

FOR OFFICIAL USE ONLY:

Student #: \_\_\_\_\_

Payment INSTAL ONCE OFF

Student Card # \_\_\_\_\_

# SEWAFRICA APPLICATION FOR REGISTRATION FULL TIME STUDENT



Attach  
Photograph

## 2025

*R400 Early Registration  
Discount if Registration  
is Completed in Full by  
12 December 2024*

### FIRST YEAR

SEWAFRICA Foundation  
Certificate in Fashion:  
1 Year

Please complete all sections of the application form:

### PERSONAL INFORMATION OF STUDENT

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

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

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

Date Of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Nationality: \_\_\_\_\_

Gender: \_\_\_\_\_

Disability: \_\_\_\_\_

Age: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Home Address:

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Student Cell Number: \_\_\_\_\_

Student E-Mail Address: \_\_\_\_\_

Parent/Partner Name: \_\_\_\_\_

Parent/Partner Work Contact Number: \_\_\_\_\_

Parent/Partner Cell Number: \_\_\_\_\_

Parent E-Mail Address: \_\_\_\_\_

Note: Please remember to contact SEWAFRICA if your details change in any way. From time to time we send reminders on sms about events to both students and fee payers and we need up to date details.

#### Education:

*(Attach the report from the last school attended and other courses completed)*

#### School Education

Grade 9

Grade 10

Other

#### Other Qualifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please ensure that all the following items are attached to the application form. Note that spaces on the course cannot be reserved, the registration process is only complete, and a space booked on the course when all the items, listed below, are submitted.

Discount of R 400 off registration fee is only applicable when **all the items below** have been received by the College on/before **12 December 2024**

#### OFFICIAL USE ONLY:

- Fully Completed Application Form
  - One Colour Passport Photograph
  - Copy of Last School Report and/or Certificates
  - Copy of Identity Document of Student
  - Copy of Identity Document of Person Paying the Fees
  - Proof of Payment of Registration/Fees
  - R150 refundable deposit for the storage box
  - R300 Sewing Machine Use Fee
  - Assessment Completed
  - 4 x Long, Thin Shaft Padlocks (50mm – 65mm)
  - 2 x Labelled Key Tags
- Received (Please Sign)
- Induction Booklet & Equipment List
- \_\_\_\_\_

## INFORMATION OF PERSON PAYING THE FEES

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

Identity/Passport Number: \_\_\_\_\_ (attach copy)

Relationship to Student: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ability to Pay Fees:

Monthly Household Income

R 2000 – R 4000

R 4100 – R 6000

R 6100 – R 8000

R 8000 plus

SEWAFRICA reserves the right to institute a credit check on individuals paying the instalment option

Home Telephone Number: \_\_\_\_\_

Work Contact Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If the student is under 21 years of age are you the student's legal guardian?

Yes  No

If "no" complete below:

Name of Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Contact Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Who is the student living with while they are studying?

Guardian  Person Paying the Fees  Living alone  Other

If "other" please give details:

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Work Contact Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

**ACKNOWLEDGEMENT OF DEBT  
TO SEWAFRICA TRAINING CENTRE**

Person Responsible for the fees must complete this section:

Revenue  
Stamp

Student's Name: \_\_\_\_\_ Student's Identity #: \_\_\_\_\_

I, the undersigned \_\_\_\_\_ Identity Number: \_\_\_\_\_  
(Full Name of Person Paying the Fees) (Identity Number of Person Paying the Fees)

Hereby acknowledge that I am indebted to SEWAFRICA MARKETING (PTY) LTD (hereafter referred to as the Creditor) in the sum of R 20,900 in the case of the instalment option and R 19,800 in the case of the once off payment option, being the capital amount of fees and registration for the first year of full-time study:

1. I undertake to sign an acknowledgement of debt form in the case of the instalment option wherein the fees due will be paid directly into the SEWAFRICA account on the first day of every month from 1<sup>st</sup> of February to 1<sup>st</sup> of November.
2. I understand that if the proof of payment is not sent to the school by the 2<sup>nd</sup> of each month, the above student may be suspended immediately until such payments are made.
3. I further accept that in such circumstances I shall be liable for the payment of all legal fees on the attorney and client scale of costs, including collection commission, incurred by the Creditor in demanding and enforcing compliance with my obligations in terms hereof.
4. I agree to make the following payments before the first instalment is due:

All students to pay a **non-refundable** registration fee of R 4,000 before the course commences.

Please note by signing this acknowledgement of debt you agree that if the once off payment option was selected and the full amount is not paid by the 28<sup>th</sup> of February 2025 the account will automatically become the instalment option and you will be required to pay the full amount as outlined in the instalment option. In addition, an administration fee of R 400 to change the payment option becomes due immediately. The payment for 1<sup>st</sup> of February and 1<sup>st</sup> of March amounting to R 3,780 will be due before the student may continue to attend classes. Please remember the full fee is due - even when starting after the classes have commenced, no new students will be permitted into the course after the 28<sup>th</sup> of February.

5. In the case of the instalment option the payment of R 1, 900 will be due on the first day of the month starting 1 February and stopping after 10 payments on 1 November 2025.

I accept that any refunds, either on instalment or cash accounts are subject to a R400 administration fee, irrespective of the amount refunded.

**SELECT PAYMENT OPTION**

Once Off Payment Option: 28 February 2025

Monthly Instalment Option: 1 Feb – 1 Nov

Thus Done And Signed At Johannesburg on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) 2024/2025.

Debtor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date: \_\_\_\_\_

# SEWAFRICA FEES REPAYMENT AGREEMENT

2025

## SEWAFRICA CERTIFICATE IN FASHION

### Clarification on Instalment Option

Learners' fees must be paid directly into the SEWAFRICA bank account on the first day of the month. Fees **will be payable in advance**, starting on the 1<sup>st</sup> of February 2025 and finishing on the 1<sup>st</sup> of November 2025. A student who registers later than 1<sup>st</sup> of February 2025 will still be liable for the full annual fees, whether or not they attended all the classes. Example: a student registering on the 26<sup>th</sup> of February will be required to pay R 4,000 registration fee plus the fees from 1<sup>st</sup> of February R 1,900 (i.e R5,900) before they may attend class, the next payment will be due on the 1<sup>st</sup> of March.

### Policy for Withdrawal from Course

If a student is unable to continue their studies at SEWAFRICA for whatever reason the student must give **written notification of one full calendar month** (one full calendar months' notice means that notice is **received** on the 1<sup>st</sup> working day of the month). **Please note that the payment will still be due for the months' notice period as explained below.** If notification is not received **in writing** the student will still be liable for the fees and no monies will be refunded, regardless of whether the student attended or not.

Example:

If written notice is given on the 1<sup>st</sup> of July 2025 and the fees were up to date on the 1<sup>st</sup> of July 2025, then no further payments will be due.

However, if written notice is received after the 1<sup>st</sup> working day of the month (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc) then the final payment will be made on the first day of the month following the notice. So, if the notification is received on the 3<sup>rd</sup> of July the final payment will be due on the 1<sup>st</sup> of August 2025.

As the person responsible for payment of the fees.

I, (first name) \_\_\_\_\_ (surname) \_\_\_\_\_

acknowledge that I understand the instalment system and hereby agree to make a payment into the SEWAFRICA bank account each month starting on the 1<sup>st</sup> of February 2025 and ending on the 1<sup>st</sup> of November . This will be in settlement of the fees, excluding registration, due to SEWAFRICA. I understand that if the payment is not made and proof of payment sent to the college on the first day of the month, in advance, then the student will be suspended from class on the 2<sup>nd</sup> of the month.

The reference on the deposit must be the student name – first and surname and/or student number.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

# SEWAFRICA INDEMNITY FORM

Please complete in full using BLOCK CAPITALS and a BLACK PEN

Student to complete or Parent / guardian if student under 21:

I, \_\_\_\_\_ (full name & surname)

Identity Number \_\_\_\_\_

Hereby:

Accept that all reasonable precautions will be taken to ensure the safety and welfare of myself/my child/my ward during the centre's hours. I shall be responsible for the payment of medical and/or hospital fees in the event of an injury, which CANNOT be ascribed to negligence on the part of the training centre or staff member responsible.

I cede my powers as parent/guardian to the head of the training centre or their representative should medical treatment/surgery be deemed necessary for my child/ward. To the best of my knowledge, my child/ward has a clean bill of health and can thus participate in all activities.

Or

If I am unable (in the event of an accident or illness) to give permission for medical attention I cede my powers to the head of the training centre or their representative. To the best of my knowledge, I am healthy and can thus participate in all activities.

The responsible staff member/s should note the following:

(allergies; epilepsy; tendency to abnormal bleeding; etc. – please specify)

Is the student a member of a medical aid?  Yes  No

If yes, name of medical aid \_\_\_\_\_ Membership #: \_\_\_\_\_

Please note no confirmation for medical aid letter will be issued if Medical Aid Details are not completed.

Emergency Contact Details in case the student becomes ill and we need to contact someone to help them:

Contact:

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Tel (w): \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate Emergency Contact Person \_\_\_\_\_

Alternate Emergency Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Student/Parent/Guardian's Signature

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT BY STUDENT

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Student Name

Identity Number

I have read all the pages of the application form and confirm that:

I acknowledge that all the information that I have provided in the application form is correct and if found to be false may result in immediate expulsion or suspension from the centre without a refund.

I understand that I may be suspended if my fees have not been paid as agreed in this application form. I understand that no refund will be given if I do not complete the course for any reason whatsoever.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian: \_\_\_\_\_

All students and parents (person paying the fees) to attend a compulsory induction morning on **Saturday the 1<sup>st</sup> of February 2025 at 09h00 at SEWAFRICA**. Year plans, materials and equipment lists, curriculum expectations and the code of conduct will be discussed, and financial and administrative requirements will be completed. The academic year begins for students on **Monday the 3<sup>rd</sup> of February 2025 at 8h30** at SEWAFRICA.

### Personal Information Policy

The personal information submitted herein shall be solely used for your registration with Sewafrica Fashion College and the relevant Accreditation Body F, P & M / CATHSETA/QCTO / DOE if applicable. Information is gathered to provide and maintain our service, to manage your account, for the performance of the contract, to contact you, to provide you with information related to the college and to manage your requests. All the information submitted herein shall be used for the purpose stated above, as mandated by law. We undertake to ensure that appropriate security control measures are implemented to protect all the information to be submitted to Sewafrica. The Company will retain Your Personal Data only to the extent necessary to comply with our legal obligations. In entering into this agreement, you consent to the terms outlined above.

## CODE OF PRACTICE ESSENTIALS

### **Due Performance**

Students must meet the Due Performance criteria to qualify to be assessed. Students are required to attend and be on time for 75% of the lectures. Where students arrive more than 10 minutes late for a lecture, it will not form part of their Due Performance. Anyone who does not meet the Due Performance criterion may not be eligible for assessment. SEWAFRICA presents a curriculum that focuses on practical activities. 80% of all work done must be done in class at SEWAFRICA so that lecturers can verify that the work submitted is authentic. This is the reason for the Due Performance criterion.

### **Absenteeism**

If a student is absent for any reason, they must call the reception and inform the receptionist of the reason for their absence. If the student is absent for 2 or more days in a month, they are required to bring a doctor's note. If a student is absent without contacting the centre, the centre may contact the parent/guardian/sponsor to ascertain the reason for the absence. It is the student's responsibility to ensure, upon their arrival, that all notes, projects and assignments are collected from the relevant lecturer and that any missed work is caught up before the next class.

### **Late Coming and Admission to Class**

Students who arrive late disrupt the teaching and learning process for other students who are prompt. For this reason, late students are not permitted to enter lecture rooms. Students without the required equipment and materials will not be allowed to enter classrooms. Students who are absent for an exam or test or on the day an assignment is due need to submit a Doctor's note verifying that the student was not fit to attend on that day. Clinic cards will not be accepted. Work and doctor's notes must be submitted on the day the student returns.

### **Children and Visitors**

No children or adults, who are not students of SEWAFRICA, are permitted in the classrooms nor may they be in any other area of SEWAFRICA (including reception) while the student is in class.

### **Late Submission of Work**

Late submission of assignments/work is not tolerated. A deduction of 5% per day will be made up to a maximum of 10 days. Thereafter students will receive 0%. Students who want to submit after that need to fill in a re-submission form and pay R50 for a supplementary submission date. This fee goes up by R50 every 30 days from the initial submission date. Students who resubmit in 5 days of results being published and were not late or absent in any of those days, qualify for a discount of R25 off the re-submission.

### **Housekeeping**

Students will be expected to clean up the mess that they make in the lecture rooms. Brooms and dustbins are provided for this purpose. The term housekeeping is taken from the curriculum and is related to safety and hygiene (and of course - consideration) in the workspace. Cleaning will be limited to the working space and the results of their participation in the lesson – threads, fabric off cuts, pattern board cuttings, etc. The students are expected to clean up as they would if working at home. Failure to do so will be taken as contravention of SEWAFRICA rules and dealt with accordingly. Failure to do so will be taken as contravention of SEWAFRICA rules and dealt with accordingly.

### **Moderation**

All projects for all subjects must be kept by students until they have completed the course. Accrediting ETQA select students at random to moderate work that has been done over the course of the qualification. It is up to the students themselves to keep work in the condition in which it was first submitted, until they graduate.

### **Pass Mark**

Please note that the qualification requires students to get 50% for all subjects except for Pattern which is 35. To ensure that students keep up to date with their work, there is a 30-day deadline for the re-submission of projects that have not been passed. The re-submission fee goes up by R50 every 30 days, from the date that the project was initially due.

### **Break Room**

There is a break room in SEWAFRICA. Students are requested to clear their rubbish and keep noise levels down as other classes may be in progress. There are places in the area where students can purchase food. Students may only eat and drink in the break room. No food or drink is allowed anywhere else in the building. Students making a noise in the break room, or anywhere in SEWAFRICA, will be asked to leave and may face disciplinary action.

### **Alcohol**

SEWAFRICA is an institution of teaching and learning and as such no one will be permitted into SEWAFRICA who is under the influence of alcohol or drugs. We do not perform breathalysers or drug tests. If a student smells of alcohol or displays symptoms of drug use, the student will be asked to leave immediately at the discretion of the Head of the Centre.

### **Use of Cell Phones**

Use of cell phones is not permitted during class time. Students may not make or receive calls or messages. Students may not use their cell phone to play music. If a student is found using a cell phone anywhere, except the break room, they will be asked to leave and will be subject to disciplinary action. Cell phones can only be used in the break room and cannot be charged, using a plug point, ANYWHERE in SEWAFRICA.

### **Fashion Show**

Students are invited to participate in a fashion show in May and at the end of the year based on criteria, including attendance during the year, quality of work and attendance at rehearsals. Participation is not automatic.

### **Machines**

The machines provided for the student's practical classes must be securely stored in the black box that students were issued with for that purpose. Serial numbers on the machines cannot be tampered with. Students are liable for the cost of any missing machine parts and accessories and will be invoiced accordingly. Students are also liable for the cost of repairs due to student negligence and misuse. The machine only becomes the property of the student when they have completed the first year and paid the fees in full.



## Student Belongings

SEWAFRICA cannot accept responsibility for loss or damage to student property, it is the students' responsibility to take care of their own possessions. Students must collect their work and personal belongings from lockers and storerooms by the first Wednesday in December. Students' belongings not collected by then will be forfeited.

## Payments

Monthly statements will not be issued. By signing, parents/guardians/sponsors agree to make monthly payments. Students who have not paid by the 1<sup>st</sup> of the month may be suspended and will be denied access to classrooms and SEWAFRICA related activities. Students will only have access to the finance office to discuss the fee payment arrangements.

## Building Access

Students will not be permitted to enter the building unless they have their student card. If a student loses their card, they must inform the office immediately and pay R50 for a new card.

## Policy for Withdrawal from Course

If a student is unable to continue their studies at SEWAFRICA for whatever reason the student must give **written notification of one full calendar month** (one full calendar months' notice means that notice is **received** on the 1<sup>st</sup> working day of the month). **Please note that the instalment will still be due for the months' notice as explained below.**

If notification is not received **in writing** the fees are still due on the 1<sup>st</sup> of the month. Example: If you give written notice on the 1<sup>st</sup> of September the last payment for September is still due. The fees are due whether the student attends class in the month of September or not. However, if written notice is received after the 1<sup>st</sup> working day of the month (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc) then the final payment will be made in the following month i.e 1<sup>st</sup> of October. Withdrawal of a cash option student the account is converted to instalment option and the one month's notice provision outlined above is applicable. A R 200 administration fee is applicable for any refunds, irrespective of the amount to be refunded, therefore no refunds will be processed for under R 200.

I \_\_\_\_\_(Parent/Guardian/Sponsor)

of \_\_\_\_\_(Student Full Name) understand the contents of the disciplinary code essentials outlined above and policies of SEWAFRICA and I agree to abide by the code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I (Student) \_\_\_\_\_ understand the contents of the code. I agree to abide by the code essentials outlined above and policies of SEWAFRICA.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## DOMESTIC MACHINE UTILISATION PROCEDURES

You will be allocated a specific domestic sewing machine to use for the year. This is the only sewing machine that you can use. If there is something wrong with your machine, you will be allocated 1 of the spare machines to use until yours has been repaired.

You will be provided with a domestic sewing machine accessories kit consisting of:

- sewing machine bobbin
- sewing machine bobbin case
- sewing machine needle (size 14)
- sewing machine presser foot
- sewing machine zip foot
- sewing machine buttonhole foot

If any of the accessories are lost or damaged, they will be replaced at the students' own cost. Additional needle replacements for students cost.

As a result of negligence on the part of SEWAFRICA's full time students, SEWAFRICA will no longer be solely responsible for the cost of repairs to the machines during the year. For example, students are not careful when inserting screws into the various parts of the machine, among other things.

Each student using a machine is required to pay a R 300 deposit for the accessories kit and use of the machine during the year. When a machine requires repair, the cost of the repair will be taken from that R 300. The accessories kit must be returned to SEWAFRICA at the end of the year in order to qualify for a refund, if there is still money remaining from the deposit.

I \_\_\_\_\_ (student's name and surname) have read and understood the policy concerning the use of the sewing machines at SEWAFRICA. I acknowledge that I will only receive the R250 deposit (or balance thereof) at the end of the year, if there is any money remaining.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## ACKNOWLEDGEMENT SEWAFRICA COPY

### Registration is only complete when the following has been submitted:

- Fully Completed Application Form
- One Colour Passport Photograph
- Copy of Last School Report and/or Certificates
- Copy of Identity Document of Student
- Copy of Identity Document of Person Paying the Fees
- Proof of Payment of Registration/Fees
- R150 refundable deposit for the storage box
- Received Induction Booklet
- R300 Sewing Machine Use Fee
- Assessment Completed
- 4 x Long Shaft Padlocks
- 2 x Labelled Key Tags

### Payments:

1. Registration fee is not refundable.
2. 1<sup>st</sup> Payment made on the 1<sup>st</sup> of February; payments are made in advance.
3. Fees are due on the 1<sup>st</sup> day of each month from February to November.
4. If a proof of payment has not been sent to the College by the 2<sup>nd</sup> of the month the student will be suspended until fees are up to date. E Mail [accounts@sewafrika.co.za](mailto:accounts@sewafrika.co.za), Fax 086 600 2884
5. Students purchase their own equipment as per lists provided. All Materials: Fabrics, trimmings, etc for projects and fashion shows must be purchased by the student as per lists provided.
6. Withdrawal from the course must be in writing with one calendar months' notice period.
7. Any refund is subject to a R400 admin fee
8. Students must have the equipment required for each year or they will not be permitted to attend the class.

**I understand the aspects of registration and fees outlined in the application form and agree with these terms.**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_



## ACKNOWLEDGEMENT STUDENT COPY

Remove from application and hand to student

**Registration is only complete when the following has been submitted:**

- Fully Completed Application Form
- One Colour Passport Photograph
- Copy of Last School Report and/or Certificates
- Copy of Identity Document of Student
- Copy of Identity Document of Person Paying the Fees
- Proof of Payment of Registration/Fees
- R150 refundable deposit for the storage box
- Received Induction Booklet
- R300 Sewing Machine Use Fee
- Assessment Completed
- 4 x Long Shaft Padlocks
- 2 x Labelled Key Tags

### BANKING DETAILS

Bank: First National Bank

Account: SEWAFRICA

Account #: 629 031 203 43

Branch Code: 250 655

Reference: Student full name and student number

Send Proof of Payment to:

Fax: 086 600 2884

E mail: [accounts@sewafrika.co.za](mailto:accounts@sewafrika.co.za)

Or: Whatsapp 060 921 0396

### Payments:

1. Registration fee is not refundable.
2. 1<sup>st</sup> Payment made on the 1<sup>st</sup> of February; payments are made in advance.
3. Fees are due on the 1<sup>st</sup> day of each month from February to November.
4. If a proof of payment has not been sent to the College by the 2<sup>nd</sup> of the month the student will be suspended until fees are up to date. E Mail [accounts@sewafrika.co.za](mailto:accounts@sewafrika.co.za), Fax 086 600 2884, Whatsapp 060 921 0396
5. Students purchase their own equipment as per lists provided. All Materials: Fabrics, trimmings, etc for projects and fashion shows must be purchased by the student as per lists provided.
6. Withdrawal from the course must be in writing with one calendar months' notice period.
7. Any refund is subject to a R200 admin fee.
8. Students must have the equipment required for each year or they will not be permitted to attend the class.
9. All students and parents (person paying the fees) to attend a compulsory induction morning on **Saturday the 1<sup>st</sup> of February 2025 at 09h00 at SEWAFRICA**. The academic year begins for students on **Monday the 3<sup>rd</sup> of February 2025 at 8h30** at SEWAFRICA.

**I understand the aspects of registration and fees outlined in the application form and agree with these terms.**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

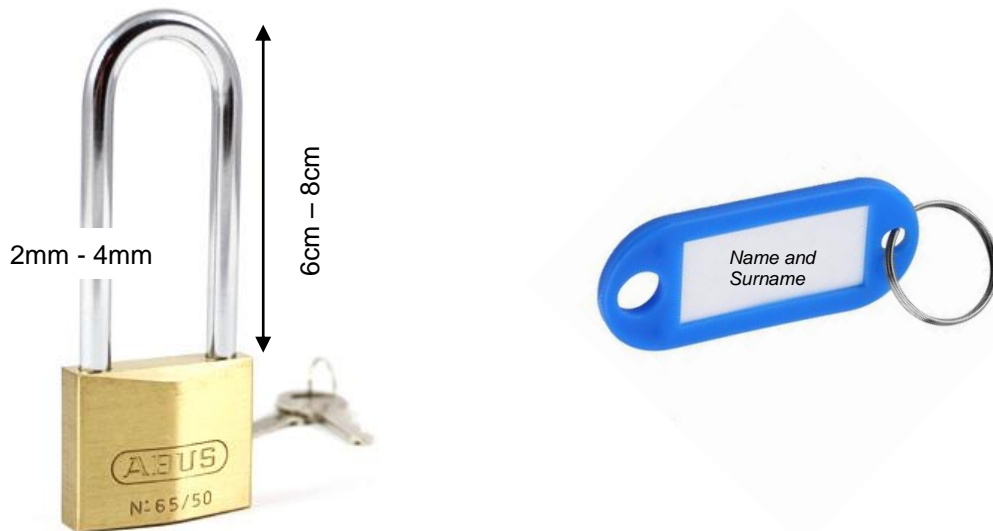
**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

## PADLOCKS AND KEYS EXPLAINED

Each student needs 4 padlocks with which to secure the sewing machine that they will use for the year during practical lectures.

The padlocks should be the, “long shank” variety. The shank should be between 6cm and 8cm long. The shank should be between 2mm and 4mm thick to ensure that they fit through the holes in the storage box which will be given to the student.



Each padlock needs to have a colour that corresponds to the matching key that will unlock it, i.e. put a red mark on the lock and red on all 3 of the keys that unlock that padlock. Do a different colour for each padlock so that it is quicker for you to unlock your box during lectures, and to ensure that you do not damage the lock.

The student needs to submit 1 set of keys (that have been colour coded) for each padlock with a plastic key tag with their name and surname written clearly on it so that we know whose keys they are.

The student should also submit another set of 2 keys per padlock (that have been colour coded) with a plastic key tag with their name and surname written clearly on it so that we know whose keys they are. These keys will be locked in the office in case the student loses theirs or leaves them at home accidentally on a day when they have practical classes.

Second-hand padlocks can be purchased from SEWAFRICA for R45 each (if stock is available) and key tags for R2 each (if stock is available)