**2024 FULL TIME ENROLMENT FORM**

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| **INVOICE MY COMPANY** | | | | | | | | | | |
| Company name: |  | | | | | | | | | |
| VAT nr: |  | | | | | | | | | |
| Address: |  | | | | | | | | | |
| Contact details for payment purposes (please complete this section even if a company isn’t responsible for payments) | | | | | | | | | | |
| Name: |  | | | | | | | | | |
| Tel: |  | | | Email: | |  | | | | |
| **LEARNER DETAILS** | | | | | | | | | | |
| Surname: |  | | | | | | | | | |
| Name/s: |  | | | | | | | | | |
| ID number: |  | | | | | | | | | |
| Contact number: |  | | | | | | | | | |
| Email (required): |  | | | | | | | | | |
| Full time qualification:  Mark with | **National Diploma:**  2-year Animal Production | | **National Diploma:**  2-year Plant Production | | **National Diploma:**  2-year Agri Sales & Service Man. | | | | **National Certificate:**  1-year Animal Production | **National Certificate:**  1-year Plant Production |
| Start date: |  | **09 June 2024** | | | | |  |  | | |
| Payment options: |  | **Once-off payment** | | | | |  | **Payment plan** | | |
| Documents attached: |  | Certified copy of ID | | | | |  | Certified copy of Grade 10 certificate (or higher) for National Certificate course | | |
|  | Certified copy of Matric certificate for National Diploma course | | | | |  | Employment Letter – Letter issued from the practical site that will sign off the Logbook | | |

**Terms:**

* Deposit payment to be made to confirm registration. Once we receive the payment an Invoice will be send to you. Please provide us with a valid email address to forward information to.
* Payment can be made using the Quotation number as your Reference.
* When choosing the payment plan option, the deposit payable is non-refundable.
* Your space on the course is only confirmed / reserved once payment has been received.
* NO REFUNDS will be paid if the course assignments were not completed on time, no late assignments will be assessed without prior arrangement.

**Please complete this form in print and email the form to** [**admin@agriskills.net**](mailto:admin@agriskills.net) **or** [**lizette@agriskills.net**](mailto:lizette@agriskills.net)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHAT WILL BE EXPECTED OF ME?**

* To get up early and commit to a schedule. Farm life starts early.
* To be willing to participate in all aspects of farm life.
* To be committed to the duties given to you while on the farm.
* To show regard for fellow learners, staff, mentors, etc.
* To follow the code of conduct.
* To treat all equipment and infrastructure with respect.
* To help keep accommodation and facilities neat and tidy.
* To follow instructions and to abide by the farm regulations.
* To respect the farm animals and wildlife. We understand cultures differ but both sites operate as businesses and the animals are considered assets.

**EXCERPT CODE OF CONDUCT**

* Students who stay on the farm over weekend should be willing to assist with practical farm activities. Remember these hours can be logged in your logbook.
* No wearing of earphones or playing on phones during practical sessions is allowed as it could cause accidents due to not hearing moving vehicles and equipment. It also distracts you from what you are supposed to do.
* Learners are not allowed to use alcohol or other mood-altering substances (including marijuana) or illegal drugs at any practical site. Learners will not be allowed onto any of the sites if they arrive under the influence.
* Learners who are constantly late or absent, and who do not participate satisfactorily during their praticals will be asked to leave the practical site and they will not be allowed back on site. The learner will then be moved to the distance learning course. No refunds will be made.
* If any purposeful damage is found, the person(s) responsible will be financially held responsible, and cost will be deducted from their breakage deposit. The necessary disciplinary action will also be taken. If the culprit(s) does not come forward or is not pointed out, equal amounts will have to be deducted from all students to cover the damage costs.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_