

Course Registration Form

(Please fill this form as neatly as possible, as your certificate information is taken from this document and initial each page)

NOTE: The personal information submitted herein shall be solely used for your registration with Pet Sense College and for diploma preparation purposes by our supplier, Compass education and Training. All the information submitted herein shall be used for the purpose stated above, as mandated by law. Pet Sense College undertakes to ensure that appropriate security control measures are implemented to protect all the information to be submitted in this document.

Course applied for			
Select delivery option: Please tick.	<input type="checkbox"/>	E-version – emailed	
	<input type="checkbox"/>	Hard copy (Aramex door delivery) Add R150 ex VAT per module, for this service. Please ensure you provide an address where someone is available to sign for the documents	
Student Surname			
Student First Name			
Id Number			
Physical Address(please include area code for hard copy delivery)			
Email Address			
Contact Number			
Occupation			
Where did you hear about the course?			
Select your payment option:			
Fully course includes all modules and registration fees		Payment per module Pay the registration and 1 st module to get started, thereafter pay for the remaining modules only. (You have up to six months to complete each module. Each module must be paid up before it will be released)	
Payment method and amount in Rands:			
EFT Pet Sense College FNB Chq Acc No: 6254 207 4612 Universal Branch code: 250655			
NB: Use the student's name as a reference.			
Paypal Pay to: celia@petsensecollege.co.za			
International Transfer: Swift/ sort code: FIRNZAJJ			

Terms and conditions:

Refunds Policy

In accordance with South African legislation on distance selling any claim for a refund must be made within 30 days of the first module being dispatched. Thereafter no refunds will be given. This is applicable to both upfront payment options and debit order options and instalment options.

On the rare occasions that a student's circumstances change dramatically and a student cannot continue their studies, Pet Sense College, at the sole discretion, may reward a refund, after 30 days, subject to the following conditions:

1. Registration fees paid in respect of Pet Sense College, and other awarding bodies are not refundable.
2. No module notes or books are returnable.
3. Any module notes provided will be charged at a rate appropriate to the price band for the course, prices available on request.
4. Any module that has had work submitted for marking will be deemed to have been completed (even if returned for re-submission) and charged at the full rate.
5. Any bank charges related to payments received or collected will be deducted from any refund awarded. The right is reserved to levy an administration charge in all cases.
6. Any student wishing to change course will be able to transfer any funds paid (subject to conditions 2-6) at any stage within 6 months of the despatch of their first module. They will be required to re-register.
7. Delivery of the hard copy is sent via Aramex courier. The fee of R100 ex VAT is per module.

It should be emphasised that claims for refund are **very** rare (less than 1 in 300 registrations at the last count) and these are usually due to the student's circumstances changing dramatically as would be the case in serious long term ill health. Before asking for a refund after the 30 day period students are reminded that they have bought a product which, like any other product, cannot be returned for a refund after 30 days simply because you have decided that it no longer suits your requirements.

Restart policy

There are generous limits to how long a student can take over their course subject to the following conditions:

1. A maximum period of 6 months is allowed to complete and submit a module.
2. A student will be classified as re-starting a course after a period of 6 months has passed since they last submitted work (or registration date if no work has been submitted).
3. If a period of more than 12 months has passed since work was submitted (or registration date if no work has been submitted) restarting is at the discretion of Pet Sense College.

4. In order to restart, a new registration fee is payable at the current rate.
5. If paying by the module, current prices will be applied to the remainder of outstanding modules.
6. If paid in full a pro-rata module fee may be added to account for any price differences at the date of restart.
7. If fully paid and a restart is not requested the student is entitled, on request, to receive all remaining modules of the course concerned. Once dispatched a later restart is not possible.
8. Only one restart is permitted per course.
9. If it is necessary to re-send a copy of module notes a charge will be levied to cover costs incurred.

In accordance with the POPIA Act, the information you supply in the registration document is only used for communication between Pet Sense College and you, the student, regarding assignments, marking and guidance by tutors, course related queries and for use on the diploma, should the student pass, which Compass Education and Training will prepare. Only your name and surname are used for the diploma. Pet Sense College will not share your information with any other company for any reason whatsoever. Should you have any queries, please contact the Information / Compliance officer, Celia Forsyth in this regard.

A quotation will be sent to you to ensure you are aware of the correct amount payable, according to your payment choice. Please use the student's name when making payments. Once payment is received, you will receive your 1st module, Student Handbook and Recommended reading list. Dispatch of hard copy occurs once a week. You will be notified when the hard copy has been sent.

I, (Forename and Surname) _____, hereby declare that I understand and accept the above Refund Policy and Restart Policy (Terms and Conditions).

Signed: _____

ID Number: _____

Date: _____

Email to: registration@petsensecollege.co.za