SINGRIHA HIGHER EDUCATION

LEARNER REGISTRATION AND AGREEMENT

Complete this one document. Write clearly or type into the PDF copy. PDFs are for printing. Tick one course. Write N/A where a question does not apply. Ask us to explain anything before signing. (Email the completed and signed forms to info@singriha.co.za)

1. PROGRAMME AND INTAKE
☐ Occupational Certificate: Early Childhood Development Practitioner SAQA 97542 | NQF 4 | 131 credits | About 12 months
☐ Occupational Certificate: Real Estate Agent SAQA 118714 | NQF 4 | 150 credits | About 12 months
☐ Occupational Certificate: Robotic Process Automation (RPA) Developer SAQA 119242 | NQF 5 | 185 credits | About 18 months
☐ Train the Trainer (TTT) | PROLEARNZ professional certification Live online | 3 months | 12 sessions

2. PERSONAL AND CONTACT DETAILS
Title and Full Names:
Surname:
Date of Birth:
SA ID Number or Passport Number:
Nationality and Citizenship Status:
Passport or Permit Expiry Date (if applicable):
Cellphone Number:
Email Address:
Residential Address:
Town, Province and Postal Code:

3. EDUCATION EMPLOYMENT AND SUPPORT
Highest School Grade and Year Passed:
Last School Attended:
Highest Post-School Qualification, Institution and Year:
Relevant Prior Learning or Work Experience:
Employment: ☐ Employed ☐ Unemployed ☐ Student ☐ Self-employed
Occupation and Employer (if applicable):
Home Language:
Appropriate Workplace Access: ☐ Yes ☐ No ☐ Need guidance
Workplace Contact if Already Arranged:
Learning access: ☐ Smartphone ☐ Computer ☐ Internet/data ☐ Need help

4. EMERGENCY CONTACT
Emergency Contact Full Name:
Relationship:
Contact Number:
Tell this person that Singriha may contact them for a learner emergency or urgent welfare concern.

5. WHAT TO SEND AND HOW
☐ This completed document. Sign on page 5 after reading all pages.
☐ Identity or passport copy and relevant school or qualification records. Ask admissions whether certification or foreign qualification checks are needed.
☐ Workplace or sponsor details, only if relevant.
Send to: info@singriha.co.za for the approved secure submission route. Do not put ID copies or confidential records in the website enquiry form.
Keep a copy. Wait for written acceptance and a verified invoice before paying.

Singriha may ask for additional information required for admissions or statutory learner reporting. We will explain what is needed and why. You do not need the optional request form to apply.

6. FEES AND PAYMENT SELECTION

Programme	Indicative Duration	Standard Plan	Upfront in Full
ECD Practitioner 97542	12 months	R3,000 + R1,575 x 12 Total R21,900	R20,000
Real Estate Agent 118714	12 months	R3,000 + R1,575 x 12 Total R21,900	R20,000
RPA Developer 119242	18 months	R3,000 + R1,050 x 18 Total R21,900	R20,000
Train the Trainer PROLEARNZ	3 months 12 sessions	R4,000 total (Instalments by written agreement)	R4,000

The R3,000 deposit is part of the R21,900 total, not an extra fee. Paying R20,000 upfront saves R1,900 on an occupational course. Durations are indicative; Singriha confirms the intake timetable. TTT instalments must be agreed in writing and total R4,000.

CHOOSE ONE PAYMENT OPTION
☐ Course instalment plan above ☐ Upfront in Full ☐ Employer or Sponsor Pays
Fee Payer Full Name or Organisation:
Fee Payer Phone and Email:
Payer role: ☐ Learner ☐ Parent/guardian ☐ Employer/sponsor

WHAT IS INCLUDED/EXCLUDED
Course and confirmed start date/study mode: **WILL BE SUPPLIED**
Invoice number and date: **WILL BE SUPPLIED**
Tuition, materials, internal assessment and support included: **INCLUDED**
External Assessment/EISA Fee included: **EXCLUDED**
Workplace arrangements and any travel, data or device costs: **LEARNER TO ARRANGE**

- Pay only against an official invoice. Banking details appear on the invoice.
- Keep receipts.
- No extra interest, default fee or collection charge is created by this form.
- Any legally required credit disclosures must be provided before a credit agreement is made.
- If someone else pays, they sign here for the stated fee only. This is not an unlimited guarantee.
- An organisation's signatory must have authority to act for it.

PAYER SIGNATURE ONLY IF DIFFERENT FROM THE LEARNER	
Payer Full Name and Capacity:	
Payer Signature:	Date:

TERMS AND CONDITIONS

Read this page and the privacy notice on page 5 before signing. These terms apply with your chosen course, confirmed timetable and completed fee section. Ask for an explanation if needed.

7. YOUR ENROLMENT TERMS
Admission: Singriha (Pty) Ltd checks your entry requirements, the enrolment window and programme approval before accepting you in writing. Applying or paying does not guarantee admission.
Learning: Singriha will explain the timetable, delivery mode, required attendance, resources, assessments and support. You must attend, do your own work, keep required evidence and follow lawful safety rules. Tell us promptly about learning or payment difficulties.
Workplace: Before enrolment, Singriha must confirm who arranges the workplace, supervision, evidence and costs. A placement is not automatically guaranteed. Protect clients' and children's personal information in your evidence.
Results: Occupational courses require the relevant knowledge, practical, workplace and assessment requirements, including external assessment eligibility. No pass, job or certificate date is guaranteed. Real estate practice is subject to PPRA requirements. TTT is a separate PROLEARNZ professional certificate; its certificate requirements and issuer must be explained before enrolment.
Fees: Pay the selected amount on the agreed dates. Singriha must disclose all mandatory charges before payment. Changes need written agreement. Missed payments require notice and lawful steps; this form does not allow automatic collection of all future instalments or automatic credit reporting.
Cancellation and Refunds: Email info@singriha.co.za or use another recorded method. You do not have to use a special form. Where section 14 of the Consumer Protection Act applies, you may cancel a fixed-term agreement on 20 business days' recorded notice. Lawful amounts already due and a reasonable cancellation charge may apply.

Your Rights: Applicable cooling-off and refund rights remain available, including for direct marketing or qualifying online transactions. There is no automatic loss of the deposit or blanket no-refund rule. Singriha must explain any deduction with an itemised calculation. Refunds go to a verified payer or authorised account.
Changes and Conduct: Material programme or fee changes must be explained and agreed where required. If a course cannot run, Singriha will explain alternatives and applicable refund rights. Serious misconduct must follow a fair process in which you may respond. Do not copy, sell or unlawfully share protected course material.
Support and Complaints: Contact info@singriha.co.za or 084 901 9619 for support, a complaint or an assessment appeal. Ask immediately for the relevant assessment body's appeal deadline. Internal discussions do not extend an external deadline. Singriha will record the outcome and review route and use an impartial reviewer where practicable. Raising a concern must not lead to retaliation.
Legal Protections: These terms do not remove consumer, privacy or education rights, lawful external complaint routes or liability that cannot legally be excluded. A general signature is not permission for medical treatment, transport or higher-risk activities. Separate arrangements are needed where relevant.

Provider contact: Singriha (Pty) Ltd | 31 Lancaster Road, Parkdene, Boksburg
info@singriha.co.za | 084 901 9619

PRIVACY NOTICE AND SIGNATURES

8. POPIA PRIVACY NOTICE
Who and Why: Singriha (Pty) Ltd is responsible for your information. We use identity, contact, education, learning, assessment, workplace and payment records to check eligibility, deliver training, provide support, manage fees and meet lawful reporting duties. Information comes mainly from you, and where relevant from your workplace, sponsor, previous institution or verification body.
Required Information: We use an appropriate legal basis, such as an agreement, legal duty, lawful legitimate interest or specific consent. Missing essential details may delay or prevent admission, reporting or assessment. We will explain any further compulsory details. Health or other sensitive information is requested only when needed and lawfully authorised.
Who May Receive It: Only relevant authorised staff, service providers, QCTO/SETA, assessment bodies, workplace supervisors or funders receive information needed for their lawful role. A sponsor does not get unrestricted access. Overseas transfers require a lawful safeguard; ask us for programme-specific details before such a transfer.
Keeping It Safe: Use the confirmed secure submission route. Access is restricted and records are retained only as long as the law, quality assurance or a justified training/record purpose requires. Ask for the applicable retention period. Records are then securely deleted, de-identified or lawfully archived.
Your Rights: Ask to see or correct your records, request lawful deletion, object where permitted, or withdraw optional consent for future use. Some records must legally be retained. Contact the Information Officer through info@singriha.co.za, 084 901 9619 or 31 Lancaster Road, Parkdene, Boksburg.

You may complain to the Information Regulator: POPIAComplaints@inforegulator.org.za | 010 023 5200 | inforegulator.org.za/complaints/. Your signature below acknowledges this notice; it is not blanket consent.

Marketing and photo permission are not requested in this application. Any later request must be separate and optional.

9. LEARNER DECLARATION AND SIGNATURE
I confirm my details are accurate to the best of my knowledge. Singriha may verify them for admission and lawful reporting. Suspected false details will be investigated fairly. I have read or had explained all five pages, the chosen fees and confirmed programme arrangements. I accept the terms and will keep a copy.
Learner Full Name:
Learner Signature: Date:

10. PARENT OR LEGAL GUARDIAN ONLY IF THE LEARNER IS UNDER 18
I confirm my legal authority and authorise enrolment and necessary learner information processing as explained above. I am not a fee guarantor unless I separately agree to pay in section 6.
Guardian Full Name, Relationship and Contact Number:
Guardian signature: Date: