

PET SENSE COLLEGE

DISTANCE-LEARNING COURSE REGISTRATION FORM • 2026

Please complete neatly and initial each page. Your name on this form will be used for academic records and certification.

Course and student details

Course applied for	
Course level	☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 ☐ Other: _____
Student surname	
Student first name(s)	
ID / Passport number	
Physical address	
Email address	
Contact number	
Occupation	
How did you hear about us?	

Delivery

Delivery method	Electronic distance learning – modules emailed to the registered student
Student confirmation	☐ I have reliable email, internet access and a device able to open course files.

DISTANCE-LEARNING COURSE REGISTRATION FORM CONTINUED • 2026

Select one payment option

Select	Option	Payment structure
☐	Full course	Quoted full-course price, including registration and included modules.
☐	Pay per module	R1,390 registration fee plus first module upfront; later modules paid before release.
☐	Instalments	R1,390 registration fee plus first module upfront; thereafter at least R500 monthly. Module paid in full before release.

Course/module price or accepted quotation: R _____

Amount paid now: R _____

Payment details

EFT	Pet Sense College FNB Cheque Account 6254 207 4612
	Universal branch code
International transfer	SWIFT / sort code: FIRNZAJJ
PayPal	celia@petsensecollege.co.za
Reference	Student's full name – required to avoid processing delays
VAT	All stated prices include VAT unless expressly indicated otherwise

Send this completed form and proof of payment to registration@petsensecollege.co.za

DISTANCE-LEARNING TERMS & CONDITIONS (2026)

1. Provider, Application and Enrolment

1.1 These terms apply to all distance-learning courses provided by Pet Sense College (“the College”). The completed registration form, accepted quotation or invoice, and these Terms and Conditions together form the enrolment agreement.

1.2 Enrolment is confirmed only once the College receives the completed registration form and required payments. Enrolment is personal to the registered student and may not be transferred without written approval.

1.3 The student confirms that all information supplied is accurate and will notify the College of any changes. Where the student is a minor, a parent or legal guardian must sign and accepts responsibility for payment and compliance.

2. Delivery of Course Materials

2.1 All modules are delivered **electronically via email only**. Hard-copy delivery is no longer offered.

2.2 A module is considered delivered once the College’s records show it was emailed to the student’s supplied address without a permanent failure notice. Students must check inbox, spam and junk folders.

2.3 Modules are released progressively. A later module will not be released until full payment for that module has cleared and any academic progression requirements have been met.

2.4 Re-sending module notes due to student-side deletion, loss, or incorrect email address may incur a fee.

2.5 Students must maintain reliable email access, internet access, sufficient mailbox capacity, and a device capable of opening course files.

3. Fees, VAT and Payment Options

3.1 All prices are in South African rand and include VAT unless stated otherwise.

3.2 Payment Options:

- **Full Course:** Full quoted price including registration and included modules.
- **Pay-Per-Module:** R1,390 registration fee + first module upfront; later modules paid individually before release.

- **Instalments:** R1,390 registration fee + first module upfront; thereafter minimum R500/month. A module is released only once fully paid.

3.3 Students have **up to 4 months** to complete each module unless an extension is approved.

3.4 Payments must use the student's full name as reference.

3.5 **Banking Details (PSC Account):** EFT: Pet Sense College FNB Cheque Account: **6254 207 4612**
Universal branch code: (as per PSC) PayPal: celia@petsensecollege.co.za SWIFT: FIRNZAJJ

3.6 Module prices may change prospectively. A price change does not affect modules already fully paid.

3.7 Late or missed payments may delay module release, marking, feedback, results, and certification.

4. Cancellation and Refunds

4.1 Cancellation requests must be emailed to registration@petsensecollege.co.za.

4.2 A 10-business-day cancellation window applies from the date the first module is emailed.

4.3 If cancelled within 10 business days:

- 50% of the registration fee may be retained for administrative costs.
- Modules already delivered are **non-refundable**.
- Prepaid modules not yet delivered will be refunded.
- A **R250 cancellation fee** applies (subject to legal reasonableness).

4.4 No refunds after 10 business days unless required by law.

4.5 Refunds may be reduced by non-recoverable bank or payment-platform charges.

5. Course Transfer

5.1 Students may transfer funds to another course within **4 months** of receiving the first module.

5.2 Transfer requires re-registration and payment of the **R875 transfer fee**.

5.3 Delivered modules, marking already performed, and registration fees are not transferable.

6. Module Deadlines, Extensions and Inactivity

6.1 Each module must be completed within **4 months** of release.

6.2 Extensions may be requested before the deadline and are granted at the College's discretion.

6.3 Registration lapses if:

- More than 4 months pass after registration without submission, or
- More than 4 months pass after the last marked submission without the next submission.

6.4 To resume after lapse, re-registration is required at **R875**.

6.5 Only one restart is ordinarily permitted per course.

7. Overall Completion Periods

7.1 Levels 2–4: **3 years** to complete. 7.2 Level 5: **6 years** to complete.

7.3 Module deadlines still apply within these periods.

8. Submission, Assessment and Resubmission

8.1 Work must be submitted via the specified email address. Students must retain copies and proof of sending.

8.2 One failure and one resubmission opportunity are allowed per course.

8.3 Marking timeframes are estimates unless guaranteed.

8.4 Appeals must be submitted within 10 business days of receiving results.

9. Academic Integrity and AI Use

9.1 Submitted work must be the student's own.

9.2 Generative AI may only be used where explicitly permitted and must be declared.

9.3 AI-detection results are not treated as conclusive proof of misconduct.

10. Intellectual Property

10.1 All course materials are protected by copyright.

10.2 Students may not copy, share, publish, upload, distribute, or use materials to train AI systems without written permission.

11. Student Responsibilities and Welfare

- 11.1 Students must apply learning safely and ethically.
- 11.2 Practical animal work must prioritise welfare and comply with law.
- 11.3 Unsafe, abusive, or unethical conduct will not be assessed.

12. Communication and Conduct

- 12.1 Official queries must be sent to the College's specified email address.
- 12.2 Students must communicate respectfully. Harassment or abusive behaviour may result in restricted contact or termination.

13. Privacy and Personal Information

- 13.1 The College processes personal information for enrolment, delivery, assessment, certification, and legal compliance.
- 13.2 Information may be shared with authorised tutors, moderators, certificate providers, and service providers.
- 13.3 Students must avoid submitting unnecessary personal information about third parties.

14. Certification

- 14.1 Certificates or diplomas are issued only once all academic, payment, and administrative requirements are met.
- 14.2 Enrolment does not guarantee employment or professional registration.

15. Liability and Events Beyond Control

- 15.1 The College is not liable for indirect or consequential loss or student-side technology failure.
- 15.2 The College is not responsible for delays caused by events beyond its control.
- 15.3 South African law governs this agreement.

ACCEPTANCE AND SIGNATURE
SIGN AFTER READING THE COMPLETE DOCUMENT

☐ I confirm that the registration information supplied is complete and accurate.
☐ I have read and accept the course information, payment option and Terms and Conditions.
☐ I understand that modules are delivered by email and that I must maintain working email and technology access.
☐ I understand the four-month module deadline, inactivity/lapse rules and overall completion period.
☐ I understand the cancellation and refund provisions, including deductions for administration and modules already delivered.
☐ I consent to the processing of my personal information for the purposes described in clause 13, subject to applicable law.

Student full name

ID / Passport number

Student signature

Date and place

Parent or legal guardian – required where the student is a minor

Guardian full name

ID / Passport number

**Relationship to
student**

Guardian signature

Date and place