



ENROLMENT FORM MUST BE ACCOMPANIED BY:

1. Copies of highest qualification
2. Copies of your ID or passport
3. Two ID sized photographs
4. Registration fee (non refundable)
5. An initial course deposit

ENROLMENT FORM 2025

OFFICIAL USE ONLY	
CAMPUS	
REF	
DATE	

ALL INFORMATION MUST BE FILLED IN BLOCK LETTERS.

A. Biographical Information of Student

Title:		Surname:	
Aka		Date Of Birth:	Race:
Sex:	Nationality:	Id/Passport No.	
Postal address:		Postal code:	
Physical address:			
Highest qualification:		Year attained:	
Tel (H):		Cell:	

B. Parents/ Guardian Information

Title:		Surname:	
Nationality:		ID/Passport No.	
Employer:			
Employer address:		Postal Code:	
Tel (w)		Cell:	

C. Foreign Student Information

Passport number:		Nationality:	
Date arrived in SA:		Domicile.	

Signature.....

Date.....

QUALIFICATION:

FULL QUALIFICATION COURSES	SHORT SKILLS PROGRAMS
Diploma Sound Engineering and Music Production	Studio Recording Operations
N certificate N4: Popular Music: Studio Work	Sound Mixing Techniques
N certificate N5: Popular Music: Studio Work	Audio Mastering
N certificate N6: Popular Music: Studio Work	DJing Techniques

Course format:	Full time:	Part time:			
Duration of course:	2 years	1 year	6 months	1 year	6 months
Qualification:					
Program year:	Start:	End:			

SUBJECTS REGISTERING FOR (FULL QUALIFICATIONS)

SUBJECT	LEVEL		
1. MUSIC BUSINESS AND STYLES	N4	N5	N6
2. ARRANGING AND PRODUCTION	N4	N5	N6
3. ELECTRONIC MUSIC AND KEYBOARD TECHNIQUES	N4	N5	N6
4. SOUND ENGINEERING	N4	N5	N6

SECTION 3: General Information

Where did you first hear about us?	
Do you have any musical / studio experience?	
<i>Specify if "yes"</i>	
Do you play any musical instrument (<i>specify if "yes"</i>)	

SECTION 4: Payment Information

STUDENT RECEIVING A BURSARY/ LOAN

Name of organization:		Phone:
Address.		
Contact person		Position
Email		

Signature..... **Date**.....

STUDENTS PAYING BY DIRECT DEPOSIT (To pay into account below on or before the due date of the installment)

Name of account:	Southwest Media College	Account no: 1045685054
Bank	Nedbank	Branch code: 195005
Reference	Name of student and course E.g. Brian Khumalo (sound Engineering)	

ACCOUNT PAYERS DETAILS

Title:	Surname:	First name(s):	
Nationality:		ID/passport no.	
Postal address:			Postal code:
Physical address:			
Tel (h):		Cell:	Email:

Work address:			
Tel (h):		Email:	

1. I, the above-mentioned account payer, do hereby confirm that the above information reflects my monthly income and expenditure as at the assessed date and is to the best of my knowledge, true and correct.

2. I, the undersigned, hereby consent that:

a. Southwest Media College will be entitled to verify the information contained on this Enrolment form and make whatever enquiries it deems necessary regarding my creditworthiness with any credit bureau.

b. Its holding, affiliated, or subsidiary companies will be entitled to furnish any information in relation to any account of the account payer with Southwest Media College, including account payer's creditworthiness and details with respect to how the account payer has conducted his/her account with Southwest Media College and the account payer's compliance or otherwise with these conditions, to any other creditor or to one or more credit bureau.

3. As the account payer, I undertake to be liable to effect payment of all amounts due to Southwest Media College in respect of the student's enrolment in terms of this agreement. If the account payer and the student are not one and the same person, then the student hereby agrees to be jointly and severally liable, as surety and co-principal debtor, with the account payer for the due fulfillment of all and any obligations of the account payer to Southwest Media College

Signature of account payer.....

Date.....

SECTION 5: TERMS AND CONDITIONS OF CONTRACT OF ENROLMENT

Please sign each page to indicate that you have read and understood these terms and conditions:

By acceptance to Southwest Media College, and where the student has entered upon studies at Southwest Media College pursuant to the Contract of Enrolment entered into with Southwest Media College, the Student shall be responsible for the fulfillment of all terms of the agreement.

1 Compliance with Southwest Media College Rules and Regulations

1.1 The student is subject to the provisions of the Student Financial Policies and Procedures.

2. Student Liability for damage or loss

The Student shall be responsible to pay for all damage or loss caused by the Student to any property of Southwest Media College or any other person lawfully on the premises of SMC.

In case of loss or damage of course materials provided by the college, learners are required to pay for replacements.

Legal Declaration of Indemnity

2.1 The Student hereby indemnifies Southwest Media College against all claims for loss or damage of whatsoever nature in respect of the student's attendance at the premises at Southwest Media College, or any in connection with any activities of Southwest Media College in which the Student may participate. Neither Southwest Media College nor any official, employee, agent or representative of Southwest Media College shall be liable for any loss or damage arising out of the death, bodily injury, loss of health or illness of any Student, howsoever caused.

2.2 The Student hereby indemnifies Southwest Media College against any claim made against Southwest Media College in respect of any damages arising out of the fault of the Student, whenever an howsoever arising.

3 Termination of Studies

3.1 The registration fees and deposit once paid is non-refundable.

3.2 Fees will NOT be refunded in the case where the student is unable to complete the course for whatsoever reasons.

3.3 A student who drops out before the end of their contract will have to pay the registration fee in the following year in the case of continuation.

4. Academic Performance

The Student accepts that his enrolment is subject to all the rules and regulations of Southwest Media College. In the event of the behavior or academic progress of the Student found to be unacceptable to the Principal of Southwest Media College, the Principal, in the exercise of his/her sole discretion, shall have the right to determine and cancel the Student's entitlement to attend Southwest Media College. Under no circumstances will the registration fee or other fees paid be refundable.

4.1 the learner is responsible for ensuring that he/she completes the entry forms for national examinations at the beginning of each semester.

4.2 Proof of enrolment letter will only be issued once per year per student enrolled. Additional proof of enrollment letters will be issued at a cost to the learner.

5 Student Fees

5.1 A statement of accounting reflecting the amount due by the Account payer and certified as correct by the Bursar of Southwest Media College is hereby agreed to be prima facie evidence of the amount so certified and to support an Application for Summary Judgment by Southwest Media College against the account payer. Southwest Media College reserves the right to cede the collection of fees to a finance house or other institution.

5.2 In the event of any proceedings being instituted by Southwest Media College against the Student then, by the signature hereto, the account payer consents, in terms of Section 45 (1) of Magistrate's Court Act No 32 of 1994, as amended from time to time, to any proceeding which may be instituted in the Magistrate's Court which has jurisdiction in terms of Section 28 (1) of the Magistrate Court, as so amended, notwithstanding the amount of the claim.

5.3 The account payer shall be liable for all legal costs and charges, on an attorney and client scale, incurred by Southwest Media College, as well as all tracing costs, collection costs, and any other disbursements which are incurred in recovering monies which may at any time be owed by the account payer to Southwest Media College.

5.4 The Student acknowledges that the annual fees payable in respect of subsequent years of study be varied and are not determined on the basis of the applicable fees at the date of first enrolment.

5.6 The Student will not receive reports, exam results, or certificates unless his/her account is paid up in full before the final exam.

5.7 A Student who has failed the academic year shall not receive any reimbursement of the fees due and payable. Semester fees will be added for next level enrolled for.

5.8 MONTHLY FEES MUST BE PAID ON OF BEFORE THE 5THTH OF EACH MONTH. ANY STUDENT ENROLLING AFTER 31ST JANUARY WILL BE LIABLE FOR THE DEPOSIT PLUS THE FIRST INSTALLMENT.

5.9 The college reserves the right to prevent any student owing fees not to attend lectures and write tests/ examinations.

5.10 A student registered for the 2 year program will only get their final certificates once they have completed their fees.

6. Conditions of Registration

6.1 THE STUDENT'S FAILURE TO ATTEND LECTURES FOR WHATSOEVER REASON SHALL IN NO WAY ENTITLE HIM/HER TO A REDUCTION IN FEES, NOR WILL IT ABSOLVE HIM/HER FROM FULL LIABILITY FOR THE PAYMENT OF FEES AND OTHER CHARGES.

Students may not be allowed to write a test or examination if they do not meet the attendance requirements for that subject.

6.2 No cancellation of this contract shall be of force or effect without written consent there to by an authorized officer of Southwest Media College.

6.3 The right to attend lectures and write examinations is not transferable.

6.4 The Student hereby accepts that Southwest Media College shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore. Southwest Media College shall further have the right to alter timetables and course commencement dates where necessary.

6.5 Southwest Media College shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. Southwest Media College further reserves the right to combine classes of a similar academic level and content.

6.6 Fees payable to Southwest Media College comprise the tuition and registration fees applicable to the year of study the Student has enrolled for.

6.7 In the case of any event beyond Southwest Media College's control resulting in lectures and/or tuition not being possible, then Southwest Media College reserves the right to cease such lectures without affecting refund of fees.

6.8 No relaxation, variation or indulgence granted by Southwest Media College to other signatories hereto in respect of this agreement shall constitute a waiver of any rights vesting in Southwest Media College in terms hereof; and no reliance may be placed by the Student or other signatories hereto or any statement or representation not contained herein.

6.10 In the event of the signatories to this agreement, other than Southwest Media College, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Southwest Media College, then such incorrect information or payment details shall be deemed to have amended so as to be in accordance with the requirement of Southwest Media College, without further notice.

6.11 Southwest Media College shall be deemed to include any division of Southwest Media College or any other juristic person to whom the rights and obligations of Southwest Media College, as contained herein may be ceded and/or assigned.

6.12 The student accepts that it is a condition for enrolment in respect of all courses that the student shall have access to a computer.

This registration will only be considered once the registration form is duly completed and approved by the Quality Assurance Team; the correct documentation is attached and submitted, with proof of payment of the required registration fee, to Southwest Media College.

DISCLAIMERS: ALL QUALIFICATIONS ARE SUBJECT TO ECONOMICALLY VIABLE CLASS SIZES. SOUTHWEST MEDIA COLLEGE RESERVES THE RIGHT TO WITHDRAW COURSE OFFERINGS IN THE EVENT OF INADEQUATE CLASS SIZES.

I have read and understood the Terms and Conditions and I agree to comply with them

Signature of applicant..... Date.....

And if applicant is under the age of 18 assisted by.....

Full names of parent or guardian.....

Address.....

Tel.....Cell.....

Signature of applicant.....Date.....