

SPRINGFIELD FET COLLEGE TERMS AND CONDITIONS FORM

1. **ENROLMENT REQUIREMENTS;** The applicant attests that the information supplied is correct and accurate in all respects and undertakes to update it with the institution as and when there is any change in the supplied details.
2. **CANCELLATION OF STUDIES AND REFUND;** The applicant reserves the right to terminate his/her studies at Springfield FET College provided that he/she submits a letter of cancellation to Springfield FET College and the letter is received by the college not later than 14 days by email before the commencement of the course. Provide sufficient evidence to motivate cancellation of studies i.e. student unable to carry on with studies due to terminal illness, relocation, college cancelling program or death. In either event, the college will provide a full refund on installment fees only provided that applicant has not attended any classes. Full refund will be made if the applicant initially paid for his/her fees and then sponsor pays for fees. The applicant will be entitled to a full refund of what he/she initially paid. No refund of fees will be made by the college if applicant has attended orientation briefing or attended classes even if it is once. The college will only refund to the account of the Sponsor /Parent/Guardian only and further verification will be imposed on the applicant before funds are refunded. Cancellation will also be granted to the applicant without any further contractual obligation to the student and No cash refund given by the college provided that the applicant transfers his/her studies to another prospecting student to substitute his/her space at the college. Automatic decline of application for refund will be instituted after 14 days of registration and No claims or liabilities will be made and or accepted by the college whatsoever.
3. **LEARNER RIGHTS & OBLIGATIONS;** It is the student's right to obtain the correct service that he/she has paid for and therefore the student's duty to notify the college administration in writing or otherwise if he/she feels that this right is being compromised by any official at the college. In the event that a student wishes to report any incident, the applicant must provide a comprehensive description of the nature of problem and or any evidence to support that claim and must insist on obtaining a reference for the query, alternatively the student may use the online student survey form to lodge their complaint at www.springfieldcollege.co.za. It is the learner's duty and obligation to obtain from the college all important information pertaining to teaching, prelim checking for examination enrollments, forwarding any corrections made to the college admin timeously after the college has notified the student either via notice boards, SMS or email. The student must adhere to all additional Internal College / External DHET rules and regulations, processes and procedure throughout their entire duration of studies at Springfield FET College.
4. **GENERAL CODE OF CONDUCT;** Students must abstain from the following habits while at school: theft, smoking, drinking, drugs, carrying weapons, inappropriate behavior and abuse of school property, disobedience of instructions and college processes. Failure to comply with this will result in serious consequences including suspension or dismissal without refunding the offender/s. foreign applicants must pay at least half of the required fees or provide proof of sufficient funds and a valid study permit. All fees payments are due on the 7th of every calendar month unless if special arrangements have been made and granted by the college. Late payments resulting into late Examination entries will be a responsibility of the applicant and the college will not be held liable whatsoever for any irregularities that may arise.
5. **ATTENDANCES AND ASSESSMENTS;** A minimum of 30 weeks of regular and punctual attendance is required of the student and the college reserves the right to block access from either internal or External Exams if the student fails to meet the stipulated duration of attendance per term or year as set by the Department of higher Education and Training. Upon Confirmation of registration, the student must request for the class attendance time table, year event calendar and assessment schedules for his/her respective lessons further to that, he/she must also report in writing to springfieldfet@gmail.com when they miss any scheduled classes
6. **EXTERNAL EXAMS REGISTRATION & PROCEDURES;** Failure to Comply or complete or amend changes to the registration form, Examination forms or preliminarily schedules for whatsoever reason will place the entire learner's academic term, semester or year in serious jeopardy and will result in a decline to admission into the Examination room. Where such happens the college will not be held liable and will not refund whatsoever. Exams will be transferred to the following term and additional conditions imposed on student as per concession granted.
7. **LIMITED LIABILITY;** Neither Springfield FET College nor its employee/s or representative will be held liable to any minor or serious bodily harm or death or loss of property arising in any way whether or not by willful or negligent act or mission or breach of contract by any college representative/s. **Either I _____ (for Minor/Below 18 Years) or I _____** duly assisted in Law By _____, (Legal Guardian) on this ___ day of _____
8. _____ 20__ at _____ do hereby declare and warrant the I Severally and or Jointly understand and accept the conditions of registration at Springfield FET College. Furthermore attest to the correctness of the information that I have declared, and acknowledge that any false, Misleading or inadequate declarations may result in serious and yet undesired consequences. Hence I will not expect Compensation from Springfield for any inconveniences that are a result of my own negligence.

Registrar

Applicant signature

Date

PROTECTION OF PERSONAL INFORMATION ACT (POPI Act or POPIA) CONSENT FORM

By signing below, I hereby give consent to Springfield FET College for the processing of my personal information in accordance with the Protection of Personal Information (POPI) Act, and I understand the following:

- PURPOSE OF INFORMATION PROCESSING:** I understand that my personal information provided during the registration process will be used for the purposes of admission, administration, academic activities, communication, and other lawful purposes related to my enrollment at Springfield FET College.
- TYPES OF PERSONAL INFORMATION:** I acknowledge that the personal information processed may include, but is not limited to, my name, contact details, identification documents, academic records, financial information, and any other information necessary for the fulfillment of academic and administrative requirements.
- STORAGE AND SECURITY:** I understand that Springfield FET College will take reasonable measures to safeguard my personal information against loss, theft, unauthorized access, disclosure, or destruction, in compliance with applicable data protection laws.
- ACCESS AND CORRECTION:** I acknowledge my right to request access to and correction of my personal information held by Springfield FET College, in accordance with the provisions of the POPI Act.
- RETENTION PERIOD:** I understand that my personal information will be retained for as long as necessary to fulfill the purposes outlined in this consent, or as required by law.
- THIRD-PARTY DISCLOSURE:** I consent to Springfield FET College sharing my personal information with relevant third parties, including government authorities, accreditation bodies, educational partners, and service providers, only to the extent necessary for the purposes outlined in this consent and in compliance with applicable laws.
- WITHDRAWAL OF CONSENT:** I acknowledge that I have the right to withdraw this consent at any time, with reasonable notice, by notifying Springfield FET College in writing. However, I understand that such withdrawal may affect my enrollment and participation in academic activities at the college.
- AGREEMENT TO TERMS:** By signing below, I confirm that I have read, understood, and agree to the terms of this consent for the processing of my personal information by Springfield FET College in accordance with the POPI Act.

Applicant Full Names: _____ ID Number: _____
(Full Names & Surname) (SA Identity Number or Foreign Passport)

Applicant Signature: _____ Date: _____ of _____ 20____
(Applicant Must Sign Here) (Day) (Month) (Year)

OFFICIAL COMMUNICATION PLATFORMS

Below are Springfield FET College's official communication platforms:

- Official WhatsApp Line: **014 592 0963**
- Official Tel Lines: **014 592 0963 / 014 592 0921 / 013 590 0537**
- Official Facebook Page: www.facebook.com/springfieldrtb
- Official Instagram Page: www.instagram.com/springfieldvetcollege
- Official Emails: info@springfieldfet.co.za , springfieldfet@gmail.com
- For Rustenburg Campuses Related Queries kindly cc to: springfieldrustenburg@gmail.com
- For Kwamhlang Campuses Related Queries Kindly cc to: springfieldvet.mp@gmail.com

Students are encouraged to utilize these official channels for communication with Springfield FET College administration, academic departments, and campus-specific queries.