

## **RULES AND REGULATIONS**

### **SELECTION**

The allocation of a number for identification purposes to an applicant who meets the minimum admission requirements does not constitute or create a right to be admitted to the Unit for Continuing Education (*UCE*) as a participant. The UCE reserves the right to set selection criteria, in addition to the minimum admission requirements, and apply such criteria to admit or refuse admission to specific programmes, taking into consideration the Unit for Continuing Education's targets for the size (total number of participants) and shape (fields of study and diversity profile) of the participant population, and the capacity available to the programmes concerned.

### **PROTECTION OF PERSONAL AND EDUCATION-RELATED INFORMATION**

During the course of the registration process, the extent to which the participant's personal or education-related information may be disclosed to a third party is determined, but the participant may withdraw or amend permission granted to disclose such information by means of a request in writing submitted to the course administrator. The UCE may disclose personal or education-related information regarding a participant to a third party only after the law applicable to the protection of and access to information has duly been complied with.

### **DISCIPLINARY CODE**

The UCE reserves the right to terminate participants studies where it is found in the course of an administrative enquiry that the participant committed plagiarism, theft, fraud, bribery or any other dishonest or unlawful act during the study concerned.

## **FEES, ENROLMENT, CANCELLATION AND DISCONTINUATION OF REGISTRATION**

The student by his or her signature to the enrollment form hereby confirms that he or she is fully aware of the type of short learning programme enrolled for and that it is his or her responsibility to make himself or herself aware of the types of programmes and that he or she has fully understood the programme that he or she registers for is not a qualification and is indeed the course that he or she wants to register for and that no representations have been made other than those contained in the official brochure

A registered participant must actively participate in the teaching, learning and assessment activities of every module for which such participant is registered in order to be deemed an enrolled participant for subsidy purposes

Registration may be cancelled for a programme and entails that a participant withdraws from the programme or module before formal tuition begins.

As contracted with the Individual and/or Company (including the registration fee that is payable as per invoice after approval of application).

- Administration fee of R1 500.00 and a 10% of the course fee will be charged as a cancellation fee if a participant cancels a month before the start of the course and an administration fee of R1 500.00 and a 50% of the course fee will be charged if the Short Learning Program has started and the participant did not attend and/or the participant has attended at least one class
- Fees are not refundable upon cancellation or withdrawal by the participant
- Administration of fees payable at the NWU Finance department, online or at the Bank

Please note that it is of the utmost importance that proof of payment is to be e-mailed to UCE-INFO@nwu.ac.za.

The following needs to be clearly indicated in the subject line:

1. Student number
  2. Initials and surname
  3. Programme name
  4. If available, your invoice number issued
- Without proof of payment, problems might occur whereby we will be unable to match payments against invoices issued, which will again result in accounts that are reflected as in arrears.
  - Failure to pay course fees within the prescribed time period may result in The UCE withholding your certificate and/or legal action.
  - If The UCE can prove that a participant applied to a course with no intention of attending the course the participant will be liable for the full course cost