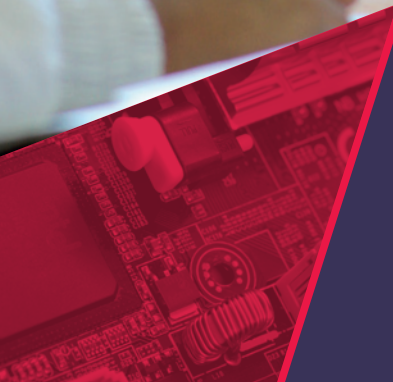




Conditions of Enrolment  
V1 2015



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This document is intended to provide a comprehensive guide to the rules, regulations, procedures and requirements for enrolment at any CTI Education Group campus (herein referred to as CTI).

It is essential that all students and guardians/sponsors study this document very carefully because signing of the enrolment contract is contractually binding regarding the rules, regulations and policies stated in this document.

Please fill in the publication date of this document in Section F of the enrolment contract as these rules form a binding agreement between students, guardians/sponsors and CTI.

## 1. General conditions

### 1.1 Documentation required for enrolment

The entrance requirements to study at CTI are:

- A signed copy of the contract.
- A copy of the student's ID or Passport.
- A copy of the account payer's/sponsor's ID.
- Proof of payment for registration.
- A completed placement assessment may be required, depending on the qualification.
- A registration fee may be required on or before the module/qualification start date. The amount may vary per qualification.
- An original or a certified copy of a South African senior certificate or a CTI approved equivalent. Qualifications may require a matric certificate or matric certificate with full matriculation exemption (if matriculation was before 2008), or a National Senior Certificate (NSC) (if matriculation is 2008 and later).
- International students are to provide proof of medical aid and a valid study permit.

### 1.2 Payment method

Sponsors/students may pay the qualification fees by any of the following methods:

- Debit order – This payment method is preferred by CTI as it is convenient for both the student/sponsor and CTI. Debit order forms can be obtained from any campus.
- Bank loan – Details of the major financial institutions which provide student loans are available from CTI's process office.
- Cheque – Only post-dated cheques for the entire year will be accepted.
- Direct payment – Upfront payment made directly into CTI's bank account. The account details are available from the financial offices at all the campuses.
- Credit card
- Electronic transfer – Electronic bank transfers can be used for upfront payments.
- Very important: All payments have to be made in South African Rands. No foreign cheques or currency will be accepted.
- A South African student is required to pay 10% (1 month instalment) as per the contract on enrolment for the academic programme for which he or she is registered for.
- Non-South African students refer to 1.2.1 under upfront payments.
- **The student number must be used as reference number for all payments.** This will ensure correct allocation of funds.

#### 1.2.1 Upfront payments

Upfront payments:

- A non-South African student is required to pay the applicable deposit (which will equate to approximately 50% of the total tuition fees) and the 1<sup>st</sup> instalment as per the contract on enrolment for the academic programme for which he or she is registered or 100% of the contract fee on date of enrolment.
- In order to qualify for an upfront payment discount, the student/sponsor must indicate the "Upfront Payment" choice on the enrolment contract and pay the full qualification fee on or before the start date.
- **Very important:** Where an upfront payment selection is made, and the fees are not received on or before the qualification start date, the payment method will revert to monthly and the discount will be forfeited automatically.
- Company-sponsored students need to pay the 1<sup>st</sup> month instalment as per the contract on enrolment and the balance within 30 days for commencement of classes. Failure to pay within 30 days will result in the payment method being reverted to the monthly invoicing and the discount will be forfeited automatically. It is the responsibility of the student to ensure that the company pays on time. CTI will also require on enrolment, and original letter from the company which must be on an original letter head and must have the company stamp with the relevant contact details.

Monthly payments:

- Monthly payments shall be made on the 1st day of every month (where the start date is between the 15th and the 31st day of the preceding month) or the 15th day of every month (where the start date is between the 1st and the 14th of that month).
- Monthly payments need to be made by debit order or by supplying post-dated cheques.

#### 1.2.2 Legal Capacity

In the event of the student being a minor, or suffering from any legal incapacity and thus requiring the assistance of a natural or legal guardian, the legal/natural guardian shall assume all contractual responsibilities for his or her

ward. By signing the enrolment contract, the legal/natural guardian represents and states that he or she has the capacity to conclude the enrolment contract for the student.

### 1.2.3 Bank loans

Students applying for bank loans will only be allowed to start their studies once CTI has received the money from the relevant bank, or in exceptional cases, on submission of a letter from the relevant bank confirming approval of the bank loan.

## 1.3 Cancellation of enrolment

Either party will have the right to cancel the agreement within four weeks of the starting date by giving the other party written notice within this period. Within this period, the student/sponsor will be liable for one month's payment, irrespective of the date of cancellation. Cancellation after four weeks of the starting date will incur the full qualification fee, except in certain cases where CTI will refund the pro rata qualification fees.

Where a student is enrolled provisionally, pending submission of outstanding documentation, his/her enrolment will be cancelled at the discretion of the institution if the following outstanding documents are not submitted by 31 May in the year of expected study:

- A signed copy of the contract
- A copy of the student's ID or Passport
- A copy of the account payer's/sponsor's ID
- An original or a certified copy of a South African senior certificate or a CTI approved equivalent. Qualifications may require a matric certificate or matric certificate with full matriculation exemption (if matriculation was before 2008), or a National Senior Certificate (NSC) (if matriculation is 2008 and later).
- International students are to provide proof of medical aid and a valid study permit.

In such a case the student will be liable for payment of fees in respect of the full first semester.

Should a student choose to cancel a specific module, he or she is to inform the relevant academic coordinator in writing no later than four weeks after the commencement date of his/her course.

Please note: This applies to the cancellation of a module only – not the entire course. Once approved, a credit note will be awarded to the student.

Any equipment or property belonging to CTI e.g. a tablet that is in possession of the student at the time of cancellation, is to be returned to CTI.

Where a student provisionally enrolled for an academic programme that commences in the second semester, pending submission of outstanding documentation, his/her enrolment shall be cancelled at the discretion of the institution if the following outstanding documents are not submitted by 31 October in the year of expected study:

- A signed copy of the contract
- A copy of the student's ID or Passport
- A copy of the account payer's/sponsor's ID
- An original or a certified copy of a South African senior certificate or a CTI approved equivalent. Qualifications may require a matric certificate or matric certificate with full matriculation exemption (if matriculation was before 2008), or a National Senior Certificate (NSC) (if matriculation is 2008 and later).
- International students are to provide proof of medical aid and a valid study permit.

In such a case the student will be liable for payment of fees in respect of the full second semester.

Please note that no financial credits will be awarded for module clashes on timetables. Addressing timetable clashes as well as attending classes as per CTI regulations remain the responsibility of the student.

Please note that no financial credits will be passed for modules that a student cannot take in semester 2 due to pre-requisites failed in the previous semester or previous year. However, the student will not have to pay again for the module when taking it the following year.

Should a student decide not to return to CTI the following year, refunds regarding these pre-requisite modules failed will only be reimbursed after classes have started the following year.

## 1.4 Overdue payments

- CTI will charge interest on all overdue payments on a monthly basis at the prime interest rate, plus 2% per annum.
- Payments not received on the due date may result in the following:
  - The student being unable to write any examinations, hand in projects, or loan books from the library, as from

- the date after the payment was due, until the outstanding payment is received.
- The student being suspended from the college from the 14th day after the monthly payment anniversary date (the date on which the payment was due) until the outstanding payment is received by CTI.
- Possible legal action being taken, where appropriate.
- Students may continue with their year of study if fees are outstanding, but CTI reserves the right to withhold academic results in such cases.

### **1.5 Bursaries**

CTI offers the following bursaries to students who study full time:

- Sibling discount – for students who have a sibling at CTI, 10% of the total tuition fees of the sibling with the lowest fees will be covered. If there are more than two siblings at CTI the sibling with the highest fees will pay in full, while all other siblings will receive a 10% discount.
- Matriculant bursaries – a discount on tuition fees for selected matriculants enrolling at CTI on completion of Grade 12. This is based on academic performance.
- Academic achievement – a discount on tuition fees is provided to the top student per level per qualification based on academic performance.
- Financial assistance – specifically focused on final year students. Good academic performers that are in need of financial assistance to complete their final year of studies will be identified, and may qualify for a discount on tuition fees.

Note that all bursaries mentioned above are only applicable to students with no outstanding fees or payments.

### **1.6 Relationships with staff members**

These regulations are put in place to maintain the confidentiality of the material with which staff members work.

- A student is not allowed to socialise with staff members as this constitutes a breach of contract on the part of the staff members concerned.
- A student is not allowed to pursue a relationship with a staff member as this constitutes a breach of contract on the part of the staff member concerned.

### **1.7 Legal capacity**

In the event of the student being a minor, or suffering from any legal incapacity and requiring the assistance of a natural or legal guardian, the legal/natural guardian shall assume all contractual responsibilities for his/her ward and, by signing the enrolment contract, the guardian represents and states that he/she has the capacity to conclude the enrolment contract for the student.

### **1.8 Indemnity**

The student/sponsor hereby indemnifies CTI, its employees, agents, and directors against all or any claims, loss, and/or damage which may be brought against, or suffered by CTI, its employees, agents, or directors arising out of, pursuant to, or resulting from personal injury suffered by the student or property damaged, or loss suffered due to acts or omissions of CTI, its employees, agents, directors, students, or third parties.

### **1.9 Software and intellectual property**

Only software provided by CTI is permitted on the campus premises. Non-CTI software and non-CTI hardware, in any form whatsoever, are not permitted on the campus premises, unless permission has first been obtained in writing from the campus director.

Copying of software onto CTI or other computers is prohibited and will be regarded as copyright and intellectual property right infringements.

As part of modules and/or qualification, students will be given access to content and educational materials that were developed by Pearson Southern Africa ("Pearson"). Pearson is a third party and is the owner or licensee of certain intellectual property rights ("IPR"), specifically including copyrights and trademarks. All students are expected to respect and protect the IPR of the material to which they have been provided access to and may not copy, forward, distribute, sell or make available in any format or on any platform to any other person, the Pearson material to which they have access.

Failure to adhere to the above regulations will result in the immediate suspension of the offending student, pending a disciplinary board inquiry and/or become liable for copyright infringement.

### **1.10 e-Learning agreement**

CTI introduced technology-enhanced learning in 2013 and as a result, students will receive a tablet device upon enrolment with course material and electronic textbooks included, at no additional cost.

Ownership of the device will remain with CTI as set out in the terms of the relevant e-learning agreement between CTI and the student.

The student accepts that the device is to be used primarily as an e-learning tool whilst enrolled for a CTI qualification.

The student will ensure that the device is charged on a daily basis and that it is always on campus for the primary purpose of e-learning.

The student takes full responsibility for the safekeeping and usage of the device in a reasonable manner to eliminate theft and damage to the device.

For terms regarding the purchase of a device upon cancellation, and terms and conditions regarding stolen, lost or damaged devices, refer to the e-learning agreement between CTI and the student.

## **2. Disciplinary conditions**

### **2.1 Student Code of Conduct**

The Code of Conduct is aimed at being an integral part of all forms of interaction. By providing the parameters within which the campus, students and sponsors must interact, an attempt is made to clarify the roles and responsibilities of all stakeholders. This, in turn, will facilitate a transparent approach when the campus has to deal with disciplinary issues, as well as define the avenues to be followed when grievances need to be addressed.

No student may leave the campus grounds during campus hours without using the access system correctly. A student shall when on CTI property, carry his/her official CTI student card at all times and present it when called upon to do so by any CTI staff member. Student cards are required for access to the campus, library, study centre, and lectures and must be presented when writing all tests and examinations. No student confirmation letters will be issued without a student card. A student shall not permit any other student and/or person to gain access to the campus with his/her CTI student card.

The following areas are out of bounds:

- Server room – At all times
- The examination centre – Unless a student is writing an examination.
- Staff office – Without a staff member present.

### **2.2 Substance abuse (drugs and alcohol)**

The word 'drug' refers to any chemical substance that has the potential to be abused. This includes cocaine, marijuana, ecstasy, appetite suppressants, cough mixtures, glue and correction fluid thinners, etc. (i.e. not only illegal substances). The word 'alcohol' refers to any liquid substance that contains alcohol.

'Drug abuse' is the excessive or inappropriate use of a chemical substance which results in the impairment of an individual's physical, mental, or emotional state of well-being.

CTI recognises the extreme seriousness of drug and alcohol abuse and, in view of the implications of this, is committed to dealing with this problem.

Procedures for dealing with problems of drug and alcohol abuse include:

- Campus intervention
  - When there is reason to believe that a student is abusing drugs or alcohol, or is suffering at the hands of others who are doing so, the matter may be referred to the campus director. Steps will be taken to investigate and verify the seriousness of the problem.
  - The identity of any user of drugs who approaches the campus directly will not appear on campus records except in the case of a student who does not cooperate and does not register with a rehabilitation programme agreed upon by the campus, student and sponsor.
- Drug testing/Drug search
  - If there is evidence of suspected drug abuse, the principal may request a drug test. No test will be conducted without the consent of the sponsor, and such consent shall not be unreasonably withheld. Sponsors will be liable for the cost of the testing.
  - The campus director may, when he or she suspects the use or presence of drugs on the campus premises,

call in sniffer dogs and/or the police.

- Disciplinary action will be taken in the following circumstances
  - Where a student makes drugs available to other students.
  - Where a user has a negative effect on any other student, e.g. influencing them to use drugs.
  - If a student comes to the campus under the influence of drugs or alcohol (this includes any organised excursion or event).
  - If a student fails to meet the conditions for rehabilitation as agreed upon by the student, sponsor and campus.
  - Where a student is in possession of, distributing, and/or selling illegal drugs or alcohol on campus, that student will be liable for immediate suspension and disenrollment. In such cases the campus will contact the sponsor and refer the matter to the police for further investigation.

### 2.3 Disciplinary investigations and hearings

CTI shall have the right to convene a disciplinary inquiry/hearing at its discretion to investigate any matter which relates to alleged misconduct by a student.

In the event of a disciplinary hearing being convened, the procedure of the hearing shall be informal with due regard to the principles of natural justice. The student shall have the opportunity to present any evidence relevant to the charge of misconduct.

A student who is to appear before the hearing will be given two academic days' written notice of the hearing.

- The disciplinary hearing shall have the power:
  - To call witnesses and produce evidence as it deems fit for the purpose of the investigation.
  - Following the hearing, to make such recommendations as it finds necessary to the campus director, which could include the suspension or disenrollment of the student or the imposition of such conditions as are appropriate to the disciplinary procedures.

The chairman of the hearing will decide whether, on a balance of probabilities, the student has been proven guilty of the allegation.

Should a student be disenrolled, all monies paid to CTI shall be forfeited by the student/sponsor. In addition, the full fee shall immediately become due and payable notwithstanding any prior arrangement to the contrary. All allegations of 'Serious' and 'Very Serious' misconduct (as indicated in this section) must be investigated and, where necessary, a disciplinary hearing must be convened.

The student shall **not** be entitled to legal representation, but may be assisted by his/her guardian/sponsor or a fellow student, if applicable.

CTI has a formal appeals procedure that provides the student the right to appeal should he/she have reasonable grounds for an appeal against an unfair or unjust process. The sponsor of the student will be informed of the disciplinary hearing and outcome.

### 2.4 Punishable offences – minor misconduct

The following will be classified as 'minor misconduct':

- Foul language
- Disruptive behaviour
- Disruptive and excessive use of cellular phones during the learning and instruction process
- Failure to sign in or incorrect use of the access system
- Progress report sheets with sponsor signature not returned
- Projects/assignments not handed in on due date
- Truancy (two days or more)

In each case, the student will first receive a verbal warning from a lecturer.

Should this behaviour continue, it may lead to the minor misconduct being regarded as serious misconduct, and the principal may take action according to the following steps:

- Require some service to the campus and fellow students
- Suspension with the aim to rehabilitate
- Suspension with the intention to disenroll

The minimum penalty that may be given for minor misconduct is a verbal warning.

The maximum penalty that may be given for minor misconduct is a seven-day suspension.



## 2.5 Punishable offences – serious misconduct

The following will be classified as 'serious misconduct' and may result directly in some service to the campus and fellow students:

- Disrespecting CTI staff or students
- Cheating by copying the work of others and handing it in as one's own
- Playing computer games on campus resources
- Continuously telling lies
- Defacing property
- Discrimination against others
- Physical intimidation of others

The following will be classified as 'serious misconduct', and may result directly in suspension with the aim to rehabilitate:

- Verbal or physical abuse
- Unsatisfactory attendance
- Disrupting or frustrating the instruction or learning process
- Found to be in the possession of or distributing pornographic material
- Insulting the dignity of, or defaming, a staff member or fellow student
- Maliciously damaging the property of others
- Seriously threatening, disrupting, or frustrating the instruction or learning process

The penalties for serious misconduct generally follow these steps:

- Verbal warning
- Require some service to the campus and fellow students
- Suspension with the aim to rehabilitate
- Suspension with the intention to disenroll

A senior facilitator, academic coordinator, or campus director will adjudicate in each instance.

Should this behaviour continue it may lead to the 'serious misconduct' being regarded as 'very serious misconduct', and the campus director may take action as listed above.

The minimum penalty that may be given for serious misconduct is a two-day suspension.

The maximum penalty that may be given for serious misconduct is disenrollment.

## 2.6 Punishable offences – very serious misconduct

The following will be classified as very 'serious misconduct', and will result in a suspension with the aim to rehabilitate:

- Disobedience of any lawful order or reasonable directive by CTI staff, related to studying at CTI.
- Alcohol and/or drug related misconduct (in possession of, under the influence of, or making available to others).
- Engaging in activities which threaten to disrupt the proper functioning of the college, or which could prejudice the standards set by CTI or in any manner prejudice the rights of CTI personnel or fellow students.
- Sexually harassing people by using either lewd suggestions or actions.

The following will be classified as very serious misconduct, and may result directly in suspension with the intention to disenroll:

- Assault resulting in grievous bodily harm.
- Absence from tests and examinations without a valid reason and, if absent due to medical reasons, not providing the medical certificate from a medical practitioner.
- Being in possession of knives, firearms, or any other dangerous weapons, or bringing such weapons onto the campus premises.
- Bringing unauthorised (non-CTI) software or hardware onto the campus premises.
- Bringing software which contains viruses onto the campus premises.
- Down loading and copying unauthorised (non-CTI) software onto the campus computers.
- Using CTI infrastructure to download or copy unauthorised (non-CTI) software from the Internet.
- CTI has zero tolerance for cheating in an examination. If found guilty of cheating, it may result in expulsion. Students who are expelled for cheating will not be accepted by any other university – thus such a student will not be able to complete their studies in order to get a qualification.
- Committing any breach of the provisions of the enrolment agreement as well as the terms contained in this document.
- Dishonesty such as handing in the work of other students as one's own.
- Conviction of any criminal offence which has the element of dishonesty or which is reasonably likely to harm the credibility of the student and the good name and reputation of CTI.

- Dishonesty such as theft or fraud.
- Failure to pay the fees by the due date as stated in the Enrolment contract.
- Failure to comply with the punishment of suspension as a correctional measure.
- Guilty of any unbecoming conduct which will justify expulsion or suspension from a training facility of the nature of CTI, including any conduct which prejudices the goodwill, reputation, or good name of CTI in any manner whatsoever.

The penalties for 'very serious misconduct' involves the following steps:

- Suspension with the aim to rehabilitate
- Suspension with the intention to disenroll

The minimum penalty that may be given for very serious misconduct is a seven-day suspension.  
The maximum penalty that may be given for very serious misconduct is disenrollment.

### **3. Academic conditions**

#### **3.1 Language policy**

CTI's language of tuition is English and CTI endeavours to assist student whose mother tongue is not English by offering special English language skills programmes, support and training.

#### **3.2 Lecturers**

Lecturers will be available to assist students during campus hours in accordance with their individual consultation schedules. It is the student's responsibility to take note of these times and plan his/her time accordingly.

#### **3.3 Duration of qualification**

Full-time students registering for:

- A one year Higher Certificate qualification has a maximum of three years within which to complete the qualification. Failure to do so will result in an exclusion.
- A three year undergraduate degree qualification has a maximum of six years within which to complete the qualification. Failure to do so will result in an exclusion.

All students are required to adhere to curriculum changes during the course of their studies at CTI.

#### **3.4 Programme handbook**

The following will be addressed in the programme handbooks for the various qualifications:

- Assignments
- Examination sessions
- Publication of results
- Student access to feedback on examinations

# Contact details

## Bedfordview Campus

1st Floor, 14 Skeen Boulevard, Bedfordview  
P.O. Box 1389, Bedfordview, 2008  
Tel: +27 (0)11 450 1963/4, Fax: +27 (0)86 686 4950  
Email: bedfordview@cti.ac.za

## Cape Town Campus

The Brookside Building, 11 Imam Haron Str  
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## Durbanville Campus

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## Nelspruit Campus

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## Potchefstroom Campus

16 Esselen Street, Cnr Esselen Street  
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## Randburg Campus

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## Group Head Office

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P.O. Box 1398, Randburg, 2125  
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Website: www.cti.ac.za

## Bloemfontein Campus

Tourist Centre, 60 Park Avenue, Willows, Bloemfontein  
P.O. Box 1015, Bloemfontein, 9300  
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## Durban Campus

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## Port Elizabeth Campus

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## Pretoria Campus

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## Vanderbijlpark Campus

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