

## **HOW TO SIGN YOUR UP STUDENT ENROLMENT CONTRACT (ONLINE CONTRACT):**

According to your age:

- **If under the age of 18-**
  - ◆ Student MUST sign and initial the contract.
  - ◆ Complete student email address, cell phone number and physical address.
  - ◆ Parent/guardian MUST sign with student, and initial the contract. If you indicated that the parent/guardian is married in community of property, the spouse of the parent/guardian MUST also sign and initial the contract, and provide required details.
  - ◆ Surety MUST sign and initial the contract. If you indicated that the surety is married in community of property, the spouse of the surety MUST also sign and initial the contract, and provide required details.
  - ◆ Witnesses for the student and parent and/or surety MUST sign and initial the contract.
  - ◆ The place where the contract was signed MUST be completed.
  - ◆ The date the contract was signed MUST be completed.
  - ◆ All three boxes at the bottom of every page must be initialled by all parties [student, parent/guardian, surety (spouse of surety if applicable) and witnesses].
  
- **If over the age of 18 and under 25-**
  - ◆ Student MUST sign and initial the contract.
  - ◆ Complete student email address, cell phone number and physical address.
  - ◆ Surety MUST sign and initial the contract. If you indicated that the surety is married in community of property, the spouse of the surety MUST also sign and initial the contract, and provide required details.
  - ◆ Witnesses for the student and surety MUST sign and initial the contract.
  - ◆ The place where the contract was signed MUST be completed.
  - ◆ The date the contract was signed MUST be completed.
  - ◆ Note: NO NEED FOR PARENT/GUARDIAN TO SIGN AS STUDENT IS ALREADY OVER 18 YEARS.
  - ◆ Only the first and last boxes at the bottom of every page need to be initialled by all parties. [student, surety (spouse of surety if applicable) and witnesses].
  
- **If age 25 and older-**
  - ◆ Student MUST sign and initial the contract.

- ◆ Complete student email address, cell phone number and physical address.
- ◆ If the student is married in community of property, the spouse MUST also sign and initial the contract, and provide required details.
- ◆ Witnesses for the student and surety MUST sign and initial the contract.
- ◆ Note: NO NEED FOR SURETY AS STUDENT IS HELD SOLELY RESPONSIBLE FOR PAYING THE FEES.
- ◆ The first box needs to be initialled at the bottom of every page by all parties. [student (and spouse of the student if applicable) and witness].

**NOTE:**

1. All parties signing the contract MUST initial at the bottom of every page, in the boxes provided
2. If student, parent/guardian and/or surety is married in community of property, the spouse of the student, parent/guardian and/or surety MUST also sign and initial the contract where applicable. Reason: They also need to give consent allowing their spouses to enter into a legally binding contract.
3. All addresses completed on the contract must be PHYSICAL/RESIDENTIAL addresses. NO POSTAL ADDRESSES ARE ACCEPTED. Reason: in case of breach of contract, summons have to be delivered to physical addresses.
4. The date that the contract was signed MUST be completed everywhere applicable.
5. The witness of the student and the witness of the surety can be the same person.
6. A party to the contract cannot also sign as a witness. Thus, the student cannot also sign as the witness of the surety and vice versa and the spouse of the surety cannot sign as either of the witnesses either. A third party must sign as the witness – someone witnessing the parties signing the contract.
7. The 'Signed at' place is defaulted to Pretoria. You can change it to another location. However, such changes MUST be initialled by all parties to the contract.
8. None of the CLAUSES to the contract may be amended or scratched out for any reason, EVEN IF all parties initial next to such amendments.

9. The surety MUST be signed by a PARENT/GAURDIAN, even if the student has a bursary or sponsorship. No legal entities may sign as surety.
10. You are over the age of 18 but under 25 and ticked the 'FINANCIALLY INDEPENDENT' checkbox, no surety is required. BUT you must attach proof of income in your name to the contract (salary advice or bank statement).
11. No TIPPEX may be used on the contract.
12. The contract must be completed and signed in BLACK ink.
13. Digital or scanned signatures are not accepted. We can only process the contract as valid when we are in possession of the originally signed document (ink to paper).