



Academic Year	
Student Number	PCD _____

STUDENT REGISTRATION FORM

Complete all required fields in clear block letters. Tick applicable boxes.

Faculty	☐ Business ☐ Engineering	Registration type	☐ New ☐ Returning
Programme		Study mode	☐ Full-time ☐ Part-time
		Study level	☐ N1 ☐ N2 ☐ N3 ☐ N4 ☐ N5 ☐ N6

1. REGISTRATION CHECKLIST

Registration is complete only when all required documentation and the applicable registration fee/deposit have been received.

No.	Required document	Yes	No
1	Certified copy of student ID document/card	☐	☐
2	Certified copy of highest qualification attained (e.g. Matric Certificate)	☐	☐
3	Certified copy of ID of person responsible for fees	☐	☐
4	Official proof of address of person responsible for fees	☐	☐
5	Two colour ID-size photographs of student	☐	☐
6	Proof of payment of registration fee / deposit	☐	☐

Registration fee / deposit paid: R _____ Date: ____ / ____ / ____ Receipt / reference: _____

2. STUDENT PERSONAL INFORMATION

First name(s)											ATTACH 2X I.D PHOTOS HERE			
Surname														
ID / Passport no.														
Nationality						Date of birth	__DD__ / __MM__ / __YYYY__			Gender	☐ Male ☐ Female ☐ Other			
Mobile / WhatsApp number									Home / alternative					
Email address									Preferred contact	☐ Email ☐ SMS / WhatsApp ☐ Phone				
Residential address											Postal code			
Postal / billing address											Postal code			

Highest qualification attained: _____ Year completed: _____

STUDENT SIGNATURE _____

REG. OFFICER Full Name _____

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3. EMERGENCY / NEXT-OF-KIN CONTACT

Full name		Relationship	
Mobile number		Alternative number	
Email address		Preferred language	
Physical address		Postal code	

4. ACADEMIC REGISTRATION

Programme: _____ Annual / Semester / Trimester: _____

#	MODULE NAME	LEVEL	NEW REG / REWRITE / RE-REG	STUDENT INITIALS	REG. OFFICER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Business Studies: maximum 6 and minimum 4 modules per semester, where applicable. Engineering registrations should be completed according to the applicable trimester/module structure.

5. STUDENT CODE OF CONDUCT

- Any student shall be guilty of misconduct if:-
 - In or outside the building of the college or on off the premises of the building, he or she conducts himself/herself in a manner which, in the opinion of the management, is or could be detrimental to the good name of the college or to the maintenance of order and discipline at the college.
 - He/she wilfully destroys damages, defaces, alienates, or appropriates to himself/herself any property of the college.
 - He /she infringes the by – laws, regulations or rules for the control of examinations and class tests.
 - He/she refuses to carry out any lawful order.
 - He/she infringes the rules and regulations of the college.
 - He/she infringes the college with false information or withholds any material information.
- Any charge of misconduct shall in the first instance be laid before the college counsellor.
- If the college counsellor is of the opinion that a charge of misconduct against is of a sufficiently serious nature, the counsellor may forbid the student to attend any lectures or participate in any student activities.
- In addition to anything contained in these rules and regulations a student be guilty of a disciplinary offence is:
 - If he/she becomes a member of any student's organisation within or outside which is not approved by management.
 - If a student establishes any club, society, or association at the college without the prior approval of the college
 - If a student is under the influence of, in possession of, supplies alcohol or illegal drugs in the precincts of the college.
- In the event of management finding a student guilty of breaking a rule or regulation, it may impose one or more of the following sentences:
 - a reprimand or a warning
 - a fine not exceeding R 2000,00
 - Exclusion from the college or such portion thereof as may be specified for a stated period.
 - Expulsion from the college

The College may issue or amend reasonable academic, administrative, safety, conduct and examination rules from time to time. Material changes will be communicated through official College channels. Students remain responsible for complying with rules applicable to their programme and registration period.

STUDENT SIGNATURE _____

REG. OFFICER Full Name _____

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6. FINANCE METHOD

Registration fee / self-funded	☐	Bursary	☐	Student loan application	☐	Instalment plan agreement	☐
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7. FEE PAYER / FINANCIAL GUARANTOR

Complete this section where the person responsible for paying the fees of the student is noted, and / or where an instalment plan applies.

Full name													
ID / Passport no.													
Relationship to Student								Mobile number					
Email address													
Billing address												Postal code	
Next of kin								Contact number					
Proof of address received	☐ Yes ☐ No							ID copy received	☐ Yes ☐ No				

8. INSTALMENT PLAN AGREEMENT

Opening balance date	___ / ___ / ___					Total amount due	R _____							
Last instalment date	___ / ___ / ___					Monthly instalment	R _____							
Select instalment months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
Instalment due date	I as the Responsible Person agree to pay my Instalment on the (1st) *no other option permitted*					Payment method			☐ EFT ☐ Cash deposit ☐ Student loan					
Student / account ref.						Other notes								

Financial declaration

I, the financially responsible person, accept the instalment arrangement recorded above, read together with this registration form, the applicable statement of fees and instalment schedule. I undertake to make payments regularly on the agreed dates. Where an instalment is more than 7 days overdue, the existing form provides for an additional interest charge of 5% per month on the student account. Where the student has attended PAX College for a minimum of 30 academic days, the existing terms provide that the account may be billed for the total student fees owed for the agreed registration period. If the instalment agreement is not honoured, PAX College reserves the right to use lawful debt-collection processes to recover amounts due.

Signature of financially responsible person: _____

Full name: _____

Date: ___ / ___ / ___

9. RULES AND REGULATIONS PERTAINING TO FEES

- 9.1 All fees must be paid in accordance with the agreed payment schedule and before the applicable final examination date.
- 9.2 Failure to pay may result, subject to applicable College rules and processes, in de-registration, restriction from academic activities or examinations, liability for outstanding fees, and the late-payment charge stated in the registration terms.
- 9.3 Where a student is funded by a bursary, loan or sponsor, the student remains responsible for ensuring that sponsor payments are received according to the required schedule.
- 9.4 Any bursary or loan payment received may first be applied to monies outstanding for the applicable academic period before any refund is considered.
- 9.5 The registration fee / deposit is non-refundable under the existing College terms.
- 9.6 Withdrawal or de-registration must be submitted formally to College management in writing. Refund treatment depends on when the withdrawal is received relative to the start of the academic timetable.
- 9.7 Refunds, where approved, are processed by EFT only.
- 9.8 Students remain responsible for keeping their contact and billing information current and for notifying the College of material changes.

Official withdrawal and registration status: Ceasing attendance, not participating in classes, or verbally advising a lecturer does not constitute withdrawal. The effective withdrawal date is the date on which the College receives the required written withdrawal/cancellation notice through the prescribed process. Registration remains subject to verification of admission requirements and supporting documents.

10. DE-REGISTRATION AND REFUND SCHEDULE

Registration period	Withdrawal timing	Refund / amount treatment
Annual	Before academic timetable starts	Deposit forfeited (non-refundable). Any amount paid above the deposit may be refunded.
Annual	Within 30 days of academic timetable start	Deposit forfeited plus cancellation fee equal to one month's instalment. Amounts paid above deposit plus one instalment may be refunded.
Annual	After 30 days	Total fee for the year becomes due and payable.
Semester	Before academic timetable starts	Deposit forfeited. Any amount paid above the deposit may be refunded.
Semester	Within 30 days of academic timetable start	Deposit forfeited plus cancellation fee equal to one month's instalment. Amounts paid above deposit plus one instalment may be refunded.
Semester	After 30 days	Total fee for the semester becomes due and payable. No refund awarded under the existing terms.

REFUND PROCESSING TIME: Where a refund is approved, amounts of R3 850 or less will be processed within 60 days after the College receives and verifies the required banking details. Approved refund amounts above R3 850 will be processed in the next academic year. Refunds are made by EFT only and are subject to complete and verified banking documentation. Where fees were paid by a sponsor, bursary, employer, parent/guardian or other third party, the College may require the payer's authorisation and may refund the original payer where appropriate.

Important: The fee, interest, withdrawal and refund provisions above are based on the current PAX registration form and should be reviewed periodically for legal and regulatory compliance.

11. PRIVACY AND INFORMATION HANDLING

PAX College collects and processes personal, academic, identification, contact and financial information for admission, registration, academic administration, teaching and learning, student support, fee administration, examinations, certification, regulatory reporting, record-keeping and other legitimate institutional purposes. Personal information will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA) and other applicable South African law. Information may be verified with schools, examination bodies, sponsors, funders, regulators or other authorised parties where reasonably necessary for these purposes. The College may retain records for periods required by law, accreditation, regulatory obligations and legitimate institutional record-keeping. The student must promptly notify the College of changes to personal, contact or billing information.

☐ I acknowledge the privacy notice above and consent to the processing of my information for the stated purposes.

Third-party access: Student information will not ordinarily be disclosed to a parent, guardian, sponsor or other third party solely because that person pays fees. Disclosure will be subject to the student's authority or another lawful basis, except where the student is a minor or disclosure is otherwise required or permitted by law.

STUDENT SIGNATURE _____

REG. OFFICER Full Name _____

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12. STUDENT DECLARATION

I declare that the information and documents supplied for this registration are complete, authentic and accurate. I understand that admission or registration may be refused, suspended or cancelled if information is false, misleading, materially incomplete, fraudulent, or if required admission or registration documents are not provided or verified. I agree to comply with the College rules, regulations, academic requirements, code of conduct, examination rules, policies and lawful instructions, including reasonable amendments communicated while I remain registered. I accept responsibility for fees due under the applicable registration and payment arrangements. I understand that non-attendance does not, by itself, cancel my registration or remove financial liability, and that withdrawal or cancellation must be submitted through the College's official written process. I undertake to keep my contact and billing information current and to monitor official College communications sent to the contact details I provide. I confirm that I have read the fee, withdrawal, refund, privacy and information-handling provisions contained in this form.

Student full name:

Student signature:

Date: ____ / ____ / ____

If student is a minor, parent / guardian full name:

Parent / guardian signature:

Date: ____ / ____ / ____

13. REGISTRATION OFFICER / OFFICE USE ONLY

Student number		Registration year	
Registration status	☐ Approved ☐ Pending ☐ Declined	Date processed	____ / ____ / ____
Programme / Course		Level	
Semester / Trimester		Modules registered	_____
Registration fee received	☐ Yes ☐ No ☐ N/A	Finance verified	☐ Yes ☐ No
Documents complete	☐ Yes ☐ No	Outstanding items	
Registration officer		Signature	

14. FINAL REGISTRATION CONFIRMATION

Registration is confirmed only once the College has verified the required documents, finance arrangements and academic registration details. Any alteration to material registration information after approval must be recorded through an authorised amendment or new registration process.

Registration officer full name:

Date: ____ / ____ / ____

Registration officer signature:

STUDENT SIGNATURE _____

REG. OFFICER Full Name _____

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