



APPLICATION & REGISTRATION FORM JANUARY 2022

Documents required with the application form to enroll.

- 1) Certified copy of South African ID or Foreign Passport
- 2) Copy of at least a Grade 11 certificate (if candidate is younger than 23yrs)

INITIAL EACH PAGE TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD ALL TERMS AND CONDITIONS.

PLEASE NOTE THAT PARTIALLY COMPLETED REGISTRATION FORMS WILL NOT BE ACCEPTED

HOW DID YOU HEAR ABOUT THIS COURSE?

<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Xela Website
<input type="checkbox"/>	School visit	<input type="checkbox"/>	Pamphlet/brochure
<input type="checkbox"/>	Career expo	<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Other	<input type="checkbox"/>	Google

STUDENT APPLICATION DETAILS

Title	Mr.	Mrs.	Miss	Ms	Dr							
Surname												
First Name			initials									
ID number												
Date of Birth	Y	Y	Y	Y	M	M	D	D				
Gender	Male		Female		Language							
Marital status	Single		Married		Divorced		Widower					
Maiden name												
South African Citizen	Yes	No	Proof of ID	Yes	No							

FOREIGN STUDENTS

Passport Number													
Duration of time in SA													
Country of previous residence													
Duration of time in previous country of residence													
Nationality													

NEXT OF KIN or GUARDIAN (if under the age of 18 or party is responsible for payments)

Surname													
First Name													
Relation													
Cell phone													
Landline													
E-Mail address													
ID Number													

STUDENT CONTACT DETAILS:

Home Tel													
Work Tel													
Cell													
E-Mail address													
Employer													
Employer address													
ID Number													

POSTAL ADDRESS:

Address													
Address													
Suburb													
City									Code				
Province													
Country													

EDUCATION:

School													
Year achieved					Grade achieved								
Matric status	Full exemption				Without exemption				Not achieved				

STUDY FEES PER YEAR:**Option 1** - Applicable for registration **BEFORE** 30 November 2021 – Once of payment

		2022
Non refundable college registration fee**		R 7 400-00
Once off payment to be paid by end January		R25 100-00
TOTAL STUDY FEE		R33 500-00

Option 2 - Applicable for registration **BEFORE** 30 November 2021– Debit Order
(THIS IS TO BE ACCOMPANIED BY A LETTER OF SURETY)

		2022
Non refundable college registration fee**		R1 500-00
11 x Monthly installments		R3 137-00 x 11
TOTAL STUDY FEE		R36 000-00

Option 3 - Applicable for registration **AFTER** 30 November 2021 – Once of payment

		2022
Non refundable college registration fee**		R 8 400-00
Once off payment to be paid by end January		R26 800-00
TOTAL STUDY FEE		R35 200-00

Option 4 - Applicable for registration **AFTER** 30 November 2021– Debit Order
(THIS IS TO BE ACCOMPANIED BY A LETTER OF SURETY)

		2022
Non refundable college registration fee**		R2 000-00
11 x Monthly installments		R3 255-00 x 11
TOTAL STUDY FEE		R37 800-00

**** Please note that no discount voucher may be used for part or full payment of the deposit., stationery****** NOT REQUIRED FOR SECOND YEAR STUDENTS****

Complete Stationery pack including text books***	R4600-00
Sewing machine	Quote on request

***** prices subject to change according to availability**

ALL STUDENTS ARE REQUIRED TO HAVE THEIR OWN SEWING MACHINE. OVERLOCKER IS OPTIONAL.

PAYMENT OPTION

- | | | |
|--------------------------|--------------------------|--------------------------------|
| 1. Once of payment | <input type="checkbox"/> | <input type="text" value="R"/> |
| 2. Monthly installments | <input type="checkbox"/> | <input type="text" value="R"/> |
| 3. Deposit date & amount | | <input type="text" value="R"/> |

(Indicate method of payment and amount)

Bank Details:

**Xela College of Design,
Standard Bank**

Nelspruit Branch: 052852

Account Number: 032 929 056

REFERENCE: - student name and surname

NB – e-mail: info@xela.co.za

Please read this document carefully and ensure that you understand the contents thereof.

FULL TIME COURSE IN FASHION DESIGN

This is a skills based course aimed at equipping student with the skills required for a career in fashion design. Completion of course will result in a certificate of attendance. Should a Certificate of qualification be required, the student will be required to successfully pass all exams, projects and assessments made by Xela College of Design.

COURSE OUTCOME

The student will be able to:

- Complete correct technical drawings of fashion details.
- Compile and complete fashion illustrations and story boards.
- Understand the manufacture process of ladies fashion wear.
- Knowledge of the components and fabrics used in fashion wear.
- Cut patterns for ladies fashion wear.
- Understand the assembly of basic fashion accessories.
- Understand branding, labels and themes.
- Costing and ratings of design.
- Basic business skills.

SAQA 48809: Further Education and Training Certificate : Craft Enterprise - Level 4

To start the above SAQA 48809 qualification the following needs to be in place:

Communication level 3 – Grade 11

Mathematical literacy level 3 – Grade 11

Craft production level 2

BANK DEBIT ORDER INSTRUCTION – Company Registration number 2016 0755 9707

Account Holder

Name:

ID Number:.....

Date:.....

Address:.....

.....

Contact No:.....

Student Name:.....

Debit Amount:.....

Commencement Date:.....

Abbreviated name as registered with the bank: **XC DESIGN**

Dear Sirs/Madams

The details of my/our account are as follows:

BANK:..... BRANCH TOWN:.....

BRANCH NO:..... ACCOUNT NAME:.....

ACCOUNT NUMBER:..... TYPE OF ACCOUNT:.....

(savings, current, transmission)

This signed Authority and Mandate refers to our contract as dated as on signature hereof (“the Agreement”). I/We hereby authorize you to issue and deliver payment instructions to the bank for collection against my/our abovementioned account at my/our abovementioned bank (or any other bank or branch to which I/We may transfer My/Our account) on condition that the sum of such payment instructions will never exceed My/Our obligations as agreed to in to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated below.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

- i. On the first day (payment day) of each and every month commencing on

.....,

In the event that the payment day falls on a Saturday, Sunday or recognised South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Initial.....

I/We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number,

Which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

MANDATE

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I/We agree that although the Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

ASSIGNMENT

I/We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signedat.....

on thisday of20.....

EQUIPMENT/STATIONERY ORDER FORM

STUDENT NAME:..... **CELL**.....

PARENT/GUARDIAN:.....**CELL**

Please tick appropriate box:

- THE ART PACK** ----- **R1150-00**
- THE SEWING PACK** ----- **R1350-00**
- THE PATTERN CUTTING PACK**----- **R1150-00**
- GENERAL PACK** ----- **R850-00**

- ALL PACKS ABOVE** ----- **R4500-00**
- SEWING MACHINE**----- **TBC**

ORDER TOTAL R.....

*** Please note that prices may fluctuate according to availability***

** Delivery of stationery can take up to three weeks **

I hereby sign and accept the conditions of the above order:

Name:..... Date:.....

Signature:.....Student name:.....

(To be completed and signed by person/s responsible for payment)

TERMS & CONDITIONS:

- All orders are to be paid for in full prior to collection.
- Prices may vary according to availability
- Xela College of Design accepts no liability for damage of goods after delivery.
- Pack contents cannot be swapped or changed
- Renewal of items such as paper, plastic folders, fabric and any other items that may “run out” is exclusively for the students expense and may be re-ordered from the college offices

FASHION DESIGN

Students without equipment can be asked to leave class

FOR ILLUSTRATION, DESIGN & TECHNICAL DRAWING : - the Art Pack

- 30cm Steel Ruler
- Masking tape
- A3 Cutting Mat (green self-healing type)
- NT Cutter
- Black Felt-tip pen (PILOT or STAEDTLER Fine liner)
- A4 Tracing Paper (x12 sheets)
- A4 Sketch Pad (110g cartridge paper)
- A4 watercolour pad (140g)
- Staedtler Aquarelle water colour pencils (12 colours must have white)
- 2 x Staedtler Pencils (1 x HB, 1 x 3B; 1 x 6B)
- Guitar/Reeves/Pental water colour paints (12 colours & must have white – not Staedtler brand)
- charcoal
- 2 x Artist paint brushes (1 x size 5; 1 x size 2)
-) Pencil sharpener & Staedtler eraser
- Glue
- Paper Scissors
- Clutch Pencil & Lead – to be used from Pattern Cutting pack
- VISUAL DIARY (A4 for fashion & A3 for i

TEXTILES & GARMENT CONSTRUCTION: - the Sewing Pack

- Measuring tape (in cm)
- Fabric scissors
- Small sharp-nose scissors
- Pins (thin and very sharp)
- Packet embroidery needles or hand sewing needles
- Unpicker
- Dressmaking pencil
- 2m sheeting
- Loop turner (smallest hook)
- 5x 20cm zip
- 2 x 20cm invisible zip
- 6mm cotton tape
- 5m non woven interlining
- 1m woven interlining
- Buttons – 2 hole, 4 hole, shank, blank covered button size 24
- Hook & eye
- Cotton navy or black and beige.
- Elastic – 6mm wide x 2m
- 30 x 180g A4 board to pin samples onto
- 1.5m Denim (fashion students only)
- 20cm Applique Paper
- Fabric Tracing Paper
- Large Press Studs
- Sequins, bugle beads & seed beads
- Satin Ribbon 3 colours of 1m each.

- Square of felt
- 2m nylon cord
- Embroidery thread
- Scrap fabrics – to be sourced by the student

FOR PATTERN CUTTING & INTERIOR DESIGN: - the technical Pack

- 1m steel ruler (can be kept at home for full scale work)
- Set Square – 45 degree
- Scale ruler
- French ruler set
- Clutch pencil 0.7mm
- Replacement HB 0.7mm lead
- 6 pack of coloured fine liner felt-tipped pens
- Paper scissors – (use from Art)
- Hard pattern board – available at the college R15/m
- Cello tape
- Glue (use from Art)
- Calculator
- Tracing wheel
- Compass with arm extension

GENERAL: - The stationery pack

- A4 white paper – 1 reem
- A4 exam pad
- Plastic sleeves
- 5 x lever arch files (WPC; ART; WGM x2; BUS SKILLS)
- Ball point pen
- USB stick
- **SEWING MACHINE – to be sourced by student or ordered through the college**
- **OVERLOCER - OPTIONAL**

SINGLE MODULE STUDIES:

Should a student wish to study a single module, kindly indicate by ticking the box below the subjects you wish to study:

(Please note that prices are per year.)

- Woman’s Pattern cutting 1st & 2nd Year:**
Option 1 – payment plan per year
R4500-00 per term, payable before term commences.
Option 2 – Once of payment per year
R15 000-00 p/year (once off payment before end Jan.)

- Woman’s Garment Manufacture 1st & 2nd year:**
Option 1 – payment plan per year
R4500-00 per term, payable before term commences.
Option 2 – Once of payment per year
R15 000-00 p/year (once off payment before end Jan.)

- Technical drawing:**
Option 1 – payment plan per year
R2250-00 per term, payable before term commences.
Option 2 – Once of payment per year
R10 000-00 p/year (once of payment before end Jan.)

- Fashion illustration:**
Option 1 – payment plan per year
R2250-00 per term, payable before term commences.
Option 2 – Once of payment per year
R10 000-00 p/year (once off payment before end Jan.)

I hereby declare that I have received, read and understood Xela College of Creative Design terms and conditions, relevant course information and the schedule of tuition fees which will apply to me in full capacity.

I,.....hereby declare that the above information is correct, and that I am duly authorized to sign the application and accept full responsibility for the payment of the tuition fees due to Xela College of Creative Design for the above students enrolment into the above mentioned program and fully understand the terms and conditions set out below.

.....
Student applicant signature

.....
Account payers signature

.....
ID Number

.....
ID Number

Signed this day..... at.....

PLEASE INITIAL EACH PAGE TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD THESE TERMS AND CONDITIONS.

PLEASE NOTE THAT PARTIALLY COMPLETED REGISTRATION FORMS WILL NOT BE ACCEPTED

TERMS AND CONDITIONS:

The student, applicant, account/fee payer, lawful guardian are herein collectively referred to as the “student”. By acceptance of the Xela College of Creative Design hereafter referred to as “Xela College of Design” and where the student as entered upon studies pursuant to the Contract of Enrolment entered into with Xela College of Creative Design the student shall be jointly and severally responsible for the fulfillment of all terms of the agreement.

1. Compliance with Xela College of Creative Design rules

The student will comply with all the rules and regulations set out by Xela College of Design

2. Student liability

The student shall be responsible to pay for all damages or loss caused by the student to any property of Xela College of Design.

3. Legal Declaration of Indemnity

The student hereby indemnifies Xela College of Design against any risk, loss or damage whatsoever arising out of any claim, which may institute against Xela College of Design as a result of any happenings which may take place on the premises of Xela College of Design. Neither Xela College of Design nor any official employee, contractor or representative of Xela College of Design shall be liable for any damage arising out of death, bodily harm, loss of health or illness of any student howsoever caused.

Furthermore the student hereby holds Xela College of Design free from any claim whatsoever arising out of any loss or damage which may be suffered by the student whilst on the premises of Xela College of Design. Neither Xela College of Design or any official employee, contractor or representative of Xela College of Design shall be liable for any damage to any property owned by or in custody of any student.

4. Termination of studies

In the event of a student’s studies being terminated, for any reason whatsoever, this shall not absolve the student or any other student from full liability for the payment of fees or any other charges.

5. Credit Approval

No credit facilities exist or will be given.

6. Student Fees

- Student fees are due and payable by the student to Xela College of Design on date of registration.

Initial.....

Xela.....

- The student will be liable for any legal costs and charges on an attorney and own client scale incurred by Xela College of Design, as well as all tracing costs, collection costs and any other disbursements which are incurred in recovering monies which may at any time be owed by the student to Xela College of Design.
- The student will not receive reports, diplomas or exam results unless all amounts due to Xela College of Design have been settled in full.
- Xela College of Design retains the right of admission to all lectures and is under no obligation or otherwise to grant admission to a student who has not made payment of all Student Fees and any other amounts due and payable, but not paid, to the Xela College of Design.
- A student, who has failed to meet the required standards for the school to issue a certificate, shall not receive any reimbursement of their tuition fee.
- In the event of a student missing classes and requiring private tuition to catch up, the student will be liable to pay an additional fee to the lecturer involved unless otherwise agreed upon.

7. Interest

The amount outstanding and payable by the Student to Xela College of Design, in respect of his/her enrolment not being received by Xela College of Design, shall bear interest, which shall be calculated at the Standard Bank Prime overdraft rate applicable for the period during which the amount remains outstanding. Such interest shall be compounded monthly in arrears and shall be calculated from the date the amount became due to the date of payment, both days included.

8. Admission of liability

In the event of tuition fees not being paid in full, the student acknowledges that he/she is indebted to Xela College of Design in the sum of R..... plus interest herein provided for and costs on an attorney and own client scale. Should the student fail to make payment in terms of this agreement, Xela College of Design may without any notice to the student apply in terms of Section 57 of Act 32 of 1944 for:

- Judgment for the amount of the outstanding balance of the debt in terms of this acknowledgement, together with costs of a request for judgment; and
- An order for payment thereof in accordance with this agreement.

9. Registration

All details regarding registration and termination of registration are contained in the appropriate Xela College of Design documentation 010113XDC, the content of which are deemed to have been read and understood by the student.

Furthermore the following terms and conditions are agreed to:

- The student’s failure to submit their work for whatsoever reason shall in no way entitle him/her to a reduction of fees, nor will it absolve him/her from full liability for the payment of fees.

Initial.....
Xela.....

- No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of Xela College of Design and deposits will not be refunded unless Xela College of Design cancels the specific course.
- Xela College of Design will supply the student with a list of stationery, books and equipment which the student must purchase at their own expense.
- Students agree that work completed during the course may be photographed and used for marketing material for the promotion of the college

10. Consent to jurisdiction

The Student consents to the jurisdiction of the Magistrate’s Court, should Xela College of Design institute action for the recovery of any fees owed by the Student. Xela College of Design retains the right to institute action in the High Court should it elect to do so.

11. Domicilium

The Student elects the physical address referred to in paragraph 1 as his/her chosen Domicilium citandi et executandi for the purpose of serving all legal process documentation and correspondence.

12. Certificate

A certificate indicating the amount of the indebtedness of the Student to Xela College of Design shall constitute documentary proof of such indebtedness.

13. Minors

A minor shall complete his/her application for registration with the full knowledge and consent of his/her parents or guardian.

14. Consent

The Student has familiarized himself/herself with the content of this application for registration and the terms and conditions thereto and agrees to abide thereby.

.....
Applicants signature

.....
Initials & Surname

.....
ID Number

.....
Account payers signature

.....
Initials & Surname

.....
ID Number

.....
Date

INFORMATION OF ACCOUNT PAYER / GUARDIAN /PARENT.

Signature of guardian.....Date.....

Full Names and Surname

Identity number

Residential Address.....

Employer's Name & Address.....

.....

