



CREDIT BEARING SHORT COURSES

SECTION 1 – APPLICANT DETAILS

Title: Mr ☐ Mrs ☐ Ms ☐ Other.....

Name: Surname:

ID Number:

Passport Number:

Forensics4
AFRICA

Race: White ☐ African ☐ Coloured ☐ Indian ☐

Gender: Male ☐ Female ☐

Please note that race and gender information is required by the Department of Education

Marital Status: Single ☐ Married ☐ Divorced ☐ Widowed ☐

Home Language: English ☐ Other

Nationality: SA ☐ Other ☐ Date of Birth: Day Month Year

Highest qualification obtained:

Institution Obtained from (year)

SECTION 2 – COMMUNICATION DETAILS

Your contact number (Please provide at least 2 contact numbers)

Work:

Fax:

Home:

Cell:

Email Address:..... Skype Address:.....

Physical address

Postal Address

.....

.....

Suburb: Suburb:

City: Postal Code: City: Postal Code:

Country: Country:

May we send you important information by e-mail or SMS? Yes ☐ No ☐

Preferred Method of communication: e-mail ☐ SMS ☐ other.....

Sent Application to: Postal Address

Post Net Suite 90,

Private Bag x 37

Lynnwood Ridge 0040,

Gauteng, South Africa or Fax : 086 684 9119 or E-Mail : f4a@olm.co.za

How did you hear about us?

OLM Website ☐ Forensics4Africa Website ☐ Word of Mouth ☐ Promotional SMS // E-mail ☐

Printed Media ☐ Radio Interview ☐ Employer ☐

SECTION 3 – CREDIT BEARING SHORT COURSE OPTIONS

I HEREBY APPLY FOR CREDIT BEARING SHORT COURSE ENROLMENT AT OLM//FORENSICS4AFRICA:

1. Related to Forensic Investigation:**Choose**

- Programme 1: Investigative Principles - 28 Credits ☐
- Programme 2: Investigate Corrupt Activities and Interviewing - 14 Credits ☐
- Programme 3: Family Violence, Child Protection and Testifying - 20 Credits ☐
- Programme 4: Investigative Auditing - 27 Credits ☐
- Programme 5: Anti-Money Laundering and Ethics Based Crime Intelligence - 15 Credits ☐

Note: The National Certificate Resolving of Crime** qualification (59989) came to an end and no upgrades or new enrollments are allowed. Current students have until 2020-06-30 to complete their studies.

If you previously completed any Resolving of Crime modules, you should consult the admissions officer before enrolling for a Forensic Investigation Short Course to prevent duplication of studies

2. Related to National Certificate: Forensic Science (57651)**Choose**

- Programme 1: Handling Stress - 14 Credits Includes "Bridging to Forensic Science" Course ☐
- Programme 2: Problem Solving and Statistical Methods - 9 Credits ☐
- Programme 3: Laboratory Quality - 21 Credits ☐
- Programme 4: Criminal Justice - 23 Credits ☐
- Programme 5: Preserve Evidence - 8 Credits ☐
- Programme 6: Report Writing, Communication and Ethics - 17 Credits ☐
- Programme 7: Fields in Forensic Science - 8 Credits ☐
- Programme 8 a: Forensic Biology - 30 Credits * ☐
- Programme 8 b: Reconstruct an Incident Scene - 25 Credits * ☐
- Programme 8 c: Forensic Questioned Documents - 30 Credits * ☐

* To receive credits for Programmes 8 a, b or c you must enrol for Programme 7

SECTION 4 A – PAYMENT OPTIONS: Pay Full Study Fee in Advance

☐ **PAYMENT IN FULL** (Price per Programme) **R 6 500** (paid by DEBIT/CREDIT CARD or once of DEBIT ORDER)

SECTION 4 B - PAYMENT OPTIONS: Monthly Payment Plan

☐ **PAYMENT PLAN** (Price per Programme) **R 8 575** (paid by Debit Order only over a maximum period of 6 months)

For Monthly Payment Plan option the registration fee of R 1225 will be deducted by Debit Order on application.

Monthly Debit Order amount of R 1225 will be deducted for 6 Months.

Learning material will be issued after FULL payment was received or Debit Order for Registration Fee was successful. Terms and Conditions Apply

I AM PAYING BY:

Options:
Only for Payment
in Full• **Electronic Funds Transfer**☐

(An Invoice will be generated and send to the applicant; Bank details will be reflected on the Invoice)

• **Debit Order**☐

Only on Payment Plan Option or Once off Full Payment

If paying by Debit Order please complete the following details and terms on page 5:

Account Holder Full Name:

Bank Name:

Branch Name and #:

Account Number: Account type:

Debit Order Date: Number of Normal Installments: (Maximum x 6)

Registration Fee: Contract Amount: (Study Fee on page 2 minus Registration Fee)

Attach a copy of the Account Holders latest payslip that indicates your salary payment date

Date Account Holder Signature:

Signature: Applicant:**Date:****Signature: Parent / Guardian:**
(If Applicant is under 18)**For Finance Office
Only**☐

All Documents received with application

☐

Receipts issued (where applicable)

☐

Payment Option Confirmed

☐

Statement Printed

☐

Invoice Issued and Printed #

☐

Debit Order Contract Confirmed (where applicable)

Administrator Signature

Date

Applicants Signature

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SECTION 5 – TERMS AND CONDITIONS:

I, the undersigned declare that the information in this application is complete and correct.

I hereby accept that Outsourced Learner Management (OLM) and its education brand, hereinafter referred to as F4A have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons thereof.

I authorize OLM to verify information contained in this application form, and make any other inquiries that may be necessary. I understand that if any part of it is found to be incomplete, false or misleading, OLM may refuse this application or cancel any subse-quent registration.

I consent to Outsourced Learner Management (Pty) Ltd and any of its subsidiaries or brands, requesting and reporting my Confidential Information, Credit and Personal Information, and Criminal Record for the prescribed purposes. I consent to the storage of my per-sonal data at Outsourced Learner Management (Pty) Ltd, or any of its subsidiaries or brands.

I certify that the above information is true and correct to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of registration to these courses (Cancellation Policy will be applied). If this application is accepted, I agree to abide by the Standard Operating Procedures and Terms and Conditions of Outsourced Learner Management (Pty) Ltd or any of its subsidiaries,. Acceptance of this enrollment is a privilege and not a right.

I take responsibility for the payment of all fees and other charges due to OLM. I agree to be liable for all costs of debt recovery, including professional fees and collection commission.

I hereby declare that there is no legal impediment to my concluding this agreement and that I am legally bound to this contract, and accept all the terms and conditions of the entire agreement.

I undertake to notify OLM in writing of any changes in my contact details, including but not limited to: my business, postal or residential addresses, my home, work or cellphone number(s), and my e-mail address, within7 (seven) days of such change.

I choose the address as disclosed herein as my *domicilium citandi et executandi* for all purposes arising from this agreement.

Person dealing with Outsourced Learner Management on the Applicant's behalf

OLM will only correspond and deal with the applicant. OLM will not enter into correspondence with anybody or organization representing the applicant, except for: the Ombudsman; a parent or guardian (only in the case where the applicant is a minor); a person representing a relevant accreditation body or institute; or the Applicant's lawyer.

OLM will specifically not engage in further servicing, in all forms, with an applicant once that applicant has canceled. The cancellation process brings to an end the relationship between OLM and the applicant.

The contracting party (the applicant) hereby warrants to OLM that the signatory (representing the applicant) has the required legal capacity to enter into, and be bound by these terms and conditions. The contracting party accepts all the terms and conditions of the entire agreement.

Adhering to Entrance Criteria

The applicant is responsible to ensure that he/she is on the correct course and that he/she adheres to the latest and correct entrance criteria. OLM will not accept applicants who do not adhere to the entrance criteria for the course on which they register. OLM will cancel applicants who register without adhering to the entrance criteria for the course on which they register.

Study Material

OLM will have the right at its sole discretion, to cancel any course or subject initially advertised and offered, on the basis of insufficient demand. In the event of the signatories to this agreement, other than OLM, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of OLM, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of OLM, without further notice. OLM will be deemed to include any brand or any other juristic person to whom the rights and obligations of OLM, as contained herein may be ceded and/or assigned.

OLM automatically updates the study material periodically. Once an applicant has requested, paid and received a specific set of study material, OLM remains responsible for keeping that material up to date for a period of three months. If in that period there are significant changes of an academic nature to the study material, OLM will send the applicant updated study material at no cost.

SECTION 5 – Continues

If there are significant changes of an academic nature to the study material issued to an applicant, but these changes happen more than three months after the applicant was issued with the study material, OLM will inform the applicant of the changes, and give the applicant the option to buy the updated study material from OLM.

If the applicant made payment in full, study material will be supplied to the applicant in parts as and when assignments / portfolios are assessed. If the applicant opted for the Payment plan option, only the study material for the Programme relevant to the application will be supplied. Postage on all material sent to OLM is payable by the applicant. The replacement and postage of such study materials will be for the account of the applicant.

Capacity to enter into Agreement

The applicant, account/fee payer, lawful parent/guardian are herein collectively referred to as the “Applicant” or “Student.”

OLM reserves the right to use the student’s information to provide the materials to the student and otherwise perform its obligations and enforce its rights under this Agreement.

This agreement is subject to acceptance by OLM. This agreement constitutes the whole agreement between the Parties.

Cancellations and Refunds

The student has a 7-day cooling off period after the dated on the application form, within which the student can cancel with full refund minus the cancellation fee of 15% of total study fee. After the 7-day cooling off period, this agreement is binding and the student is fully responsible for all fees.

If a student pays course fees in full and then cancels, the student might be eligible for a partial refund of fees. OLM will refund the “unused” part of such fees paid in full by a student. The “unused” part of the fees are calculated by adding up the cost of learning material dispatched, courier or postage fees, assessment and moderation fees plus a cancellation fee 15% of total study fee; and then subtracting this amount from the monies the applicant paid in full, minus any exam, membership or other institute fees (where applicable). Institute related fees are not refundable.

OLM reserves the right to cancel a student’s registration without having to defend its reason for such cancellation. If OLM chooses to cancel the registration of a student, such a student is entitled to a refund as per the cancellation policy. In the event of any student’s desiring to terminate studies, for any reason whatsoever, this shall not absolve the student from full liability for the payment of fees and any other charges.

The student’s failure to make progress in his or her studies or to complete a programme of study, for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges. No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of OLM. The right to tuition and examinations is not transferable.

If a student is not satisfied with the services delivered by OLM, but continues studying, OLM will continue to service the student and work towards solving the student’s concerns. OLM will also continue charging the student in this period. The student is specifically not eligible for a refund based on the period in which the student is or was registered with OLM. The only way a student can stop OLM charging for the availability of services, is to cancel. As long as a student is not cancelled, the student is responsible for all fees up to and including the end of the current month. A student who has failed academically shall not receive any reimbursement of their tuition fee.

RELEVANT TO DEBIT ORDER AUTHORISATION ONLY

I hereby authorise Outsourced Learner Management (Pty) Ltd or its subsidiaries to issue and deliver debit order payment instructions to your banker for collection against my Account and Bank indicated above on condition that the sum of each payment instruction and frequency of payment requests will never exceed the obligations as agreed and defined in the Agreement specified. This authorisation includes the discretion given to Outsourced Learner Management (Pty) Ltd or its subsidiaries to arbitrage between the EFT and NAEDO Payment Streams and for both Payment Streams this is a Flexible Date Mandate. I can only service the obligations defined in here if the payment instructions are executed as close as possible to when I receive my salary or wages which dates vary from month to month, especially during December of each year. To curb against (1) unpaid bank charges (2) losing the benefits described in the agreement quoted (3) incurring penalties due to non-payment: I explicitly authorise Outsourced Learner Management (Pty) Ltd or its subsidiaries to utilise the functionality of Tracking supported on the NAEDO Payment Stream especially after unsuccessful attempts on the EFT Payment Stream. Tracking supported on the NAEDO Payment Stream has been explained to me and I acknowledge that my above-mentioned account will be interrogated for a defined period until this period has lapsed or until payment was received. I hereby agree that subsequent payment instructions will continue to be delivered in terms of this authority until all obligations have been paid. This authorisation will remain in force until cancelled by me in writing. I hereby acknowledge that my bank will charge fees to my account as agreed with them once they process this instruction. Forensics4Africa will reflect on the bank account. I have read and understood the mentioned terms and conditions.

Applicant’s Signature

Date

Parent / Guardian’s Signature (if applicant is under 18)

Date