

**LIFE DEVELOPMENT INSTITUTE PTY LTD**

Reg No: 2013 / 193529 / 07



**ENROLMENT FORM**

Address: 47 AKWAMARYN STREET  
ELDORADO PARK, JOHANNESBURG  
1813  
GAUTENG  
Cell no: 078 955 5144 Fax: 086 519 2515  
Email: Lifedevelopmentinstitute0@gmail.com

**Counselling Minds - Changing Lives - Creating Futures**

<b>Certificate Counselling</b>	<b>Diploma. Counselling</b>	<b>Certificate Ministry</b>	<b>Diploma Ministry</b>	<b>Bachelors Ministry &amp; Counselling</b>
PASSPORT OR IDENTITY NUMBER:			DATE OF BIRTH:	
FIRST NAME:				
MIDDLE NAME:				
SURNAME:			TITLE:	
POSTAL ADDRESS:			HOME ADDRESS:	
CODE:			CODE:	
TEL. (H)			(W)	
CELL:			FAX:	
EMAIL:				
MARITAL STATUS			DATE CHANGED:	
SOCIAL ECONOMIC STATUS:			DISABILITY STATUS	
EDUCATION:			PREVIOUS LATE NAME:	
ALTERNATIVE ID:			EQUITY CODE:	
NATIONALITY:			CITIZENSHIP:	
HOME LANGUAGE:			CHURCH NAME & TEL:	
<b>Copy of Last Examination Marks or Certified copy of Grade 12 Certificate to be attached to this form. All students without a Grade 12 Pass Certificate MUST be assessed for acceptances</b>				
STUDENT SIGNATURE			DATE	

*Please Read Contract, rules and regulations on Reverse Page before signing*

# **Students Contracts, Rules and Regulations**

- 1) Form must be understood & completed correctly by the applicants.
- 2) Applicant must attach last qualification obtained by them as well as certified copies of your qualifications and ID. with the enrolment form. RPL assessment will be done on none Grade 12 applicant. The Higher Certificate in Ministry is a 2 Year Program.

The 1st Year being a certificate in Christian Lay Counselling consisting of three Modules plus two Prescribed books.

The 2nd Being a Diploma in Christian counselling consisting of 5 Modules Plus 3 Books.

- 3) No enrolment forms will be processed without such Documents & Understanding.
- 4) All enrolment forms must be accompanied with a deposit stipulated.
- 5) No deposit will be refunded after 30 calender days of studying.
- 6) Applicants under 21 years must have a guardian to counter-sign.
- 7) Complete Training fees must be paid by student - if student resigns before completing his/her course.
- 8) Students paying by instalments, must adhere to procedures of payments and dates of Payments.
- 10) Students must attend classes & must keep to time-management.

***NB: Classes start@19h00-21h30 Pm Plus 2 mendatory Seminars on a Saturday from 10h00am - 15h00Pm***

- 11) The requirements are 70% of Class attendance, 10% Interaction & 20% Assignment
- 12) References will not be issued to students who do not complete the course.

## **DECLARATION AND UNDERTAKING**

This is to certify that I completed the forms correctly & understood the rules and contracts set out by Life Development Institute Pty Ltd, and on signing promise to comply with the rules, regulations and decisions of the Institute.

I also realize that I am accountable for all outstanding fees should I decide to terminate my studies before completing the course.

I agree to uphold and follow the Policies set out by Life Development Institute Pty Ltd.

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**STUDENTS SIGNATURE**

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**DATE**

## TERMS AND CONDITIONS:

All courses/diplomas/degrees are rendered to individuals as a private service.

### CERTIFICATE / DIPLOMA QUALIFICATIONS / BACHELOR'S DEGREE:

**See the minimum requirements for obtaining each qualification at each section above.**

1. In the event that the student has failed to complete the qualification within the set time in which the subsidy / registration is given to qualify, the subsidy / registration falls away and the student will have to re-apply for the course and the qualification upon which all previous payments are forfeited.
2. Study material may be provided in any format, including but not limited to DVD's, video recordings and printed documents. In the case where DVD's and hard copy study material are handed out, it will only be printed / handed out once a month prior to the class presentation (subject to reasonable change). Electronic material are also being uploaded once a month and will be available for 30 days. Therefore if the class fees are not paid on time, the student will have to wait until the next class presentation before receiving the outstanding modules. This may lead to the student not handing in assignments on time. ***Where students get their study material electronically, whether through a pin code for the website or -being uploaded to Drop box will also be done once in bulk for the group.*** Study material will not be added for students during the course of the month due to late payment since the faculty works through a scheduled procedure. Any late payment will cause the student to forfeit getting the study material selected for the specific month and may lead to failure to qualify for the degree. ***Life development Institute reserves its right to change the format of any study material at any time.***
3. Failure to hand in assignments on time may result in a forfeiture of the qualification
4. Study material may be provided by any means in the discretion of Life Development institute, including but not limited to post, electronically on Dropbox, electronically on the website. These details will be discussed with the student. **Once a class has been presented and/or packaging of DVD's or study material is opened, or links to websites has been given or study material were emailed or added to Drop box no refunds will be given**

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5. There will be no swapping of modules by the student after the student has registered for a course. The modules have been worked out and advertised and registered for a specific qualification. ***The faculty/lecturer/Life development institute Pty Ltd and associates do have the right to change modules at any time with reasonable prior notice***
6. **All course material given by Life development institute Pty Ltd is the sole property of Life development institute Pty Ltd and may not be copied, re- produced or handed or given to someone else for further study or usage.** All assignments and case studies done by the student and handed in to Life development institute Pty Ltd are the property of Life development institute Pty Ltd and may be used as they deem fit
7. **Any student with personal differences or opinions regarding the classes, modules or lecture can make an appointment with the lecturer or Principle of Life development institute Pty Ltd, Prof Dr Meshack Van Wyk, and can be discussed privately. Forcing your personal views onto fellow students will not be allowed and may result in losing your subsidy or you may be required to complete the course via e-learning (correspondence) or the student can be suspended from the course without any prejudice to the rights of Life development institute Pty Ltd or their associates.** This includes putting the faculty in 'n bad light or raising negative concern from other parties towards this faculty in any way not specified here. Should any of the faculty members, associates, or outside parties bring to light that negative information is being spread or makes someone feel uncomfortable, this faculty has the full right without any prejudice to the rights of Life development institute Pty Ltd to withdraw all correspondence and study material or mentorship from the student without prior notification. Please note that all payments made up to date will be forfeited by the student and the student is still bound by contract to pay the full course fees due to bridge of contract.
8. *All assignments must be handed in within 30 days after the class presentation, 30 days after receiving study material, or during the next class presentation, which ever comes first.*
9. Any assignments not handed in on time will not be marked with the group assignments, which can result in not getting marks and not be able to graduate with your group. 10% of marks will be deducted for every week that the assignment has been handed in late. If any student misses the expiry date or fail to receive a minimum of 75% for an assignment, **the student will be required to write a closed book examination** at an additional cost (including venue hiring, facilitator fees for facilitating the examination as well as administrative fees for marking the papers)

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10. **Study material (modules) is provided on an 'AS IS' and 'AS AVAILABLE' basis.** To the extent permitted by law, Life development institute Pty Ltd and associates exclude any representations or any warranties (whether express or implied by law), including the implied warranties of satisfactory quality, fitness of a particular purpose, non-infringement, compatibility, security and accuracy
11. **Where an assignment requires a practical and theoretical work component, both must be handed in together.** If any part of the assignment is outstanding, the whole assignment will be disregarded, not marked and count as “not handed in” and above rules will be applied
12. **Unless material is part of the Faculty, or unless stated otherwise, the modules may contain advice, opinions, statements or other information by various authors or organisations. Reliance upon any such advice, opinion, statement or other information is at the student's risk and to the extent permitted by law, Life development institute Pty Ltd and associates disclaim all liability and responsibility arising from any reliance placed on such information by any user of the modules or by anyone who may be informed of such information**
13. **Where the study material contains links to websites and resources provided by third parties, those resources are provided for informational purposes only. Life development institute Pty Ltd has no control over the additional information from the books, resources and its authors and accepts no responsibility for them or for any loss or damage that may arise from the use thereof.**
14. If any student requires a consultation with the lecturer or any personnel of Life development institute Pty Ltd, it will only be done so by appointment since all personnel may be occupied with scheduled work or other consultations.

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## COPYRIGHT:

1. ***Copying of modules or handing out your notes to other students who have not paid their fees, who did not attend the class, lost their work, or for any other reason, is prohibited and steps will be taken against both parties***
2. All study material and modules handed to the student (unless stated otherwise) in hardcopy, CD, e-mail, memory stick or any other means, is the property of **Life development institute Pty Ltd** and **must not be copied or distributed for any commercial purposes. This includes, but is not limited to Life development institute Pty Ltd and the University's logo, graphics, website design and content**
3. **Life development institute Pty Ltd** permits the making of copies of material for personal use only, in electronic or hard copy form, providing that the copyright notice is retained on each copy and that **Life development institute Pty Ltd** is acknowledged for the information that is used. Making alterations to any of the pages, or using content in any other work or publication, other than for quotation purposes, will be a direct breach of **Life development institute Pty Ltd's** copyright and may result in civil action
4. **Life development institute Pty Ltd** prior written permission must be obtained for any other use of material
5. ***Qualifications will be obtained after course fees are paid in full and all work is completed to the satisfaction of the University***
6. Students are required to declare during registration if they are registered for a qualification with any other academic institution. The Faculty / University may decide to register the student for the degree if the student can prove that the other program supports the qualification that the student is applying for and that the additional studies will not cause conflict where the student will have to choose between the courses while studying
7. ***The Faculty / University reserves the right to terminate the registration of any student who has failed to disclose information or material to the proper consideration of their application for or continuance on their programme of study, or who has presented misleading or false information***

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## ENROLMENT:

Requirements for enrolling for the degree that you are registering for:

1. A legal copy of the certificate proving that you passed the previous qualification or degree
2. Copy of ID
3. Proof of payment (as set out on previous page)
4. Signed registration and agreement forms
5. By enrolling for this course, the student commits to abide to **Life development institute Pty Ltd** regulations and procedures.
6. It is the student's responsibility to notify **Life development institute Pty Ltd** or Prof Dr Meshack Van Wyk if any personal details have changed
7. Enrolled students whose registration on their approved programme of study has been terminated on the grounds that they have committed an academic offence, will have their enrolment cancelled and the student will re-enrol for the course paying the full amount and losing the subsidy. In considering applications for re-enrolment in these circumstances, the University and **Life development institute Pty Ltd**, will normally require from the applicant a written declaration that they understand the Faculty's Academic Regulations governing the offence they committed, and that they undertake to comply with the regulations in future
8. The student can forfeit his or her subsidy without prejudice to **Life development institute Pty Ltd** and its associates when neglecting to comply with basic rules. **Life development institute Pty Ltd** and Prof Dr Meshack Van Wyk have the right to refuse mentorship in cases where fees are outstanding, deadlines are not met, if the student is not cooperative regarding terms and conditions, fails to comply with the rules of the Faculty / University and by not adhering to advice and any other related situation that may arise
9. **Life development institute Pty Ltd** reserves its right to make use of any University / College of its choice and may transfer the degree to any University of its choice, should such decision be in the best interest of **Life development institute Pty Ltd**, the faculty and the students. Should there be a price difference which is reasonable, the student shall be liable to pay the difference.

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