



**KITSO YA BOLENG**  
**· TEPP ·**

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## Tertiary Education Preparation Programme (TEPP)

### STUDENT ENROLMENT FORM

Before completing this application form, read through the terms and conditions of the application.

#### SECTION A:

Please tick the Tertiary Education Field of interest after TEPP:

Engineering	<input type="checkbox"/>
Education	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please choose the applicable TEPP enrollment:

TEPP Full Programme	<input type="checkbox"/>
TEPP Lite Programme	<input type="checkbox"/>

If you've chosen the Lite Programme, please select from the following options if you want to enroll for any of the extra modules:

Advanced Programs		Core subjects		Advanced Subjects		Extras	
KYB Registration	X	Mathematics	<input type="checkbox"/>	Further Study Mathematics	<input type="checkbox"/>	Workshops	<input type="checkbox"/>
NSC Registration	X	Physical Sciences	<input type="checkbox"/>	Further Study Science	<input type="checkbox"/>	Social	<input type="checkbox"/>
IEB Registration	<input type="checkbox"/>	English FAL/HL	<input type="checkbox"/>	Solid Works	<input type="checkbox"/>	Awards Ceremony	<input type="checkbox"/>
NBT Registration	<input type="checkbox"/>	Engineering Graphic & Design	<input type="checkbox"/>	Advanced Reading Programme	X	Coding & Robotics	<input type="checkbox"/>
	<input type="checkbox"/>	Life Sciences (Depending on demand)	<input type="checkbox"/>	Computer Skills	<input type="checkbox"/>		<input type="checkbox"/>

Please refer to the [www.kybacademy.co.za](http://www.kybacademy.co.za) / Tepp Prospectus for more information relating to the Programme selected for which you enrolled.



## **SECTION B:**

We value your privacy. The personal information collected in this section will be used solely for the purpose of processing your enrollment. Please note your consent in terms of The Protection of Personal Information Act at the end of this application.

Please complete the following details:

### **Student details**

Full names			
Surname		Preferred name	
Gender		Identity number	
Nationality		Home Language	
Province			
Date of Application			
Home Address		Postal Address	
	Code:		Code:
Cellphone		WhatsApp No	
Email Address			

### **Language Skills**

<b>ENGLISH</b>	Excellent	Average	Poor	General Comments
Reading				
Writing				
Speaking				

### **Additional Information**

<b>Uniform Sizes</b>	
T- shirt	
Winter Jacket	
Shoe Size	

<b>Bank Details (The account should be in your name)</b>	
Bank name	
Account number	
Account holder	



**Medical Contact Information, Conditions & other**

The information provided in this section will be used to ensure your safety and well-being during the programme. It will not impact on the outcome of your enrollment and will be kept strictly confidential.

**Your next of kin**

1 <sup>st</sup> Contact		2 <sup>nd</sup> Contact	
Name		Name	
Relation		Relation	
Contact		Contact	
Email Address		Email Address	

**Preferred or Alternative Emergency Contact**

Emergency Contact:		Telephone Number:	
Relationship:			
Medical Aid:	Yes	No	Medical Aid Nr:

(State any medical conditions / spiritual restrictions that we should be aware of and who should be contacted in an emergency)


**Dietary (Allergy) requirements**

Please provide us with any specific **ALLERGIES** for when we serve any food during our training and workshops.


**Chronic Diseases**

Please provide us with any specific **CHRONIC condition**.

Chronic Disease			
<b>Allergies (Please attach medical report)</b>			



**Disabilities.**

Please provide us with any specific **DISABILITIES** that will impact our training and workshops.

Please list any disabilities that we should be aware of	
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**Special Learning Needs** (State relevant disabilities or learning difficulties)


**SECTION C:**

Please complete the following details:

**Person responsible for the account payment (Student/Parent/Guardian/Natural 3<sup>rd</sup> Party Sponsor):**

Name and surname				ID Number	
Relationship	Self	Farther	Mother	Guardian	
Postal address				Residential address	
Code:				Code:	
Tel (home)				Tel (work)	
Cellphone				Email	

**Company/Sponsor details (if 3<sup>rd</sup> Non-Natural Party is paying – Pty/CC/Trust/Other):**

Company/Sponsor name		Tel (company)	
Registration number		Cell phone	
Postal address		Email	
		Cell phone	
Contact Person		Position	

**Students will not receive their Statement of Results prior to the full settlement of amount in arrears**



**\* Note to Students and/or Applicants who intend to select repayment option of 12 months or more:**

Please be advised that Kitso Ya Boleng uses the services of an external provider to conduct affordability studies on students that wish to repay fees over an extended period, as well as credit control services.

The financial affordability for extended payment to be considered requires that the combined household and/or sponsors income must be:

\* Option 10 Months - less than R500 000 per annum

Combined Household Income includes:

1. The Applicant, and
2. The Parents and/or Guardians

The financial affordability of the Company/Sponsor (other than the Parent/Guardian) will be determined by the Credit Verification process.

If required, you will be contacted by a representative of Debtsource ([www.debtsource.co.za](http://www.debtsource.co.za)) to verify any information submitted or to follow up on any outstanding payments.

**Please complete the attached Debit order instruction.**

Please select one of the following payment options below				
Full payment (less 2.5% Discount)	3 Months	6 Months	* 10 Months	* Other

Please refer to the [www.kybacademy.co.za](http://www.kybacademy.co.za) / Tepp Prospectus for the applicable fees relating to the Programme selected

**PROCESS TIMELINES FOR PAYMENTS:**

1 <sup>st</sup> day of the month	Monthly invoice is sent out – payment terms are 30 days from date of invoice
10 <sup>th</sup> day of the month	Statements are sent out
30 <sup>th</sup> day of the month	Amount due and payable
1 <sup>st</sup> to 7 <sup>th</sup> days of the new month	Debit Order run and New Monthly Invoices Receive Notification if Debit Order has Failed
8 <sup>th</sup> of the new month	Suspend Classes Send a letter of demand to settle the account in 10 working days
20 <sup>th</sup> of the new month	Account to be handed over to Pre-legal collections, if failure to settle account or Settlement Agreement has been signed



Kindly provide us with the following documentation as proof hereof:

**Documents Required**

Certified Copy of South African ID document <i>(for the selected parties above)</i>	
Proof of address <i>(This must be a Municipal Account and/or Police Affidavit and/or Municipal Declaration)</i>	
Last 3 Salary and/or Wage payslips; and/or Last 3 SASSA Letters stating the Grants where applicable; and/or An affidavit declaring/stating unemployment <i>(for the selected parties above)</i>	
Last 3 months stamped bank statements in support of the above <i>(for the selected parties above)</i>	
Latest Financial Statements <i>(only applicable to Companies/Close Corporations/Trusts/Self Employed Business)</i>	
List of monthly income and expenses <i>(for the selected parties above)</i>	

Would you like a quotation on accommodation?

Yes		No	
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- Accommodation is shared units with a private room and shared bathroom.
- Meals (Lunch, Dinner & Breakfast) are included in the accommodation package.
- Please complete the Accommodation Application Form - [www.kybacademy.co.za](http://www.kybacademy.co.za) / Accommodation

Please provide email address for the Quote to be forwarded:

E-mail: \_\_\_\_\_

**TERMS & CONDITIONS**

The below rules under the **Code of Conduct** must be adhered to at all times, failure to do so will result in disciplinary hearing that may lead to possible termination of your enrollment.

- Academic
- Attendance
- Campus Rules
- Hostel Rules and
- General Rules



**Once you've submitted your enrollment, you can expect to hear back from us within 2 weeks. We're excited to review your enrollment and wish you the best of luck!**

On your acceptance, the induction will be conducted at Kitso Ya Boleng and the detailed code of Conduct will be shared. Please make sure that you go through the Code of Conduct carefully as not adhering to the Code of Conduct could lead to expulsion and even termination from this opportunity.

*We are ready for you! We hope you are ready for us! Let us begin with collaborating our way through new discoveries in education. Let us enjoy the ride together!*

**Application Agreement and Signature**

By undersigning this application agreement, I acknowledge that the information supplied to be true and accurate and completed to the best of my knowledge.

Student

I, ..... Id nr: .....,  
hereby agree to the enrollment terms and conditions.

Parent / Guadian (to be completed for Applicant younger than 21year of age, unless self-independence confirmed)

I, ..... Id nr: .....,  
hereby agree to the enrolment terms and conditions.

OR

Company / Sponsor (if applicable)

I, ..... Id nr: .....,  
hereby agree to the enrolment terms and conditions.

\_\_\_\_\_  
**Signature (student)**

\_\_\_\_\_  
**Signature Witness**

\_\_\_\_\_  
**Signature (parents / guardian)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature (company/sponsor)**

\_\_\_\_\_  
**Date**



**SECTION D:**

**Debit order instructions**

I hereby authorise Kitso Ya Boleng to issue and deliver payment instructions to my bank for collection against my account as per the banking details provided below.

Bankers \_\_\_\_\_

Branch \_\_\_\_\_

Account Number \_\_\_\_\_

Account Holder Name \_\_\_\_\_

Branch Code \_\_\_\_\_

Type of account \_\_\_\_\_

I provide this authorisation on condition that the sum of such payment instructions will never exceed my obligations. The individual payment instructions so authorised to be issued must be issued and delivered monthly; on or after the dates when the obligation in terms of this application (under “payment selection option) is due. I understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks and understands that details of each withdrawal will be printed on my bank statement. Debit order transactions will appear on my statements as **“Multid for DBTSC”**.

I understand that I shall not be entitled to any refund of the amounts which Kitso Ya Boleng has withdrawn while this authority was in force and if such amounts were legally owing to Kitso Ya Boleng. I acknowledge that all payment instructions issued shall be treated by my bank as if the instructions had been issued by me personally.

**Agreement and Signature**

I, \_\_\_\_\_ (student **OR** parent/guardian if student under 18 years of age),  
and I/we \_\_\_\_\_ (sponsor/company) hereby agree to the above Debit order instructions.

\_\_\_\_\_ Date \_\_\_\_\_

Signature



**SECTION E:**

**ACKNOWLEDGMENT OF DEBT**

I, \_\_\_\_\_ (Student full names and surname) do hereby acknowledge to be truly and lawfully indebted, and in favour of Kitso Ya Boleng in the sum of R \_\_\_\_\_ (enrolled Programme Cost and /or Accommodation).

I acknowledge that interest will not be levied on this amount should the payment arrangement, as laid out below, be strictly adhered to. Should the payment arrangement not be adhered to, Kitso Ya Boleng shall charge interest at the rate of 2% per month on all overdue amounts from date of default of payment to date of payment in full. I hereby undertake to pay the outstanding amount R \_\_\_\_\_ (to be determined at date of default per Section C) as follows:

Date	Amount

I acknowledge that I have the authority to sign this Acknowledgement of Debt and do so of my own free will. I further undertake to make all payments in terms of this Acknowledgment of Debt to Kitso Ya Boleng into the following bank account:

I agree that in the event of the aforesaid payment not being paid on due date, then the full balance outstanding as at the date of default, shall immediately become due and payable. I further undertake to re-pay Kitso Ya Boleng all monies disbursed on account of legal fees and expenses generally related to the enforcement of this Acknowledgement of Debt, on attorney and own client scale.

**Agreement and Signature**

I, \_\_\_\_\_ (student **OR** parent/guardian if student under 18 years of age),

and I/we \_\_\_\_\_ (sponsor/company) hereby agree to the above Acknowledgement of Debt.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date



**SECTION F:**

**PROTECTION OF PERSONAL INFORMATION**

**Consent to sharing information and retention periods**

1. I hereby take responsibility for my personal information collected and processed by Kitso Ya Boleng as a responsible party in compliance with the Protection of Personal Information Act No. 4 of 2003 (POPIA).
2. Kitso Ya Boleng has, with my consent, obtained the personal information for the purposes of making credit risk management decisions and preventing fraud and I hereby warrant that Kitso Ya Boleng has consent to:-
  - 2.1 Carry out a credit enquiry on me from time to time with one or more credit bureaus and/or credit information agents in terms of this agreement.
  - 2.2 Transmit details to credit bureaus and/or credit information agents of how I have performed in meeting my obligations in terms of this agreement.
3. Kitso Ya Boleng needs to record and process your personal information for purposes of:
  - 3.1 **Registration and Enrolment Records:**

Your personal information will be securely stored and used solely for enrollment, academic, and administrative purposes. This ensures accurate records of who is attending the academy and under which programs.
  - 3.2 **Communications and Support:**

Student information is necessary for communication purposes, such as sending important updates, academic advisories, and support services. This ensures effective communication between the academy and its prospective students and may also include marketing information.
4. Such information shall be retained for periods as stipulated in any applicable law, but no longer than the duration of the validity of this agreement.

I, ..... (Student Full Names and Surname),  
agree to the enrolment terms and conditions. I further agree that failure to comply with the terms and conditions will lead to an immediate dismissal.

\_\_\_\_\_  
Signature student

\_\_\_\_\_  
Signature Witness

\_\_\_\_\_  
Signature payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## SECTION G:

For government statistical purposes, we require the following student information, as part of the minimum academic standard required for this programme .

Please assist us by completing below.

### Demographic Information

Student Age (at enrolment)		Student Gender		Student Ethnicity	
Occupation			Nationality		
Gender			Ethnic Group		
Marital Status			Home Language		

### Secondary Education

High School attended				
Highest grade passed			Year	

### Tertiary Education

Please list any tertiary qualifications	
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### Academic Information (Attach proof of your final Grade 11 results and mid-year/NSC Grade 12 results)

Subject	Grade 11 Final Results		Grade 12 Mid-Year Results	
	Percentage	Level	Percentage	Level
English				
Mathematics				
Physical Science				
<b>List Additional Subjects:</b>				
1.				
2.				
3.				
4.				

### Documents Required

Copy of ID document	
Proof of address (municipal account / declaration)	
Proof of Banking detail	
Copy of Highest Qualification	
*Refer to Section C – Financial Requirements	