

FOR OFFICIAL USE ONLY:

Student #: _____

Payment INSTAL /ONCE OFF

Student Card # _____

SEWAFRICA

APPLICATION FOR REGISTRATION

PART TIME PATTERN MAKING

2025



Attach
Photograph



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: _____

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:

School Education

- Grade 10
- Grade 11
- Grade 12

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 completed, and a space booked on the course when all the items, listed below, are submitted.

Discount of R 250 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 certificates*
**Exemptions Apply See Page 8*
- Copy of Identity Document of Student
- Copy of Identity Document of Person Paying the Fees
- Proof of Payment of Registration/Fees
- Received 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: _____

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

Revenue
Stamp

Person Responsible for the fees must complete this section:

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 9,030 in the case of the instalment option and R 8,140 in the case of the once off payment option, being the capital amount of fees and registration for Part 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 1st of February to 1st of September 2025.
2. I understand that if the proof of payment is not sent to the school by the 2nd 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 1, 750 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 28th 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 1st of February and 1st of March plus admin fee amounting to R 2, 220 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 7th of March.
5. In the case of the instalment option the payment of R 910 will be due on the first day of the month.
I accept that any refunds, either on instalment or cash accounts are subject to a R200 administration fee, irrespective of the amount refunded.

SELECT PAYMENT OPTION

Once Off Payment Option: 28 February 2025

Monthly Instalment Option: 1 Feb – 1 Sep

Thus, Done and Signed At Johannesburg on the _____ (day) of _____ (month) 2024/2025.

Debtor Signature _____

Date: _____

Witness Signature _____

Date: _____

SEWAFRICA FEES REPAYMENT AGREEMENT

2025

PATTERN MAKING

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 1st of February 2025 and finishing on the 1st of September 2025. The monthly fee on instalment option is therefore R 910. A student who registers later than February 2025 will still be liable for the full annual fees, whether or not they attended classes. Example: a student registering on the 3rd of March will be required to pay R 1,750 registration fee plus R 910 from 1st of February and R 910 from the 1st of March before they may attend class.

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 1st 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 1st of July and the fees were up to date on the 1st of July, then no further payments will be due.

However, if written notice is received after the 1st working day of the month (2nd, 3rd, 4th, 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 3rd of July the final payment will be due on the 1st of August.

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 1st of February 2025 and ending on the 1st of September 2025. This will be in settlement of the fees of R 9,030 (including 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.

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? _____

If yes, name of medical aid _____ Membership #: _____

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

First Contact:

Name: _____

Relationship to Student: _____

Tel (w): _____ Cell: _____

Student/Parent/Guardian's Signature

Date

ACKNOWLEDGEMENT BY STUDENT

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.

Students purchase their own equipment as per lists provided. All tools and materials, etc for projects must be purchased by the student as per lists provided. Students are not permitted to share tools and equipment. Each student must have their own so as not to cause others to fall behind in their work.

Signed: _____

Date: _____

Guardian: _____

All students and parents (person paying the fees) to attend a compulsory induction morning on Saturday the 27th of January 2025 at 9h30 at SEWAFRICA. Year plans, materials and equipment list, curriculum expectations, code of conduct will be discussed, and financial and administrative requirements will be completed. The academic year begins on Saturday the 1st of February 2025 at 8h30 at SEWAFRICA.

Please assist us by answering the following question.

Where did you hear about SEWAFRICA?

- | | | | |
|--------------------------------|--------------------------|-----------------|--------------------------|
| • Poster | <input type="checkbox"/> | • Friend | <input type="checkbox"/> |
| • Pamphlet | <input type="checkbox"/> | • Signs Outside | <input type="checkbox"/> |
| • Other (Please Specify) _____ | | • Social Media | <input type="checkbox"/> |

CODE OF PRACTICE ESSENTIALS

Due Performance

Students must meet the Due Performance criteria to qualify to be assessed. Students are therefore 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 and will therefore not qualify for the certificate of competence. 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. This is a part time class and lecturers are only available on a Saturday. If a student misses a class, they will not be able to catch up with the lecturer during the week.

Late Coming and Admissions to Class

Students who arrive late disrupt the teaching and learning process for other students who are prompt. For this reason, late students may not be 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.

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 resubmission form and pay R50 for a supplementary date. The resubmission fee goes up every 30 days from the initial submission date.

Pass Mark

Please note that students are required to get 50% for every test to pass. This is a significant difference to school where in some learning areas students are only required to achieve 35% to pass. If a student fails a project, they will be required to pay a R50 re-submission fee before they will be able to re-do the project/test. The fee goes up by R50 every 30 days, from the date that the project was initially due.

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.

Breakroom

There is a break room in SEWAFRICA on the 2nd floor. Students are requested to clear their rubbish and keep noise levels down as other classes may be in progress. There are several 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.

Use of Cellphones

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, they may be asked to leave and may 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.

Student Belongings

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

Payments

Monthly statements or invoices will not be issued. By signing, parents/guardians/sponsors agree to make monthly payments. Students who have not paid by the date agreed in this application will be suspended and denied access to classrooms and will not be permitted to write tests. 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 college 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. Student cards must be handed in by the student when they collect their final report and certificate.

Equipment and Materials

A kit is not included in the fees. All learners are responsible for ensuring that all equipment and materials are brought into every class. If a kit is purchased from the college, students are responsible for replacing lost or damaged items.

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 1st 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 1st of the month. Example: If you give written notice on the 1st 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 1st working day of the month (2nd, 3rd, 4th, etc) then the final payment will be made in the following month i.e 1st 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.

Entrance Requirements

Grade 11 is the minimum entrance requirement for this course. However, adults who are paying their own fees, and who feel they will be able to cope, we will accept. Students who are not paying their own fees would need to submit a letter from the fee payer stating that they understand the minimum entrance requirements.

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 controls 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.

I _____ Parent/Guardian/Sponsor

of _____ understand the contents of the disciplinary code and I agree to

abide by the code of practice.

Signed: _____ Date: _____

I (Student) _____ understand the contents of the code. I

agree to abide by the code of practice.

Signed: _____ 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

Payments:

1. Registration fee is not refundable.
2. 1st Payment made on the 1st of February; payments are made in advance.
3. Fees are due on the 1st day of each month from February to September.
4. Payable into FNB, Account SEWAFRICA, Business Account Number 629 031 203 43, Branch Code 255355
5. Reference for deposits: Name and Surname and/or Student Number
6. If a proof of payment has not been sent to the College by the 2nd of the month the student will not be permitted to attend classes until fees are up to date. E Mail accounts@sewafrika.co.za, Fax 086 600 2884
7. Students purchase their own equipment as per lists provided. Withdrawal from the course must be in writing with one calendar months' notice period.
8. Any refund is subject to a R200 admin fee
9. Students must have the equipment required or they will not be permitted to attend the class.

I understand the following aspects of registration and fees and agree to these terms

Name: _____

Date: _____

Signature: _____

Witness: _____

ACKNOWLEDGEMENT STUDENT COPY

Remove and give 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
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Name: _____

Date: _____

Signature: _____

Witness: _____