

# **COPY OF VERBAL TERMS AND CONDITIONS FOR HIGHER CERTIFICATE ENROLMENT CALL**

1. You are concluding an agreement with IQ Academy where you are enrolling for higher certificate programme *(insert programme name)* on behalf of the student *(if not sponsor)* and the total amount is R17 970.00\_\_\_\_ Which is payable over two years, fees per academic year is R8 985.00 only.
2. The course fees you are agreeing to include study material, academic support, marking of assessments and exam scripts, etc. If you exhaust the allocated services you may incur additional charges. Details are provided in the Programme Guide or can be found on IQ's website. [www.iqacademy.ac.za](http://www.iqacademy.ac.za)
3. You have elected to pay the total course fees *(use option indicated by the sponsor)*
  - a. In full upfront in cash *(if the student has said he wants to pay cash)*
  - b. A Non Refundable registration deposit fee of *(say the amount)* followed by equal monthly instalments of *(say the amount)* over months *(if the student has chosen to pay in instalments For Higher Education courses)*.  
**Please note that this payment is for year 1 only. For year 2, you will need to renew your registration with similar instalments and Non- Refundable deposit over 12 months.**
  - c. In monthly instalments over the period of 15 months  
**Please note that this payment is for year 1 only. For year 2, you will need to renew your registration with similar instalments over the period of 15 months.**
4. Should you complete your registration, including submission of all required documents before the 30<sup>th</sup> January, you will belong to Cohort 1, meaning that you will be in the 1st semester learning group. However, if your registration is completed before the 30<sup>th</sup> June you will belong to cohort 2, which is the 2<sup>nd</sup> semester learning group.
5. Also note that you will only be allowed to renew your registration for year 2 if you have paid twelve successful instalments and passed a minimum of 2 subjects, meaning that you have obtained at least 40 credits for academic year 1.
6. In order to enable IQ Academy or its nominated agent to deduct your instalment from your bank account by way of the NAEDO electronic deduction system may I confirm the following details:

**(Confirm the details already obtained)**

- a. You are banking with... (state bank name e.g. FNB)
- b. Your Bank Account number is .....
- c. Your branch code is .....
- d. Your account type is (Cheque, saving, transmission account)
- e. The name of the account holder is.....
  
- f. Your payment frequency is ..... (Paid on a monthly or weekly basis?)
- g. Your Salary pay date is .....
  
- h. Mr/Ms... The reference for these deductions, which will appear on your bank statement next to the amount deducted is IQ Academy followed by authorisation number and may be used to follow up any queries relating to the debit order.

- 7. Please take note of the following terms and conditions regarding your payment by way of debit order:**
- 8. You must inform IQ Academy of any changes made regarding your pay date / deduction date in special months i.e.: Christmas, failure to do so will result in IQ Academy submitting a debit instruction from a 5<sup>th</sup> of such a month.**
- 9. If your deduction fails due to insufficient funds please note that IQ Academy will be allowed to track your account with your consent for dates to match days where there is money in your account to avoid your account falling into arrears, unless otherwise stipulated by you.**
- 10. If your deduction date fall on a non-processing day, or Monday, IQ Academy will deduct your instalment on the last business day before this.**
- 11. Mr/Ms (client name, surname and Id no) do you confirm that IQ Academy may deduct your instalment of (state the amount per month) on or after (e.g. 8<sup>th</sup> Sept if student / sponsor wants to make an early payment) and monthly/weekly from your (bank name) account with account number ending with (read back last 4 digits)?**
- 12. Subsequent payments will be made on (day of the month) or such special dates as confirmed above. Should you default on any instalments this agreement will fall under the National Credit Act and we may charge interest.**
- 13. Delivery of the study material will be to the agreed delivery address after receipt of the required registration deposit fee. In your study material you will receive a programme guide which includes academic rules and all academic related information**
- 14. All legal communication will be to the account payer's address**
- 15. Please note that the service included in the package will only be available if your payments are up to date.**
- 16. All deregistration requests can be made by contacting the IQ Academy Student Service Centre and an agent will advise you accordingly. However, a Deregistration Fee will be applicable based on where you are in your Study Term.**
- 17. Should you wish to deregister once you have successfully registered and submitted all required documents, the registration deposit is non-refundable (12 months option)**
- 18. You as the account payer may not transfer to, or substitute with, anyone else, your rights or obligations to this agreement.**
- 19. Do you understand that by accepting the terms of this agreement as discussed with you, the agreement is concluded?**