



# WHIRLWIND COLLEGE DEPARTMENT OF FINANCE FORM

## FEES PAYMENT CONTRACT FORM

### 1. STUDENT DETAILS

Surname:	<input type="text"/>	ID Number/ Passport	<input type="text"/>		
First Name(s):	<input type="text"/>	Sex: M	<input type="checkbox"/>	F	<input type="checkbox"/>
Date of Birth:	<input type="text"/>	Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>	Cell Phone No:	<input type="text"/>		
Physical Address:	<input type="text"/>	Postal Address:	<input type="text"/>		

Both Section 2 and 3 should be completed by Fee Payer.

### 2. FEES PAYER DETAILS

Surname:	<input type="text"/>	ID Number/ Passport	<input type="text"/>		
First Name(s):	<input type="text"/>	Sex: M	<input type="checkbox"/>	F	<input type="checkbox"/>
Date of Birth:	<input type="text"/>	Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>	Cell Phone No:	<input type="text"/>		
Physical Address:	<input type="text"/>	Postal Address:	<input type="text"/>		

### 3. WORK DETAILS

Company Name:	<input type="text"/>		
Contact Person 1:	<input type="text"/>	Contact Person 2:	<input type="text"/>
Phone Number:	<input type="text"/>	Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>	Email Address:	<input type="text"/>
Physical Address:	<input type="text"/>	Postal Address:	<input type="text"/>

### 4. REGISTRATION & FEES DETAILS

Name of Course registered:	<input type="text"/>	Date Registered:	<input type="text"/>
Duration of Course:	<input type="text"/>	Total Fees for the Course:	<input type="text"/>
Registration Fees:	<input type="text"/>	Deposit Fees:	<input type="text"/>
Instalment Amount:	<input type="text"/>	Number of Instalments:	<input type="text"/>
Any additional Fees:	<input type="text"/>		
Description:	<input type="text"/>		



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## 5. CONDITIONS OF THE CONTRACT

The "Fee Payer" refers to the student unless some other person or company accepts liability for the payment of the costs as set out in this contract and signs it accordingly.

**We, the undersigned, being the student (duly assisted by the guardian in case of a minor) and the fee payer (in case where the fee payer is not the parent, student or guardian) do hereby agree to the following:**

### 5.1 General

- a. The student hereby confirms his/her enrolment with Whirlwind College (WC) to study the above mentioned course.
- b. The fee payer hereby agree and confirm that he/she has full legal capacity to conclude this contract and to bind oneself to the terms and conditions hereof.
- c. The fee payer hereby accepts liability for the full contract amount and the failure by the student to attend classes will not relieve one from the obligation.

### 5.2 Attendance & Examinations

- a. The student acknowledges that he/she is aware of the requirement to have at least 80% attendance for each module in order to qualify for the examination.
- b. It is the responsibility of the Student to collect the class timetables two weeks before the commencement of each semester/trimester. The responsibility extends to include collection of timetable for examinations be it internal examinations or national examinations.

### 5.3 Failure to Pay/Attend Classes

- a. If the fee payer does not pay the instalments promptly on the due date, without any prior arrangements as to waiver the due date; WC will have the right to cancel this agreement by giving the learner and fee payer notice in writing to that effect, in which scenario WC will claim from the student or fee payer damages suffered as a result of the cancellation of this agreement. In the event where an attorney is appointed to take legal action against the student or fee payer or where Debt Collectors are appointed to collect outstanding debts from the learner or fee payer as a result of the breaching this contract; the student or fee payer will be held liable for all costs incurred.
- b. Neither the student nor the fee payer is entitled to cancel the agreement, but in extreme situations, at the discretion of WC, a cancellation of the agreement may be permitted. In such a scenario, the student or fee payer will be liable for all study materials already received by the student plus full tuition fees for any module which the student has enrolled; classes which have already commenced. In addition to this a cancellation penalty fee equal to 10% of the balance of the study cost, to a minimum of R500 will also be payable. If the amount already paid by the student/fee payer by the time of cancellation of the contract, exceeds the amount owing in terms of the above, WC shall refund the excess to the learner or fee payer within thirty (30) days of the date of cancellation. If the amount paid by the Student or fee payer falls short by the time of cancellation, then the balance should be settled within thirty (30) days of date of cancellation.
- c. The student or fee payer hereby agrees that failure to pay monies due under the contract on the due date may result in suspension of the student from attending classes and withholding of results up until such monies have been paid and such action does not prejudice WC of any other rights in this contract.
- d. Failure to attend classes by the student without written permission from the Principal for a period of three (3) months or longer will entitle WC to cancel this contract by giving notice to the learner to that effect. The student or fee payer will be liable to pay the full cost of tuition fees incurred up to the date of cancellation of the agreement as well as tuition fees for the modules for which he/she has received study materials plus any penalties as set out in this contract.

### 5.4 Communication Methods between Student/Fee Payer & Whirlwind College

- a. It is the responsibility of the Student to ensure that the all personal and contact details are always up to date with the Administrators.
- b. The Student and the Fee Payer hereby consent to WC communicating with them by way of phone calls, SMS's, emails and letters.

**Student Signature**

**Date**

**Fees Payer Signature**

**Date**

**Whirlwind College Official**

**Date**



#### Banking Details:

Account No: 63023159163  
Reference: Whirlwind  
Cheque Account  
Branch Code: 250655