



**REGISTRATION DOCUMENT**

Complete part 1, 2, 3 and 4 of this form in full and send it via: Fax: 086 523 8077 or Email: registrations@aoy.co.za or Whatsapp:071 666 7594

**PART 1: Student Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

Full Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_  
ID Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_ **Ethnicity:** Black African   
Highest Grade Passed \_\_\_\_\_ White   
Coloured   
Indian   
Asian   
Other   
Tel No: Cell \_\_\_\_\_  
Home \_\_\_\_\_  
Work \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Physical Address where study material will be sent to:**  
\_\_\_\_\_  
\_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_  
Name of Supervisor / Manager \_\_\_\_\_  
Supervisor Telephone Number \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Your Job Title \_\_\_\_\_  
Salary after tax (Nett) \_\_\_\_\_  
Next of Kin Name & Surname \_\_\_\_\_  
Next of Kin Tel No. Cell \_\_\_\_\_  
Company Name / Workplace \_\_\_\_\_

**Refer a friend and stand a chance to Win R500 in study credits  
Share your friends' information below:**

Name & Surname	Cell Number	Email address
1		
2		
3		


**PART 2: Course Payment Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

Course Name \_\_\_\_\_  
Course Accreditor \_\_\_\_\_ Course Code \_\_\_\_\_  
Full Purchase Price of Course \_\_\_\_\_  
Bursary Amount Awarded \_\_\_\_\_  
**A. Once Off Payment Option**  
Once off Price R \_\_\_\_\_  
**B. Payment Plan Option**  
Monthly Fee R \_\_\_\_\_ Repayment Over \_\_\_\_\_ Months  
Total Fee Payable R \_\_\_\_\_ Study Period \_\_\_\_\_ Months  
If you select the payment plan option, you need to pay a non-refundable registration fee via Debit Order or EFT. After the registration has been approved, the monthly debit order instalments will be deducted on your salary date and commence in the next calendar month after registration.

**HOW TO PAY**


Pay the required Registration Fee for the course you have selected. You can do this via SnapScan (Download the app), Electronic Transfer (EFT), or at your Bank

SnapScan on mobile | EFT or at your bank devices



**Academy of York bank details:**  
Bank Name: Absa Bank  
Account No: 4076 998 918  
Branch Code: 632 005

Snap here to pay **Remember to use your ID as a reference when making a payment!**



**PART 3: Payer's Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

**IS THE STUDENT THE ACCOUNT PAYER?** Yes  No   
Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_  
ID Number \_\_\_\_\_

If you answered NO, please let your Sponsor complete and sign this section  
Relationship to student \_\_\_\_\_  
Tel No: Cell \_\_\_\_\_  
Home \_\_\_\_\_  
Work \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Company \_\_\_\_\_

I hereby guarantee the full course fee for the above-mentioned student and confirm this by accepting the Authenticated Collections System known as DebiCheck. I confirm that I will make payment and I am aware that if payment is not made, I will be held responsible for all monies owing on the account. I further agree to all terms and conditions signed by the student. I approve and confirm this application, and attach a copy of my ID document.

Signature of Bank Account Holder \_\_\_\_\_ **PLEASE SIGN HERE**

Student Signature \_\_\_\_\_ **PLEASE SIGN HERE**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

DEBIT ORDER AUTHORITY AND MANDATE FORM (IN RESPECT OF ALL ELECTRONIC DEBITS INCLUDING NAEDO TRACKING)

A. AUTHORITY

Given by: (Name of account holder) \_\_\_\_\_

Student Name \_\_\_\_\_

Bank \_\_\_\_\_ Branch and code \_\_\_\_\_

Account number \_\_\_\_\_ Type of account: current / cheque / savings [circle applicable]

Total amount of R \_\_\_\_\_ with a monthly repayment of \_\_\_\_\_ for \_\_\_\_\_ months.

Registration fee to be deducted from my account Amount R \_\_\_\_\_ Date \_\_\_\_\_

To Academy of York Beneficiary's address PO Box 490, Randburg, 2125
This signed Authority and Mandate refers to our contract dated \_\_\_\_\_ ("the Agreement")

I hereby authorise Academy of York to issue and deliver payment instructions to your banker for collection against my/our account at my bank (or any other bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will never exceed my obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ (date) and continuing registration and continuing until this Authority and Mandate is terminated by me by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

On the \_\_\_\_\_ th (SALARY DATE) of each month as per payment plan, commencing on \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the next ordinary business day or preceding business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Payment instructions due in December and /or April may be debited against my account on \_\_\_\_\_ (Date)

I understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. The following description will be used; REAOYSTUDY. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

B. MANDATE

I acknowledge that all payment instructions issued by you shall be treated by my above mentioned bank as if the instructions had been issued by me personally.

C. CANCELLATION

I agree that although this Authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

D. ASSIGNMENT

I acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Bank Account Holder \_\_\_\_\_ PLEASE SIGN HERE

TERMS & CONDITIONS

1. This Contract constitutes the entire and only agreement between Academy of York (Pty) Ltd (here-in after referred to as "AOY") and the Student/Sponsor, and supersedes any and all prior or contemporaneous agreements, representations, warranties, and understandings with respect to the goods, services and information provided by or through AOY, and the subject matter of this contract. The Student/Sponsor agrees to review this contract prior to purchasing. Goods and/or services and the student/sponsors signature here to shall be deemed acceptance hereof. No indulgence, extension of time, relaxation or latitude shown, granted or allowed by AOY to the Student/Sponsor shall be construed as a waiver of any of its rights under this agreement. 2. It is specifically recorded that the student/sponsor shall remain liable for the full purchase price of the course in the event of a failure by the student to complete the course. 3. Study material supplied to the student may not be passed on or access given to any person other than the student. 4. The price payable will be submitted by the method that the Student/Sponsor has indicated on the registration document. 5. Should the Student/sponsor fail to make payment, any bursary may be withdrawn and the balance outstanding of the full purchase price including the bursary shall become immediately payable. 6. In the event that the Student/Sponsor is in arrears, or if legal action is instituted, the Student/Sponsor agrees to pay all legal costs, including legal charges on attorney and own Sponsor scale, collection charges, tracking costs and commissions. The Student/Sponsor consents in terms of the Provisions of Section 65J of the Magistrates Court Act No.32 of 1944 to an emoluments attachment order to be issued, without further notice to the Student/ Sponsor from the Court of the District in which the Student/Sponsor resides, carries on business, or is employed, and that the amounts of the emoluments be attached in instalments as reflected in the agreement with AOY. 7. Academy of York may cede this agreement. 8. Late payment fees will be charged on all overdue accounts at prime plus 6,5% compounded. 9. The Student/Sponsor agrees that the Post Office/Courier Service shall be the agent for the acceptance and conveyance of all study material and assignments addressed to the Student/Sponsor. AOY will not be held responsible in case of courier/postal strikes. 10. The Student/Sponsor is fully aware of the accreditation status of the specific course/s that he or she is enrolling for. 11. AOY guarantees to provide tuition for the period stated per each course from the date of registration. Any extension dates of courses must be requested from AOY in writing. 12. The Student/Sponsor agree that AOY or its partners may communicate by e-mail or SMS to the Student/Sponsor's computer or cellular telephone as provided. These methods will be regarded as a valid method of sending any communication in respect of the agreement. 13. The Student/Sponsor may cancel this agreement within 14 days from the date of registration or before Login details are sent, whichever comes first, by submitting a written letter to AOY. Thereafter, this agreement becomes legal and binding and shall not be cancelled. 14. If the Student/ Sponsor is a natural person, and this contract is a Fixed Term Agreement with a specific start and end date, the Consumer Protection Act, 68 of 2008 (here-in after referred to as the "CPA") will apply to this contract. In this case, the provisions of Section 14 of the CPA entitles the Student/Sponsor to cancel this contract by giving AOY 20 (twenty) business days written notice of his/her intention to do so. However, the Student/Sponsor remains liable to AOY for all amounts owed up to the date of cancellation, and AOY may impose a reasonable penalty or charge for any study material supplied, services provided, as well as in respect of the outstanding amounts still payable in terms of the Fixed Term Agreement. The Student/Sponsor further acknowledges that should this contract period exceed the CPA prescribed period of 24 months, it is specifically agreed in this contract between the parties that the term of this contract may exceed the prescribed term, as the term agreed to in this contract is to the financial benefit of the Student/Sponsor. 15. The Student/ Sponsor warrants that the information disclosed in this agreement is true and correct in every respect. 16. The Student/Sponsor undertakes to notify AOY in writing of any changes to contact details within 7 (seven) days of such change. 17. Course fees charged by AOY exclude a. Registration fees for agent partners (e.g. ICB) b. Exam fees c. Courier fees d. Additional/Replacement study material. 18. AOY Registration fee is an additional fee and not part of the Course fee. 19. The student, undersigned, hereby appoint as our domicilium citandi et executandi for all purposes in terms of this agreement, including service of legal process, the address set out in the registration document. 20. The Student/ Sponsor hereby give consent for an enquiry to be performed on my name at a Credit Bureau. 21. AOY reserves the right to cancel this contract. 22. The Student/Sponsor consents to the jurisdiction of the Magistrates Court Johannesburg North held at Randburg for all matters in terms of this agreement save as set out in clause 6 above. 23. In line with the Protection of Personal Information Act, 4 of 2013 (POPI), I acknowledge that I have been adequately informed of my rights and the purposes for which my Personal Information will be processed by Academy of York and that I have read Academy of York's Privacy Notice which can be sourced at www.aoy.co.za/section-18-privacy-notice-statement/. Accordingly, I give consent to Academy of York and approved third parties (such as service providers, suppliers and business partners) with whom Academy of York has contracted in order to perform its obligations towards me, to lawfully collect, process, retain and distribute relevant Personal Information where it is required by Academy of York for the purposes set forth in their Notice and more specifically in order for Academy of York to comply with its obligations towards me and for the purposes of performing its obligations in terms of this Agreement, statutory compliance, statistical analysis, as well as to direct market additional products and services to me by means of electronic communications, in my capacity as a client of Academy of York.

Student Signature \_\_\_\_\_ PLEASE SIGN HERE

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_