.

All students are required to attend a general lecture dealing with the formatting of assignments and portfolios and the CLAW referencing system. IPCE is not required to assist students with basic word processing, computer or internet use (in particular, use of UNISA's website and library facilities), or the editing of assignments or portfolios for adherence to Unisa's formal and language requirements. In particular, IPCE is not required to check/correct/edit assignments/portfolios for compliance with the CLAW system.

If a student does not attend a class or appointment, IPCE has no responsibility to assist the student to catch-up with the work. IPCE is not required to make hand-outs and other written material available to students who have not attended the relevant class.

Students must use the facilities responsibly and not interfere with or use air conditioners, printers, cameras, electrical outlets, whiteboards and other similar facilities unless expressly authorised by staff. Facilities must be kept neat and clean. The kitchen will not be available after the staff have left.

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. Use of the facilities and entry to the premises are solely at the risk of the student.

Books and other material in the library are for reference only and may not be removed from the library. Should a student remove a book from the library, it will be deemed that the book was purchased, and the student will be charged for the replacement value of the book which will be added to the student's account. The price is payable before the end of the month in which the invoice was raised.

No other persons (e.g. friends, family, children) will be allowed on the premises.

Students undertake to adhere to any other rules that IPCE may make in its sole discretion.

Students may not disturb other students or staff and are always required to be courteous, on time and prepared.

Students may be suspended or expelled if they breach the norms set out above or make themselves guilty of plagiarism, rudeness, late coming and/or other behaviour that discomfits other staff or students or brings IPCE into disrepute. Such suspension or expulsion will not affect the applicant's other obligations.

**CHECKLIST:**

STUDENT:

ID Copy		Proof of employment (if applicable)	
Proof of residence		Initialled bottom of all pages	
Proof of Unisa Registration			

PERSON RESPONSIBLE FOR PAYMENT:

ID Copy		Debit Order	
Proof of residence		Initialled bottom of all pages	
Proof of employment (if applicable)			

**STUDENT SIGNATURE:**

***I understand that this is an offer made to IPCE and that, if accepted, it will be a binding contract between me/us and IPCE. I understand the terms of this contract from page 1 to 6 and do not need additional explanation.***

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
SIGNATURE

**RESPONSIBLE PERSON SIGNATURE:**

***I understand that this is an offer made to IPCE and that, if accepted, it will be a binding contract between me/us and IPCE. I understand the terms of this contract from page 1 to 6 and do not need additional explanation.***

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
SIGNATURE

**IPCE SIGNATURE**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_

SIGNATURE

---

**FOR OFFICE USE**