



higher education
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QUALITY MANAGEMENT SYSTEM

STUDENT REGISTRATION POLICY

**This Policy has been issued on the authority of the College
Council of King Hintsa TVET College**

DOCUMENT CONTROL SHEET


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1. PURPOSE

This policy regulates the registration of students to academic programmes.

2. DEFINITIONS OF TERMS

“Academic Year” means 12 calendar months of a year

“Access” To provide ease to enter at an appropriate level of education and training for prospective learners in a manner, which facilitates progression.

“Act” means the Further Education and Training Colleges Act No. 16 of 2006, as amended.

“Admission” means approval to report for registration as a student of the college

“Assessment” The process of gathering evidence and making judgements about students’ achievements in relation to stated learning outcomes, and recording and reporting of these judgements.

“CBC” Campus Bursary Committee

“College” means King Hintsa TVET College. Also referred to as “The College”.

“Council” means the governing structure of the College established in terms of Section 27 of the Act;

“Course” means a component of a learning programme.

“Credits” The value assigned to a given number of notional hours of learning which may be accumulated until conditions have been met for the award of a module/course/programme/qualification

“Registration” means the administrative process whereby a person is enrolled to study at the College

“Recognition of prior learning” means the process whereby the College makes a judgement about the extent to which prior learning or prior experience may be accepted in fulfilment of admission requirements

“Semester” means one half of the academic year;

“**Student**” means a person registered full time or part time for a certificate at the College.

“**Study**” means the academic activity aimed at acquiring an academic qualification at the College including the use of College facilities in the prescribed manner, but excluding facilities for accommodation and recreation;

“**NC (V)**” means National Certificate (Vocational).

“**MIS**” means Management Information System

“**HOD**” means Head of Division

3. POLICY

3.1 It is the responsibility of the Registration Section to ensure that all students have complied with the conditions as stipulated in this policy.

3.2 All students registering at the College are required to meet the minimum admission requirements of the institution, as prescribed in the Admission policy of the College.

3.3 Students are registered for a specific course once:

3.3.1 They have verified the accuracy of their bio-graphical information on the registration form

3.3.2 They have completed their registration form; _____

3.3.3 The information has been captured on College database MIS, and

3.3.4 A ‘Proof of Registration’ certificate has been generated and issued to the student.

3.4 NC (V) students may register annually in January. Nated students are required to register in both semesters / trimester.

4. REGISTRATION

4.1 Setup Of Academic Information On MIS

4.1.1 The correctness and accuracy of the academic information on the system is the responsibility of the Academic Section. It is imperative that the Academic Manager ensure that all academic information recorded on the MIS is captured accurately.

- 4.1.2 The Campus Administration is responsible for the printing and dissemination of validation reports to the Academic Manager. The data is to be validated and verified annually by the Academic Manager and any deviation from any approved course content are to be rectified immediately by the Campus Administration.
- 4.1.3 The Campus Administration section is responsible for the ongoing maintenance of the MIS and to ensure that all academic qualification course information is correctly recorded
- 4.1.4 In the event of the restructuring of a qualification or amending any course content, it is the responsibility of the Academic Manager to inform the Campus Administration accordingly. The MIS will be amended accordingly and the section advised of the rectification.
- 4.1.5 Once the academic structure has been verified, the Campus Administration will be responsible for the setup of the fee amounts linked to each qualification/course according to the approved fee structure.
- 4.1.6 Once the academic and free structure has been verified, the Campus Managers will be responsible for the setup of the Lecturer subject allocation. The Campus Administration will be responsible to capture the information on the MIS.
- 4.1.7 Annually at the end of November, Campus Managers will report to the Academic Manager that the academic financial structure and Lecturer subject allocation has been setup and finalized according to set guidelines.

4.2 Fees Clearance for a Free Education

- 4.2.1 All students who`s household income is under R350 000.00 qualify.
- 4.2.2 Students who did not progress to the next level: NATED 3 out of 4; NCV 5 out of 7 will forfeit the free education privilege and will have to pay for themselves.
- 4.2.3 Exiting students are given a second chance even if they did not progress to benefit for free education.

4.3 Registration Process

The Process of Student Registration is described in the P-12 Student Registration Process within the framework of the Quality Management System of King Hints TVET College.

- 4.3.1 Prospective students are furnished with the relevant information by the Campus Administration as provided by the Registration section. Students are informed of the following details pertaining to the registration process:
 - 4.3.1.1 Date and time of the registration process applicable to his/her course;
 - 4.3.1.2 Venue for the registration process;
 - 4.3.1.3 Admission requirements;
 - 4.3.1.4 Registration forms and bursary forms to be completed and for Bursary on line application to be done by all students.
- 4.3.2 Registration assistance by lectures and HOD's (issuing of registration forms, advising students on appropriate curriculum, selection and approval of courses, bursary application) will be conducted by the campus in venues identified by the Campus Manager.
- 4.3.3 Campus Administration receives the completed registration and bursary application forms from prospective students. They will only accept the forms if all the relevant information and documentation is correct and attached.
- 4.3.4 It will be the responsibility of the Campus Administration to ensure that the student meets all the admission requirements for the applicable course registration.
- 4.3.5 On receiving the correct and completed registration form, the Campus Administration will be responsible to capture the student on the MIS.
- 4.3.6 After the student registration is completed, the Campus Administration will issue the student with a proof or registration
- 4.3.7 The Campus Administration will be responsible to generate MIS reports, indicating the number of students registered. This must be submitted daily to the Academic Section during the registration process.
- 4.3.8 The Campus Administration will also generate class lists for lectures before the commencement of classes.

- 4.3.9 The Campus Administration is responsible for any correction that needs to be done on a student record during this period.
- 4.3.10 After the closure of the registration period the Campus Administration will ensure that:
- 4.3.10.1 All student detail is electronically captured.
 - 4.3.10.2 Submission of final registration numbers to Academic section.
 - 4.3.10.3 Printing of final class lists/registers.
 - 4.3.10.4 Printing of cash reconciliation statements to be submitted to the Finance Section for non-bursary holders
 - 4.3.10.5 Printing of student cards.
- 4.3.11 The Campus Administration will ensure that within two weeks after the closing of the registration period, statements are printed and distributed for non-bursary holders.
- 4.3.12 The Campus Administration is responsible to ensure that all the bursary application forms are handed to the bursary officer on the closing date of the bursary application. (to insert registration model)

5. CANCELLATION OF REGISTRATION

- 5.1 The Campus Administration will be responsible to delete the student from the system.
- 5.2 No cancellation of registration after the closing date for registration which means that the students will not be refunded and that students will be liable for the full class fees for non-bursary holders
- 5.3 The Campus Administration will not delete the student but only the class register information will be deleted.
- 5.4 The Process of Student Registration is described in the P-12 Student Registration Process within the framework of the Quality Management System of King Hints TVET College.
- 5.5 For a refund student will have to produce proof of payment, fill in a form clarifying why the cancellation and bank verification stamp. The form is available with SSS. Only for non-bursary holders
- 5.6 Refunds will be done through SSS.

