

STUDENT CONTRACT
Byte Size College – P.O. Box 1877, Main Mall Gaborone, Botswana

First Name:

Surname:.....

Gender: Male ☐ Female ☐

Date of Birth:

Cell No:

Email Address:

REFUND POLICY

Refund shall take place only under the following circumstances:

- a) The student is not satisfied with the learning conditions of the institution within the first five (5) days of learning.
- b) Upon receiving a medical report stating that the student is unfit to learn.

If a Student cancels the enrollment 72 hrs. before commencement of the course, she or he may be refunded the whole amount, terms and Conditions apply. When the course commences, in case of withdrawing or cancellation of enrollment, they shall be no refund.

Note Also that (1):

Registration fees and Deposit fees shall NOT be refundable once paid (If a learner is not sure of starting school then he/she must wait until the Orientation day when they shall pay their deposit.)

Note Also that (2):

Exam fees once paid shall not be refunded.

Disability: Do you consider yourself to have a disability, impairment or long-term condition? Yes ☐ No ☐

If you indicated the presence of a disability, impairment or long-term condition, please select the area (s) in the following list: (You may indicate more than one area):

Hearing/Deaf ☐
Physical ☐
Intellectual ☐
Learning ☐

Mental illness ☐
Vision ☐
Medical Condition ☐
Other:

EXAMINATION FEES POLICY

Fees in the prospectus do not include examination or membership fees. All examination and membership fees shall be paid to the examination boards separate from tuition fees by all students. However, Byte Size shall collect such fees from students and send them on behalf of the student. It must be noted that membership and examination fee have deadline to them. Examination deadlines are given at the reception and from Exam Boards websites. A student can only pay examination fees if the tuition fees for that semester are fully paid. NO student shall be allowed to pay exam fees whilst owing tuition fees.

Note Also that (3):

Byte Size shall not be liable for failure by the student not to meet the deadlines that may result in one not writing examinations.

LATE / NONE PAYMENT OF TUITION FEES POLICY

Students failing to pay their agreed tuition fees shall be not allowed to attend classes.

EMS

It is your responsibility to get LOG IN DETAILS to Byte Size College Education Management System (EMS - online system) from the officer enrolling you in order for you to receive communication from the college.

PAYMENT PLAN (Basic Fee)

1. **Batswana:** (a) Full Payment each semester. Must be paid during orientation or when starting; (b) Pay one month Deposit and then arrange monthly installments with admin by writing a letter.
2. **Foreign Students:** Pay Half of the course fee before stating and the rest pay monthly
3. **Companies:** Pay full course fee at once

SPONSORS ACKNOWLEDGEMENT AND DECLARATION

I, do bind myself in payment for

Tuition and examination fees at this institution. I also agree that I have read and understood the contents of the above policies. I further do bind myself to pay the said fees by the said deadlines. I therefore agree that I will comply with the information contained in this application form. By signing this document, I further commit myself to pay all the full amount of school fees even if I miss classes or withdraw from school before finishing the course and failure to do so will result in legal action and I will be liable for all legal costs.

Signature.....

Date.....

FOR OFFICIAL USE ONLY

Student Accepted ☐

Student Not Accepted ☐

Official Stamp

College official Name:.....

Signature:..... Date:.....