



The Digion  
Cisco Networking  
Academy  
1031 Stanza Bopape Street, Hatfield,  
Pretoria

# Student Registration Form

Registered by: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Date Registered: \_\_\_\_\_

Student Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Student Birthday: \_\_\_\_\_  
Person Responsible for Tuition: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_  
Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Code \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ / ( \_\_\_\_\_ ) \_\_\_\_\_ / \_\_\_\_\_ Cell \_\_\_\_\_  
Email: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Parent/Guardian (if different than above)

Name: \_\_\_\_\_ First \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Name \_\_\_\_\_ Relation \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Programme : \_\_\_\_\_ Mentor : \_\_\_\_\_

Facilitator : \_\_\_\_\_ Day : \_\_\_\_\_ Time : \_\_\_\_\_

1. Full deposit for tuition and registration on the Cisco Learning Portal for group classes and workshops is due upon registration and are non-refundable. No space will be reserved until the deposit is paid in full.
2. A courtesy call is expected if you cannot attend any class, lesson, or workshop.
3. Monthly tuition is due the first of the month. **A late penalty fee of 5%** will be added to any monthly account not paid in full by the tenth (07) of the month. Any account over thirty days due may result in a discontinuation of lesson privileges.
4. Only excused absences will be scheduled for a makeup (student has 3 months to reschedule a makeup).
5. It is the responsibility of the person paying the tuition to inform the financial office in writing that the student is discontinuing. **This written notice must be given to the office. The student will be billed for lessons until the written notification is received.**
6. If student registration is cancelled after the 31st of March 2019, a cancellation fee equivalent to 15% of the remaining tuition fee will be charged.
7. **Supporting Documents to be submitted: Certified copy of Matric Certificate, ID/Passport and highest qualification.**

I have read and agreed to the tuition agreement stated above :

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Automatic Monthly Billing/Stop or Debit Order**  
I would like to have my card automatically billed for lessons.  
Card will be billed on the 01st of each month.