

## TERMS AND CONDITIONS FOR ONLINE REGISTRATIONS

The signatories to this contract agree to the following terms and conditions of Registration with Edge Online (Pty) Ltd (hereafter referred to as Edge Online)

### 1. Financial

The signatories acknowledge that they will be jointly and severally liable to Edge Online for payment in full of all fees and other charges ("the contract amount") as detailed in the registration form, subject to the terms and conditions set out below, and that, having regard to all their financial obligations, they have sufficient funds to make all the payments in terms of this contract on due date.

Payment of the contract amount in full in terms of payment Method "A" must be received on or before the due date as set out on the registration form under PAYMENT OPTIONS. Should this payment not be received by the due date, the contract amount as set out in Method "B" of this registration contract may, at the sole discretion of Edge Online, be charged and Edge Online may, at its election, issue the signatories with new payment details in accordance therewith.

The "contract amount" includes deposit, tuition fees, couriered notes which the student may use for their sole use and where applicable an administration fee but (unless otherwise specified) does not include: textbooks, stationery or other items. The signatory/ies will be responsible for any specialised consumables used during the programme / qualification, including but not limited to: UNISA or ICB material, data costs, specialised stationery, printing of assignments, CD's, toolkits or any other material.

The student or his/her parents or guardians must give written and signed notice of the student's intention to deregister, to the General Manager, provided however that any student, who has registered for a programme of study and who deregisters for any reason during the year, remains liable, together with the signatories, for payment of fees as set out herein.

Should any monies due by the student or the signatory under this contract not be paid on the due date, the student may be excluded from access to the Edge Online online programme until such time as all monies due have been paid in full. This is without prejudice to any other rights of Edge Online. Exclusion, as set out above, will not relieve the signatory/ies of any obligation to pay the contract amount, or any balance outstanding.

The signatory/ies will remain liable for all expenses incurred by Edge Online as a result of any breach on his/her/their part of this contract and acknowledge that this may include legal, tracing and collection costs.

If any payment due under this contract remains unpaid for a period of thirty (30) days after the due date thereof, the entire outstanding balance will immediately become due and payable. In addition thereto, interest on the outstanding amount due will be charged at the maximum rate permitted by law, from time to time, as determined by the National Credit Act (Act 34 of 2005).

Payment may be made via EFT to:

**Investec Cash Investment account name: Edge Online (Pty) Ltd**

Bank	:	Investec Bank Limited
Branch	:	100 Grayston Drive
Branch Code	:	580105
Account number	:	50011671547
Reference	:	CFA, UNISA or ICB Student number

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A fee of R150 per transaction will be charged to a student's study fee account for all dishonoured debit order transactions.

### **Overdue accounts and accounts handed over for collection**

No student will be allowed to re-register with Edge Online until all outstanding debt of previous registration periods has been settled in full. Students with long overdue balances on their accounts may be handed over to a third party for collection. Any collection/legal costs that may arise from the account being handed over will be for the account of the student. Payment or arrangements thereof of overdue accounts handed over for collection should be made with the collection company concerned.

### **PAYMENT OPTIONS**

Students must be properly registered (signed registration forms, payments received as per payment option method selected and required documentation submitted in order to have access to online help.

**\* For payment on the instalment / debit order method, the debit order application form must be completed and submitted at registration.** The dates for collection will be as stated under Method B for the applicable registration.

### **Courier Fees**

Courier fees are added to the tuition fees. All courier fees quoted below are for courier of note packs to major metropolitan areas in South Africa and are subject to change. Physical addresses outside of these areas are subject to a quotation at registration.

Courier fees to major metropolitan areas within South Africa:

- Undergraduate, R120 per registration. (Amending a registration by adding a module is an additional registration.)
- Postgraduate CTA, R500 per registration. This is for the courier of notes for each test and for the revision programme after Test 4.
- Postgraduate CFA®, R150 per registration.

Students may opt to collect their note packs from the Edge Business School print room instead of having them couriered. Please indicate this on your online registration form.



Please ✓ the method of payment applicable to this registration

**Method A Settlement of fees in full at registration**

The full amount of tuition fees and courier fees due for the semester or the year is settled at registration. The due date for settlement is the date for first access to the online programme.

**Method B Debit order system (complete relevant section of the registration form)**

**Undergraduate\* and CFA@\*\* – semester registrations:** For students who choose to pay their account over 4 months, there is an administration fee of 5% of their tuition fees. The courier fee (R120\* or R150\*\*) is not included in the tuition fee and is payable together with the first payment. Where a registration is amended by adding a module, an additional R120 courier fee is charged.

Where the 4 month instalment period is applicable: The administration fee is added to the tuition fees and total fees are collected in 4 monthly instalments as follows:

At registration (Jan)	¼ of the tuition and administration fee plus courier fee.
28-Feb-18	¼ of the tuition and administration fee.
31-Mar-18	¼ of the tuition and administration fee.
30-Apr-18	¼ of the tuition and administration fee.

**Postgraduate and undergraduate – annual registrations:** For students who choose to pay their account over 10 months, there is an administration fee of 10% of their tuition fees. The courier fee is not included in the tuition fee and is payable together with the first payment. Where a registration is amended by adding a module, an additional courier fee is charged.

Where the 10 month instalment period is applicable: The administration fee is added to the tuition fees and total fees are collected in 10 monthly instalments as follows:

At registration	1/10 of the tuition and administration fee plus courier fee .
28-Feb-18	1/10 of the tuition and administration fee.
31-Mar-18	1/10 of the tuition and administration fee.
30-Apr-18	1/10 of the tuition and administration fee.
31-May-18	1/10 of the tuition and administration fee.
30-Jun-18	1/10 of the tuition and administration fee.
31-Jul-18	1/10 of the tuition and administration fee.
31-Aug-18	1/10 of the tuition and administration fee.
30-Sep-18	1/10 of the tuition and administration fee.
31-Oct-18	1/10 of the tuition and administration fee.

**For all instalment payments: a student who registers after the 1st instalment due date; the initial sum paid to Edge Online must include amounts due by the stated dates.**

Students who register and pay via Payfast, will be required to pay the courier fee by EFT to Edge Online – banking details on page 1. Reference with UNISA student number.

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## 2 General

- 2.1 Edge Online is committed to protecting our users' privacy as per the Protection of Personal Information Act, 2013. The collected personal information is stored in databases to which access is strictly controlled and is accessible only to staff, who in the course of their duties need to have access to such information. No personal information about a user will be disclosed to third parties without the user's permission or due process.
- 2.2 Edge Online may use any images (photograph or other) taken of the student in any advertising without restriction. The student consents thereto.
- 2.3 The signatory/ies warrant that the information submitted on the registration contract is both true and correct.
- 2.4 The Edge notes that are made available online remain the intellectual property of Edge Online (Pty) Ltd and students may not sell or distribute these notes. Should students make these notes available to students not registered for the course, Edge will pursue criminal charges and civil claims against the student distributing the notes. Initial .....
- 2.5 Access to google classroom modules is only for the academic semester (undergraduate) or academic year (postgraduate) in which the student has registered at Edge and only until the date of the exam. The student is removed from accessing the google classroom once the exam for the module for which they registered at Edge has been written.
- 2.6 The student is solely responsible for all service, telephony, data charges and/or other fees and costs associated with access to Edge Online online google offerings and use of these services, as well as for obtaining and maintaining all telephone, computer hardware, and other equipment required for such access and use.
- 2.7 The student will not copy, modify, reverse engineer, reproduce, distribute, publicly display, publicly perform, communicate to the public, create derivative works from, deface, tarnish, mutilate, hack, interfere with, or otherwise use and exploit any content from Edge Online. This includes content and video recordings from the google offering.
- 2.8 All Edge Online material/notes/packs issued to students are copyright protected and no part of the material may be reproduced, distributed or transmitted in any form or by any means, including photocopying, recording or other electronic or mechanical methods.
- 2.9 Edge Online reserves the right to cancel and/or amend certification, programme syllabi, commencement and termination dates and timetables without prior notice, which discretion shall be exercised reasonably, to accommodate changing circumstances.
- 2.10 Edge Online, at its sole discretion, which discretion shall be exercised reasonably, may combine classes of similar academic level and content or cancel tuition in any programme or module advertised and offered, on an insufficient demand basis; provided that the contract amount shall be adjusted accordingly. The onus remains on the student to ensure that he/she is registered for the correct subject(s) / module(s), programme or qualification.
- 2.11 The student must familiarise himself/herself with the registration requirements, module/subject selection criteria, rules, regulations and prospectus, as well as any rules regarding the maximum completion time for the chosen qualification. Accordingly, the signatories, and more specifically the student, warrant that they have investigated the programme concerned to their satisfaction prior to the signing of this contract.
- 2.12 The signatory/ies acknowledge/s that they are aware of who the conferring body is for the qualification or programme of study for which the student registers as well as any particular information in relation to accreditation and registration of this programme of study. The signatory/ies acknowledge/s that they are responsible for registering with the external examining body, if any, for the qualification or programme of study for which the student registers and otherwise complying with any of the requirements of the external examiner including the payment of any fees.

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- 2.13 The student and other signatories hereby confirm that the student will be provided with a copy of the Edge Online's rules/regulations and student code of conduct within 14 days of commencement of classes. The student has 21 days within which to read and acquaint him/herself with the content thereof, and to familiarise him / herself with their application to the modules/ programme / qualification for which the student is registering. Thereafter it will be assumed that the student has read and understood such rules, regulations and code of conduct and that he/she has undertaken to abide by and comply with the terms thereof, as they may be amended from time to time.
- 2.14 The signatory/ies consent to Edge Online utilising electronic methods of communication (including SMS and email) in matters of an academic nature, or relating to scheduling of lectures, or similar issues.
- 2.15 Edge Online may from time to time institute rules and regulations deemed necessary relating to student conduct and other related matters.
- 2.16 Academic integrity is taken very seriously. Any violations of academic integrity by the student including, but not limited to, cheating or plagiarism, will result in disciplinary action being instituted against the student which could result in expulsion.
- 2.17 In the event of an act of God, war, insurrection, industrial or student unrest, natural disasters or other such events that may cause the temporary cessation of tuition or classes, Edge Online shall use its best endeavours to resume lectures as soon as is practically possible; however, no guarantees can be made in this regard.
- 2.18 The student and other signatories acknowledge that Edge Online has the right to view and obtain the student's results from external examining bodies. In addition, the student and other signatories consent to Edge Online providing confirmation of graduation or non-graduation to external bodies and will verify student's results upon request from external bodies.
- 2.19 The student and other signatories cede and assign to Edge Online, all rights, title and interest in and to any intellectual property that may be created in the course of any study or research project that the student undertakes or may undertake at Edge Online or that the student develops or may develop with the assistance of Edge Online's equipment and/or facilities. The student and other signatories furthermore acknowledge that and consent to the outcomes of any work undertaken by the student being used by Edge Online in marketing and promotion activities (including any competitions in to which student work is entered by Edge Online).
- 2.20 Edge Online may, at its discretion, report to the parent, guardian or bursar of the major fee contributor, any breach of rules and regulations by the student or on any other matter concerning the progress, conduct, or wellbeing of the student. The student consents to this.
- 2.21 No guarantees, promises or representations of any nature are made by Edge Online pertaining to the student's enrolment for programme(s) selected by the student with regard to the student's success or failure or otherwise.
- 2.22 Where at the discretion of the Chief Operations Officer, a deferment of an Edge Online registered module has been approved, the module must be registered at Edge Online in the semester when next offered. Additional fees may be incurred where the price of the module in the following semester is higher than the fee when the module was first registered. The credit on an approved Edge Online deferred module will expire after 12 months.

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**3. Indemnity**

Edge Online or any of its representatives shall not be liable for any loss or damage, howsoever sustained whilst the student is enrolled at Edge Online, The signatory/ies hereby indemnify Edge Online against all and any claims made by any person whatsoever in respect of any damage arising out of any grossly negligent or intentional acts or omissions by the student.

Signed at ..... on this ..... day of ..... 20....

.....  
Student: Full name

.....  
Signature

.....  
Parent/Guardian: Full name  
(where student is under 18)

.....  
Signature

