



Oudtshoorn • Online

Application Form

The e-Junction cc (1999/016446/23) t/a National Computer College, Member: TF Theron
 1st Floor, Prince Vincent Building, 127 Kerk Street, OUDTSHOORN, 6625, 044 272 0034

FOR OFFICE USE	
Application Number:	
Application Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Invoice Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Payment Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION A: Tell us more about yourself

INITIALS: _____ SURNAME: _____

NAME/S (As per ID document): _____

GENDER: Female Male DATE OF BIRTH: Day Month Year

ID NUMBER:

WHERE DO YOU WORK? _____

HAVE YOU STUDIES AT NCC BEFORE? Yes No If Yes, what was your student number? _____

I ATTACH A COPY OF MY ID DOCUMENT TO THIS APPLICATION:

HOME LANGUAGE: English
 Xhosa Afrikaans
 Other: _____

SECTION B: What are your contact detail?

CELLPHONE NUMBER: _____ HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____ Postal Code _____

PHYSICAL ADDRESS: _____ Postal Code _____

Section C: Course Information

COURSE ENROLLED FOR? Online Management Assistant FULL COURSE (5 Modules)

CAMPUS: NCC OUDTSHOORN NCC ONLINE INDIVIDUAL MODULES

Section D: Other Information

REFERENCE (Person not living at the same address as you): _____

CELLPHONE NUMBER:

WHERE DID YOU HEAR ABOUT NCC? Newspaper Family Internet School Other NCC Student

I hereby apply for admission for the course as indicated in Section C. I acknowledge that I have read and understood the Basic terms and conditions that were included with the Application Form.

Student _____

Date _____

GENERAL TERMS AND CONDITIONS

1. Our Service to you:

- 1.1. Upon receiving your Registration form, NCC will register you and issue an invoice for payment.
- 1.2. Course materials will include:
 - 1.2.1. Physical books.
 - 1.2.2. Access to online digital content for additional assignments and assessments.
 - 1.2.3. Once the invoice is settled, books will be dispatched via our Courier Partners (Pudo/Courier Guy).
 - 1.2.4. Books will be sent to the address provided in the registration form or to the nearest Pudo/Courier Guy kiosk.
- 1.3. Access to our Online teaching site will be provided upon commencement of the course.
- 1.4. NCC operates from Monday to Friday, 8:30 am to 17:00 pm, closed on Public Holidays, April, and December school holidays.
- 1.5. Staff/Facilitators will be available via email or WhatsApp to assist with administration or course-related questions. Contact information will be provided upon course commencement.
 - 1.5.1. Our team commits to responding to queries within 24-48 hours during office hours (Monday to Friday, 8:30 am to 17:00 pm).
- 1.6. Upon successful completion of all modules, based on outlined criteria, a certificate will be issued and dispatched via our Courier partners.
- 1.7. None of your personal information will be shared with any third party.

2. Your Responsibilities:

- 2.1. The student agrees to work through all online material promptly and adhere to Assignment and Assessment dates.
- 2.2. The student acknowledges that this course is online and confirms having access to a computer and internet.
- 2.3. The student confirms being computer literate and able to navigate the internet.
- 2.4. The student is allowed a period of 12 months to complete all 5 modules. NCC retains the right to impose an additional fee should the course not be completed within this timeframe.
- 2.5. In case of difficulties understanding the coursework, students are encouraged to contact NCC promptly for guidance and additional support.

- 2.7. The student is liable for the full course fees irrespective of course completion; exceptions may be considered under extraordinary circumstances.
- 2.8. You reserve the right to cancel the course within 7 days from the date of payment, after which cancellation will not be possible. A reasonable cancellation fee will be payable, considering study material, courier, and administration costs.
 - 2.8.1. Refunds resulting from cancellation will be determined by the NCC cancellation committee.
 - 2.8.2. Refunds, if due, shall only be payable 60 days after approval by the refunds committee.
- 2.9. Should 24 months pass from the initiation of the course without its completion, the student will no longer have the opportunity to finish the course and will be required to re-enrol for the entire program.

3. Payment Responsibilities

- 3.1. Course fees must be paid in full upfront.
- 3.2. Registration is available for the full course (5 Modules) or separately per module.
 - 3.2.1. Note: Certificates will only be issued upon successful completion of all modules if registered separately.
 - 3.2.2. A one-time registration fee will be charged for the first module; subsequent modules (2 to 5) won't incur this fee.
- 3.3. Payment must clear in NCC's bank account before the student can commence the course.

4. General Terms

- 4.1. The course is non-transferable.
- 4.2. No distribution or reproduction of course materials is permitted, and any such action may result in legal consequences.
- 4.3. The parties agree that for legal purposes, the jurisdiction of the Oudtshoorn Magistrate's Court will be enforced, and all legal correspondence shall be directed to the specified addresses at the beginning of this agreement.

Student

Date