



**CONTRACT OF ENROLMENT**

**2018**

Please read the Imperial School of Business and Science (ISBS) Prospectus, Fee Schedules, Guidelines for Student Conduct, and other documents (all of which form part of this contract) and the relevant Institute Prospectus, prior to completing this Registration Form. The Registration / Processing Fee and other fees paid are not refundable unless the applicant is not eligible for admission at ISBS. A copy of your **Identity Document / Passport** must be attached to this form. Under no circumstances will Registration / Processing Fee or other fees paid be refunded.

The student is solely responsible for his/her outside Institute Registration.

It is understood by the parties that this Agreement relates to ISBS in Botswana. The Contacting Party shall remain to be Imperial School of Business and Science (ISBS).

**1. STUDENT INFORMATION**

First Names											
Surname											
ID Number											
Date of Birth		D	D	M	M	Y	Y	Y	Y		
Title (e.g. Mr./Mrs./Miss)		Male		Citizen/Permanent Resident				Yes			
		Female						No			
Physical Disability		Yes		No							
Home Postal Address											
Home Physical Address											
Telephone		(Work)									
		(Home)									
Fax		Mobile									
Email											

**2. PREVIOUS REGISTRATIONS**

Have you previously studied at any other College?		Yes		Have you studied at ISBS before?		Yes	
		No				No	
If yes, state College Name							
Institute Student No. (Where applicable)							

**3. SCHOOL LEAVING DETAILS**

School Attending/Attended											
Level of Education											
Year of Completion				Y		Y		Y		Y	

**4. EXTERNAL INSTITUTE (AAT/ABE/CIMA/ACCA/ICM/C&G/ICDL)**

Student No.											
Membership Renewal Date		D	D	M	M	Y	Y	Y	Y		

**5. PARENT, SPONSOR, LEGAL GUARDIAN OR PERSON RESPONSIBLE FOR ACCOUNT**

Name of Responsible Person											
Surname/Company											
ID Number											
Date of Birth		D	D	M	M	Y	Y	Y	Y		
Title (e.g. Mr./Mrs./Miss)		Male									
		Female									
Address to which Account must be posted											
Telephone		(Work)									
		(Home)									
Fax		Mobile									
House Doctor (In case of emergency)				(Tel)							

**6. CHOICE OF PROGRAMME**

Full Name of Course (1 <sup>st</sup> choice)											
Full Name of Course (2 <sup>nd</sup> choice)											
Full-time		Morning									
Part-time		Evening									
Start Date		D	D	M	M	Y	Y	Y	Y		

**7. PAYMENT PLAN**

	Amount	Due Date
Registration Fee		Immediate
Deposit		
1st Installment		
2nd Installment		
3rd Installment		
4th Installment		
Membership / Renewal Fees		
Extra Exam Fees		
Book/No Books		

**8. DURATION:**

**9. FEES PAYABLE: (PD Cheques / Card Swiping) (for self-sponsored)**

**OFFICIAL USE ONLY**

Consultant's Name											
Student Card Printed?		Yes		No							
Part-time/Full time		PT (M/E)		FT (M/E)							
Receipt No.											
Proof of Employment?		Yes		No							

The student hereby agrees to pay the fees payable for the course of selected as reflected on the ISBS Fees Schedule document, which is incorporated into this contract. Such fees, book/note fees applicable to the course selected. Should the Fee Schedule document not be furnished or filled in, or should no payment method selection be made, then the 40% deposit plan will be automatically selected for full-time studies, and the 40% deposit plan for part-time studies.

All fees to be settled by.....

The student will not be absolved of the responsibility to pay such fees by virtue of incorrect billing or any other factor.

I, \_\_\_\_\_ and I/We \_\_\_\_\_

(The Student) (Parent/Guardian/Sponsor)  
Hereby agree to be liable for the contract amount, subject to policy and conditions stipulated overleaf. I/we further agree that failure to attend lecturers will not reduce my/our liability under this contract.

Signature Signature

(The Student) (Parent/Guardian/Sponsor)

Date ...../...../20..... Date ...../...../20.....

**10. THE FOLLOWING MATERIAL MUST ACCOMPANY THIS REGISTRATION**

- a) Where applicable, Original or certified copy of Matriculation Certificate or symbols or School Leaver's Certificate. If awaiting matriculation results, these must be furnished as soon as they become available;
- b) Confirmation of Institute registration where applicable;
- c) Supporting documentation, should the applicant require additional time for examinations;
- d) Academic record and certificate of good conduct should the applicant be transferring from another university or college or examining body to ISBS.

This registration will only be considered once the registration form is duly completed, the correct documentation is attached and the required registration/processing fee is furnished to the ISBS.

Please do not hesitate to contact ISBS should you have any queries regarding the completion of this form.

**11. LEGAL DECLARATION OF INDEMNITY**

Neither ISBS nor any official employee or representative of ISBS acting in his/her capacity as such shall be liable for any damage arising out of:

- a) The death, bodily harm, loss of health or illness of any student, howsoever caused; and
- b) The destruction of or damage to any property owned by or in the custody of any student, howsoever caused
- c) The Applicant hereby indemnifies ISBS against any claim made against ISBS in respect of any damage arising out of the fault of the applicant.

**12. CONDITIONS OF REGISTRATION**

All details regarding registration and termination of registration are contained in the ISBS prospectus, the fee Schedule, Procedures and Rules and other relevant ISBS documentation, the contents of which are deemed to have been read and understood by the signatories hereto. Furthermore, the following term and conditions are agreed to:

- a) The student's failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her or the other signatories to this document from full liability for the payment of fees and other charges;
- b) No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of ISBS;
- c) The right to attend lectures and write examinations IS NOT transferable;
- d) The signatories hereto Accept that ISBS shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore. ISBS shall further have the right to alter timetables and course commencement dates where necessary;
- e) ISBS shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. ISBS further reserves the right to combine classes of a similar academic level and context;
- f) ISBS reserves the right to create and apply rules (including due performance requirements), and the student hereby agrees to be bound by such rules. ISBS reserves the right to exclude the student from lectures and examinations (without in any way detracting from the right of ISBS to recover fees payable), and to withhold a student's examination results or to dismiss him/her for failing to pay tuition fees or failing to comply with any rules, or the terms of this contract. The student and other signatories hereby agree to pay all tuition fees as and when they fall due to ISBS. When failure to do to result in legal or other action being taken by ISBS, jointly and severally. Such costs will include attorney, and client Costs and any other incurred by ISBS, including but not limited to, attorney and client fees, collection charges, tracing charges and the maximum interest permitted by prevailing legislation (calculated from date of non-payment);
- g) When tuition fees are payable to ISBS in installments, the failure to pay any single installment timeously will result in the full balance becoming immediately due and payable without further notice;
- h) Fees payable to ISBS comprise tuition and registration fees for ISBS and do not include external institute membership fees, external university fees, examination fees, note books, stationery or other items. Furthermore it shall be the student's responsibility to bear the cost of transport and specialized consumables used during the course including but not limited to specialized stationery, stock or any other materials;
- i) The student is responsible for ensuring that he/she has been properly registered with any relevant external Institute or examining body where applicable and that he/she has been registered for examinations with such institute or body;
- j) In case of major circumstances, ISBS reserves the right to cease lectures and close the college temporality. While every effort will be made to resume lectures as soon as possible, no

warranties are made in this regard and no refund in fees will be made;

k) No relaxation, variation or indulgence granted by ISBS in terms hereof; and no reliance may be placed by the student or other signatory hereto or any statement or representation not contained herein;

l) ISBS chooses as its domicillium citandi et executandi not contained for all purposes arising here from: **PLOT 6035, EXTENSION 2, GABORONE, BOTSWANA.** The student and other signatories chose as their domicillium citandi et executandi the addresses appearing in sections 1 and 4 hereof;

m) In the event of the signatories to this agreement, other than ISBS having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of ISBS, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of ISBS, without further notice;

n) ISBS shall be deemed to include any division of ISBS or any other juristic person to whom the right and obligation of ISBS, as contained herein maybe ceded and/or assigned;

o) Fees once paid is not refundable, except on the following grounds: If ISBS decides to cancel the course; If the student is hospitalized for a long period of time (giving proof of hospitalization); If for any other reasons the management deems the refund fit;

p) Examination fees will not be kept as a deposit at ISBS. Examination fees will be forfeited 6 months after the date of examination registration or 6 months after the date of examination scheduled either by ISBS or the examining body. The same is implied to the students who pay for the examination fees and then miss their examination.

**13. IN THE CASE OF AN APPLICANT WHO IS A MINOR (i.e. UNDER THE AGE OF 21)**

Acknowledge that I understand the provisions of the declarations of indemnity above and hold myself bound thereby and by all other provisions this registration; and the rules and Procedures of ISBS for the time being in force or as they may be altered, for any period during which I am a registered student;

declare that I know that, should I during my attendance at ISBS undergo training In any workshop, laboratory or any other place of training or attend any excursion event or sporting activity whether within or without ISBS, I may be exposed to risks of life or to bodily injury, or to health or illness or of damage to property, or personal liability, therefore and that in the full knowledge of this, I consent to run all the risks involved in such training, excursion, exercise, event or sporting activity. Furthermore I know that the cost of transport to and from such training, excision, exercise, event or sporting activity shall be for my account;

acknowledge that I have familiarized myself with this contract, ISBS Prospectus, Fee schedule Rules and Procedures, ISBS documentation and/or other relevant institute prospectus and certify that the information given in this form is accurate and complete in all respects;

acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by ISBS, and the relevant conferring body or Institute as the case may be;

agree that ISBS may communicate directly with the conferring body/institute on my behalf and that, as such, all correspondence the institute/ conferring body to myself may be sent directly to ISBS;

accept sole responsibility for all amendments to, and confirmation of my degree, diploma or certificate registration;

undertake that I will not amend or cancel my registration in any manner whatsoever without first informing ISBS in writing of such amendment or cancellation and acquiring ISBS's written consent thereto;

hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment at ISBS;

agree that where tuition fees are payable to ISBS in installments, the failure to pay any single installment timeously will result in the full balance becoming immediately due and payable without further notice;

agree that ISBS shall be entitled to recover from me all legal costs incurred by ISBS, including, but not way of limitation, attorney and own client fees and collection charges and all tracing charges;

assist the applicant in all respects in making this Registration and hold his/her and myself bound by all the provisions thereof and by the rules and regulations of ISBS for the time being in force or as they may be altered;

consent to the applicant attending ISBS subject to the provisions of the Registration;

accept responsibility for amendments to, and confirmation of the applicant's registration with the diploma conferring body or accrediting institutes;

certify that the information given on this form is accurate and complete all respects;

held myself jointly and severally responsible as co-debtor, together with applicant for the full payment of all fees and charges as and when they fail payment: of all fees and charges as and when they fall due for payment at ISBS;

confirm that I have read and understood the terms and conditions of this contract, agree to be bound by them;

**14. IN THE CASE OF AN APPLICANT WHO IS NOT A MINOR (i.e. WHO IS OVER THE AGE 21)**

declare and warrant that I am a major and have full capacity to act;

Acknowledge that I understand the provisions of the declarations of indemnity above and hold myself bound thereby and by all other provisions this registration; and the rules and Procedures of ISBS for the time being in force or as they may be altered, for any period during which I am a registered student;

declare that I know that, should I during my attendance at ISBS undergo training In any workshop, laboratory or any other place of training or attend any excursion event or sporting activity whether within or without ISBS, I may be exposed to risks of life or to bodily injury, or to health or illness or of damage to property, or personal liability, therefore and that in the full knowledge of this, I consent to run all the risks involved in such training, excursion, exercise, event or sporting activity. Furthermore I know that the cost of transport to and from such training, excision, exercise, event or sporting activity shall be for my account;

acknowledge that I have familiarized myself with this contract, ISBS Prospectus, Fee schedule Rules and Procedures, ISBS documentation and/or other relevant institute prospectus and certify that the information given in this form is accurate and complete in all respects;

acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by ISBS, and the relevant conferring body or Institute as the case may be;

agree that ISBS may communicate directly with the conferring body/institute on my behalf and that, as such, all correspondence the institute/ conferring body to myself may be sent directly to ISBS;

accept sole responsibility for all amendments to, and confirmation of my degree, diploma or certificate registration;

undertake that I will not amend or cancel my registration in any manner whatsoever without first informing ISBS in writing of such amendment or cancellation and acquiring ISBS's written consent thereto;

hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment at ISBS;

confirm that I have read and understood the terms and conditions of this contract, agree to be bound by them;

agree that where tuition fees are payable to ISBS in installments, the failure to pay any single installment timeously will result in the full balance becoming immediately due and payable without further notice;

agree that ISBS shall be entitled to recover from me all legal costs incurred by ISBS, including, but not way of limitation, attorney and own client fees and collection charges and all tracing charges;

I,..... and I/We  
(The Student)  
.....  
(Parent/Guardian/Sponsor)

Hereby agree to be liable for the contract amount, subject to policy and conditions stipulated overleaf. I/we further agree that failure to attend lecturers will not reduce my/our liability under this contact.

Signature.....(The Student)

Date ...../...../20.....

Signature.....(Parent/Guardian /Sponsor)

Date ...../...../20.....