Attach Photograph Here

SEWAFRICA

2026 May

APPLICATION FOR REGISTRATION
SHORT COURSE IN DRESSMAKING

R250 Early Registration Discount if Registration is Completed in Full by 31 March 2026

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.

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.

OFFICIAL USE ONLY:

- ☐ Fully Completed Application Form
- ☐ One Colour Passport photograph
- ☐ Copy of Identity Document of Student
- ☐ Copy of Identity Document of Person Paying the Fees
- ☐ Proof of Payment of Registration/Fees

INFORMATION OF PERSON PAYING THE FEES

Surname: _____ First Names: _____

Identity/Passport Number: _____ (attach copy)

Relationship to Student: _____

Home Address:

_____

_____

_____

_____

SEWAFRICA reserves the right to institute a credit check

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: _____

Revenue Stamp

ACKNOWLEDGEMENT OF DEBT
TO SEWAFRICA TRAINING CENTRE
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 7 350 being the capital amount of fees and registration for the Part Time Dressmaking Course that starts on 4 May 2026:

1. I agree to make the following payments before the class commences:
   All students need to pay a non-refundable registration fee of R 3 500 before they can be registered for the course. The balance of R 3 850 is due before the course commences on the 4th of May 2026.

   The fees include supply of equipment, materials and consumables required throughout the course. In addition, the students use the machines supplied by SEWAFRICA for the full duration of the course. As a result, the fees must be paid before the course commences on the 4th of May.
   The course will only run with a minimum of 8 registered students, the course may be postponed if the minimum is not met.

Thus Done And Signed At Johannesburg on the _____ of _____ 2025/2026.
(*Day)* *(Month)*

Debtor Signature _____ Date: _____

Witness Signature_____ Date: _____

Please assist us by answering the following question.

Where did you hear about SEWAFRICA?

- Poster □
- Pamphlet □
- Other (Please Specify) _____
- Friend □
- Signs Outside □
- Social Media □

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)

I understand that the course is run over 19 days and that this is the time calculated for the completion of the course content. If I do not complete the course content in the 19 days – for whatever reason, I will not be entitled to any additional time, will not be entitled to a refund and cannot hold SEWAFRICA or its staff responsible.

_____

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 not start the course 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: _____

CODE OF PRACTICE ESSENTIALS

Absenteeism

If a student is absent for any reason, they must call the reception and inform the receptionist of the reason for their 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. SEWAFRICA cannot provide additional time for students who are absent. It is a short course and students are expected to commit themselves fully for the duration of the course.

Late Coming

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.

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.

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 may be asked to leave and may be subject to disciplinary action. Cell phones cannot be charged anywhere at SEWAFRICA.

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. Student cards and keys must be handed in by the students on the last day of each course. If a student is absent on the last day it is their responsibility to return the card and keys within 7 days of the last day of the course.

Registration

A student is only registered when all forms are completed with the accompanying documentation and the fee paid in full. No student will be permitted to start a course until fees are paid in full and all documentation submitted.

Proof of payment must show student first and surname and/or the student number. If a reference cannot be traced back to a student, it is treated as a non-payment and the student will not be registered or a space booked on a course.

Equipment and materials

A learner is responsible for ensuring that all equipment and materials supplied are brought into class, students are responsible for replacing lost or damaged equipment. A kit is supplied to each student – any change of fabric, thread colour, etc will be to the students' expense. The materials etc are for training purposes only. If the fabric or colour is not to your liking, you are welcome to purchase alternative fabric, but SEWAFRICA cannot accommodate all preferences.

Load shedding

Load shedding may interrupt normal scheduled class times. In the event of generator malfunction, lecturers will complete cutting activities in this time, or the college will officially extend the class on another day. Students will be informed one full week before of a change of scheduled time due to load shedding. If a student cannot attend the official extended times this time cannot be made up or re-scheduled with the lecturer.

Keys

A set of keys are presented to each student at the beginning of the course, these keys must be used by the student to access their machine box each week. SEWAFRICA is not responsible for any loss or damage to items in the machine box. If a set of keys are lost, they can be replaced at a cost of R100.

Cancellation

Attendance at the course may only be cancelled in writing at least one full month prior to the course commencing. Cancellation of a course is subject to a R 400 not refundable administration fee. If no written confirmation is received or if it is received after the full month cut-off, then the full amount paid for the course will be forfeited. If a student has registered and paid for a course but does not turn up for the scheduled course dates no refund will be given. All the fees are forfeited as a space has been reserved for the student. If a student cannot attend a course and wishes to be moved to another later course, this can only be done in writing within one full month before the course. A transfer administration fee of R 200 will be charged for the transfer. Any amounts outstanding as a result of the administration fee must be paid in full before the start of the course.

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 a student is in class.

Certificate

A Certificate of Attendance will be provided at the end of the course. The certificate will only be issued in the year that the course was completed, any requests made in the years following the year the course was presented will be charged at R 50.

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 _____ understand and agree to the terms and conditions above.

I enter into this contract aware and willing to abide by the terms and conditions outlined above.

Signed: _____ Date: _____

Witness: _____ Date: _____