INGXENYE YE- 10: IMIGOMO YOKUBHALISA

OKUBALULEKILE
Uma ubhalisa nathi, **uyayamukela lemigomo** kanye nezimali ezikhokhwayo njengoba zibuyekezwa unyaka ngamunye wokufunda. Futhi **uyayamukela imithetho yethu** (okuhlanganisa yonke imithethonqubo, izinqubomgomo kanye nezimiso zokuziphatha), ongayifunda ekhasini lewebhu lomtapo wezincwadi kanye ku-*Student portal*.

Ungakwazi ukuqedela le nkontileka ngekhophi eyiphepha ngokuyiphrinta futhi uyisayine noma ucele ikhophi eliphepha ukuze uyisayine ekhempasini noma esikhungweni sakho.

NOMA

Uzobonisa ukuvuma kwakho kule migomo futhi uzoboshwa yiyo uma uchofoza ukwamukela le migomo lapho isikhungo sinikeza inketho yokwenza kanjalo. Ugunyaza ukuthi ugunyaziwe ukwenza kanjalo.

Le migomo nemithetho yethu yakha le nkontileka Phakathi kwakho nathi. Le nkontileka iphela kuphela ngenxa yezizathu ezishiwo ngezansi noma uma thina noma ukhansela ukubhalisa noma uma wehluleka ukubhalisela noma yimuphi unyaka omusha wezifundo. Uma kwenzeka wehluleka ukukhokha noma iyiphi inkokhelo, isivumelwano esiphelayo asihlukumezi amalungelo ethu okubuyisela noma isiphi isamba semali esisele.

Uma uthatha isinqumo sokusuka kwesinye iskhungo uye kwesinye ngaphakathi noma kuzo zonke izinhlobo zesikhungo,noma uguqule izindlela, noma ubhalise kabusha nganoma isiphi isikhathi esizayo Esikhungweni Esizimele Semfundo, noma ngabe iziphi izimali ezisalele, kanye nanoma iyiphi inqubo yokuqondiswa kwezigwegwe esele , imithetho yesikhungo izoqhubeka nokusebenza kuwena ngokwale nkontileka.

Kuzodingeka ukuthi uvale inkontileka entsha njalo ngonyaka ezohlanganisa izimali ezikhokhwayo zalowo nyaka. Kufanele wazise inhloko yesikhungo noma umuntu wesikhungo se-inthanethi ngokubhala uma noma yimiphi imininingwane yakho ishintsha.

Uma kukhona ongakuqondi, sicela usithinte usicele ukuthi sikuchazele ngaphambi kokuthi wamukele le nkontileka.

Amagama athile**, abalulekile noma imishwana ibhalwe ngokugqamile**. Eminye yayo **ingakhuphula isikweletu sakho noma ezinye izibopho ezingokomthetho** ngaphansi kwale nkontileka, noma **zingakhawulela ezethu**. **Kufanele uzifunde ngokucophelela**.

Amalungelo akho ayisisekelo omthengi nawobumfihlo kanye nezixazululo kuqinisekiswa umthetho. Le nkontileka ayihlosile, ngokungekho emthethweni noma ngokungafanele, ukunciphisa, ukukhawulela, noma ukugwema noma imaphi amalungelo noma iibopho ngaphansi kokuvikelwa komthengi nobumfihlo noma imithetho efanayo.

10.1 IZINCAZELO

Kule mibandela:

10.1.1 **Impahla yezemfundo,** kumongo wale nkontileka, kusho izincwadi, amanothi, okokusebenza, umfaniswano nanoma iyiphi enye into onikezwe yona noma o-odelwe yona uma isivumelwano sekuvunyelwene ngaso.

10.1.2 **Isikhathi semfundo** kusho **isikhathi esinqunyiwe sokufundisa** okungenzeka noma kungase kungabi unyaka.

10.1.3 **Ukubhaliswa kwezemfundo** kusho isivumelwano nezifundo noma amamojula ozobe uwenza kulo nyaka kanye nezimali ezihambisana nazo.

10.1.4 **Unyaka wezifundo** usho isikhathi sonyaka sokubhalisa esivamise ukuqala mhla lungu-1 kuJanuwari kuze kube ngu-30 kuZibandlela, noma kusukela mhla lungu-1 kuNtulikazi kuze kube ngu-30 kuJuni ngonyaka olandelayo nanoma yisiphi esinye isikhatha esibekiwe.

10.1.5 **Ukwamukela** kunencazelo efanayo **nokusayina.**

10.1.6 **Ukuthamela** kuyakubala ukubamba iqhaza kunoma yiliphi ikilasi noma umsebenzi wezemfundo ohlelekile mathupha ekhampasini noma ukude ngezindlela ze-inthanethi.

10.1.7 **Inkontileleka** izoba nencazelo efanayo nesivumelwano noma **imibandela.**

10.1.8 **Inani le nkontileka** lisho izimali kanye ezinye izinkonkiso okufanele uzikhokhele uhlelo **lonyaka ofanele wokufunda**, okuhlanganisa nanoma iyiphi imali yesicelo efanelekile, izimali zokubhalisa ngaphambilini kanye nezimali zokufunda.

10.1.8.1 Ngaphezu kwenani lenkontileka, ungase ube nesibopho sezindleko zezimpahla ezengeziwe kanye namasevisi afana nezokuthutha,izinto zokubhala, umfaniswano,ukuphawula noma izinkokhelo ezengeziwe.

10.1.8.2 Inani lenkontileka lizoshintsha uma ushintsha indlela yokulethwa kwezidingo noma ikhampasi noma iziqu obhaliswe kuzo noma uhlobo lokubhalisa.

10.1.9 **Ukuhlehliswa kokubhalisa** kusho ukungabhaliseli kabusha ukufunda ekuqaleni konyaka omusha wezifundo noma inkathi ngaphambi kokuphothulwa kweziqu.

10.1.10 **Usuku olumisiwe** lusho noma yiluphi usuku kunoma yimuphi unyaka wezifundo okufanele ukhokhe ngawo noma iyiphi ingxenye yenani lenkontileka.

10.1.11 **Umhlinzeki wangaphandle** usho Inhlangano ezimele ehlukene neSikhungo enesibopho sokuhlinzeka noma ukunikeza noma yiluphi uhlelo noma iziqu. Kungase kuhlanganise noma iyiphi indikimba yokuhlola yangaphandle ngaphandle kwe-Independent Institute of Education ehlobene nalawa mamojula, izinhlelo, noma iziqu. Ingase futhi ifake noma yiliphi elinye iqembu elinikeza usizo lwezemfundo, imikhiqizo,noma amasevisi kubafundi bethu ngohlelo nathi.

10.1.12 **Umkhokhi wemali** usho umuntu wemvelo noma osemthethweni onesibopho sokukhokha inani lenkontileka noma ezinye izimali ezikhokhwa ngumfundi.

10.1.13 **Ukukhokha ngokugcwele** kusho imibandela yokukhokha kusengaphambili lapho inani lenkontileka likhokhwa ngokugcwele njengokwenziwe okukodwa ngosuku olushiwo.

10.1.14 **Impahla esunguliwe** isho ulwazi, imibono eqanjiwe, noma izinkulumo zomqondo womuntu ezinenani lezentengiselwano futhi ezingavikeleka ngaphansi kwelungelo lobunikazi, ilungelo lobunikazi, uphawu lwesevisi, uphawu lokuhweba, noma imithetho yezohwebo ekulingiseni, ekwephuleni umthetho, nasekuhlanjululweni. Impahla esunguliwe ihlanganisa, amagama ebhrendi, okutholiwe, amafomula, okusunguliwe, ulwazi, imiklamo ebhalisiwe, isofthiwe nemisebenzi yobuciko, yokubhala, noma yomculo.

10.1.15 **Indlela yokulethwa** isho indlela uhlelo olwethulwa ngayo futhi ihlanganisa nebanga noma ukubhaliswa koxhumana nabo.

10.1.16 **Imigomo Yokukhokha** isho ukukhetha kwakho isikhathi ozokhokha ngaso.

10.1.17 Ulwazi lomuntu siqu lusho ulwazi oluhlobene nomuntu wemvelo obonakalayo nophilayo (okuhlanganisa abafundi nabafundi abazoba abafundi, abazali, nabakhokhi bezimali nabahlinzeki bempahla) futhi lapho kufanele khona, umuntu ongokomthetho obonakalayo nokhona (njengenkampani, i-close corporation, noma trust). Lolu lwazi luhlanganisa: (a) ulwazi oluchaza umuntu, njengohlanga lwakhe, ubulili, ukukhulelwa, isimo somshado, ubuzwe, ubuhlanga, umbala, ukukhetha kwakhe ubulili, ubudala, impilo, ukukhubazeka, inkolo noma izinkolelo, isiko, ulimi nokuzalwa komuntu; (b) ulwazi oluhlobene nemfundo noma umlando wezokwelapha, wezezimali, wobugebengu noma wokuqashwa komuntu; (c) noma yimiphi imininingwane yokuhlonza noma yokuxhumana (njengegama lomuntu, ikheli le-imeyili, ikheli lendawo, inombolo yocingo, imininingwane yendawo); (d) ulwazi lwebhayomethrikhi yomuntu; kanye (e) nemibono yomuntu, imibono noma izintandokazi (noma mayelana) nomuntu nanoma yikuphi ukuxhumana okusethwe noma okuvela kumuntu.

10.1.18 **I-POPI Act** isho ukuthi Protection of Personal Information Act (uMthetho Wokuvikelwa Kolwazi lomuntu) (Act) 4 wezi-2013. Ophinde ubizwe ngokuthi i-POPIA.

10.1.19 **Ukucubungula** kusho imisebenzi ebandakanya ulwazi lomuntu siqu, okuhlanganisa imisebenzi efana nokuqoqa, ukugcina, ukusebenzisa, ukusabalalisa, ukumaka, ukukhawulela, ukusula noma ukucekela phansi ulwazi lomuntu siqu.

10.1.20 **Umgwamanda wobungcweti** usho noma yimuphi umgwamanda, owaziwa ngokomthetho, ukuba nomthwalo wemfanelo wokulawula ubungcweti noma ubungcweti noma izici zomsebenzi womkhakha othile noma ubungcweti.

10.1.21 **Uhlelo lusho** noma iyiphi iyunithi yokufunda umfundi ayibhalisela ku-XX futhi ihlanganisa, kodwa ingagcini nje, iziqu ezigcwele, izifundo ezimfushane, izifundo, unyaka wokufunda, imojula noma ishabhu noma ukusekelwa kwezifundo.

10.1.22 **Ukubhaliswa kwesikhashana** kuhlanganisa ukubhaliswa kwesikhashana komfundi ongazange ahlangabezane nazo zonke izimfuneko zokungena noma asinikeze wonke amadokhumenti adingekayo noma yimuphi umhlinzeki wangaphandle, futhi kusebenza kuze kube yilapho umfundi ehlangabezana nemibandela eshiwo. Ukubhaliswa kwesikhashana akuthinti umphumela wenkontileka ongancikile ohlotsheni lokubhalisa.

10.1.23 **Iziqu** zisho iziqu ezibhaliswe ku-National Qualifications Framework (NQF) zanoma yiziphi iziqu zaseNingizimu Afrika noma eziqashelwa ngokufanelekile yiSouth African Qualifications Authority (SAQA) noma Universities South Africa (amaNyuvesi aseNingizimu Afrika) (USAf) ukuze zilingane ku-NQF.

10.1.24 **Uhlobo lokubhalisa** lusho ukubhaliswa kwesikhathi esigcwele noma okwesikhashana.

10.1.25 **Imithetho** isho imithetho yethu, izinqubomgomo, izinqubo, izindinganiso, Ikhodi Yokuziphatha Yomfundi, Ingxabano, Izikhalazo kanye Nenqubomgomo Yokuqondisa Izigwegwe (Student Code of Conduct, Dispute, Grievance and Disciplinary Policy).

10.1.26 **I-semester** ngokuvamile isho uhhafu wonyaka wokufunda futhi ihlanganisa nesikhathi sokufundisa nokufunda esihambisana nengxenye yonyaka wezifundo.

10.1.27 **Ukuphela kwesemester** usuku njengoba kuchazwe ekhalendeni lezemfundo lomfundi.

10.1.28 **Ukuqala kwesemester** kusho usuku isemester eqokwa ngalo njengesiqalo sohlelo oluthintekayo ekhalendeni lokuhlela izifundo lwalolo hlelo.

10.1.29 **Ukusayina** kusho ukungezwa kwesiginesha yakho kanye nenjongo yakho oyidlulisile ukuze ubonise ukwamukela le migomo futhi kuhlanganisa ukusetshenziswa ‘kwesiginesha ye-elekthronikhi’ njengoba kuchazwe kuElectronic Communications and Transactions Act (kuMthetho Wezokuxhumana Nge-elekthronikhi kanye Nezentengiselwano) wama-25 ka-2002.

10.1.30 **Umfundi** usho umuntu obhalisiwe futhi ofunda ne-Independent Institute of Education ngo-XX.

10.1.31 **Imigomo** isho imibandela nezibopho eziqukethwe kulo mbhalo.

10.1.32 **Isikhungo** sisho i-Independent Institute of Education (Pty) Ltd.

10.1.33 **Ukudlulisa** kusho ukususa irekhodi lezifundo zomfundi kanye nokubhaliswa kusuka kwesinye isikhungo kuya kwesinye ngaphakathi noma phakathi kwemikhiqizo Yesikhungo noma ukushintsha indlela yokulethwa noma yokubhalisa noma uhlelo olufundwayo.

10.1.34 **Thina** noma **okwethu** sibhekisa ku-The Institute noma XX, noma zombili, kuya ngezimo.

10.1.35 **Wena** noma **eyakho** ibhekisele kuwo wonke umuntu oyingxenye yale nkontileka (kuhlanganise nomfundi) ndawonye futhi ngamunye kuye ngezimo.

10.2 IZINDABA ZEZEZIMALI KANYE NOKUCHITSHIYELWA KOKUBHALISWA

10.2.1 Umuntu ngamunye owamukela le nkontileka noma othumela inkontileka eku-inthanethi uyathembisa futhi uyavuma ukuthi ngokubambisana nakwehlukene banesibopho sokukhokha inani lenkontileka eSikhungweni ngokugcwele ngale migomo. Lokhu kusho ukuthi nibophezelekile ngokomthetho ndawonye futhi ngabanye ngokukhokha inani lenkontileka.

10.2.2 Umuntu ngamunye owamukela le nkontileka unesibopho senani lenkontileka okuhlanganisa ngaphansi kwanoma yiziphi izimo lapho isivumelwano esisayinwe yinkampani yangaphandle njengenkampani noma omunye umxhasi sinikezwe ngendlela edingekayo kodwa singahlonishwa yilowo muntu wesithathu.

10.2.3 **Singase sihlole isimo sesikweletu noma ukukwazi ukukhokhela futhi ngokusayina lesi sivumelwano uvumelana nathi ukwenza kanjalo.**

10.2.4 Uma singayitholi inkokhelo nge-Full Settlement ngosuku lomnqamulajuqu, singase sishintshe imigomo yokukhokha futhi kufanele ukhokhe ngokusekelwe emigomeni emisha yokukhokha esizokunikeza yona.

10.2.5 Lapho inani lokukhokha noma imigomo ingacacisiwe, umkhokhi wenkokhelo uthathwa njengesibopho semali Yokukhokha Ngokugcwele ngosuku olushiwo.

10.2.6 Inani lenkontileka kusafanele likhokhwe ngokugcwele kungakhathaliseki ukuthi umfundi uya kuphi kunoma yiliphi ikilasi noma ukuzibandakanya nanoma yimuphi umsebenzi wezemfundo noma okuqukethwe ku-inthanethi. Ngeke ilungiswe, yehliswe, noma ibuyiselwe.

10.2.7 Kufanele ugcwalise isicelo “sokudlulisa” ngefomethi edingekayo (etholakala ekhempasini noma kumphathi wohlelo) ngenqubo edingekayo uma umfundi efuna ukudluliselwa kwenye ikhampasi ye-The Institute noma ukushintsha indlela yokulethwa kwezidingo ngokwesibonelo ibanga lokuxhumana noma uhlobo lokubhalisa kusukela ngesikhathi esigcwele ukuya esikhathini esithile. Umfundi angabhaliswa kuphela kwenye ikhampasi noma kwenye imodi noma ohlotsheni oluhlukile lokubhalisa uma i-akhawunti yakhe isesikhathini samanje ekhempasini yokuqala noma kwenye imodi.

10.2.8 Inani lenkontileka lingashintsha ngenxa yanoma yiluphi ushintsho kukhempasi noma indlela yokulethwa noma uhlelo futhi umfundi uzoba nesibopho semali yenkontileka yekhampasi entsha, indlela yokulethwa noma uhlelo kusukela lapho ukudlulisa kuqedwa khona. Inkokhelo yokulawula ingase ikhokhiswe ukuze kwenziwe ukudluliselwa.

10.2.9 Kufanele ulandele inqubo ebekiwe uma umfundi efuna ukwenza izinguquko ekubhaliseni kwakhe kunoma yiluphi uhlelo noma ingxenye yanoma yiluphi uhlelo.

10.2.10 Uma kwenzeka, nganoma yisiphi isizathu, uthola isikweletu sezezimali kulo nyaka wokufunda, ungase ucele ukuthi imali esele yemali esele ku-akhawunti yakho yezezimali idluliselwe onyakeni olandelayo wezifundo, kuncike ezinhlinzekweni zika-10.5.20. Isikhungo sinelungelo lokuqinisekisa noma ukwenqaba lesi sicelo ngokubhala phansi. Kulezizimo, isinqumo seNhlangano siwujuqu.

10.2.11 Singase sikhansele lesi sivumelwano futhi sikubuyisele noma iyiphi ingxenye yenani lenkontileka eselikhokhiwe kakade, ngaphandle kwanoma iyiphi imali yokubhalisa noma yesicelo, oqinisekisa ukuthi uyaqonda ukuthi akubanga ukubhukha kusengaphambili noma “umnikazi wendawo” ngezinjongo zesigaba 17 Sokuvikelwa Kwabathengi. Umthetho wama-68 wezi-2008 (“i-CPA”), futhi akudingekile ukuthi ukhokhe enye ingxenye. Singakwenza lokhu uma:

10.2.11.1 Umfundi akahlangabezani nezidingo zokwamukelwa, kuhlanganisa nalezo ezishiwo yinoma iyiphi inhlangano yochwepheshe, okuyodingeka ubufakazi balokho;

10.2.11.2 bambalwa kakhulu abafundi ababhalisele ukuqhuba lolu hlelo; noma

10.2.11.3 umfundi obhaliswe okwesikhashana uthathe zonke izinyathelo ezifanele zokuthobela imibandela kodwa kuze kube usuku olubekiwe akakafinyeleli kuyo.

10.2.12 Noma iyiphi imbuyiselo ngokwemibandela ye-10.2.10 ngeke ifake inani lanoma yiluphi uhlelo oseluvele luqalile lapho umfundi esevele engenile ohlelweni lokufunda olufanele, ehambele kanye/noma ekhokhe njengemali yokubhalisa noma yesicelo kanye/noma nanoma iyiphi impahla yokufunda esezinikeziwe.

10.2.13 Le nkontileka iyakhanselwa uma sixosha umfundi kulandela uhlelo lokuqondiswa kwezigwegwe. Ngeke sibuyisele noma yiziphi izimali ezikhokhwayo, futhi uhlala unesibopho sokukhokha ibhalansi yenani lenkontileka ngonyaka wezifundo ofanele.

10.2.14 Ngeke silungise noma sibuyisele izimali ezikhokhwayo uma umfundi emisiwe ukuya noma ekubambeni iqhaza kunoma yiluphi uhlelo nganoma yisiphi isizathu kodwa engaxoshwanga kulandela inqubo yokuqondiswa kwezigwegwe (lapho kufanele). Kufanele ukhokhe inani eliphelele lenkontileka.

10.2.15 Izinsuku ezinqunyiwe zokukhokha izimali zichazwe ohlelweni lwezimali minyaka yonke noma ekwamukelweni kwale nkontileka yonyaka wokuqala wokufunda noma lapho kwamukelwe ifomu lokubhaliswa kwezemfundo ngonyaka wesibili noma olandelayo wokufunda njengoba kungase kube njalo.

10.2.16 Uma le nkontileka iphela, imigomo evikela amalungelo ethu isazosebenza.

10.2.17 Kufanele uthumele futhi kufanele sithole incwadi esayiniwe eya kumuntu ogunyazwe Isikhungo uma uhlose ukukhansela ukubhaliswa kwakho ngokwale nkontileka. Isikhungo singase sigcine amanani alandelayo njengemali efanelekile yokukhansela, futhi uyagunyaza ukuthi uyayiqonda incazelo yemali efanelekile yokukhansela njengoba ibekwe esigabeni 14 se-CPA futhi uyaqonda ukuthi sivumile ukuthi lezi zimali zifaneleke ngokwezinjongo zesigaba. 14(3)(b)(i), ukukhokhela izindleko zokuphatha nezinye:

Uma inkontileka yakho yokubhalisa ihlanganisa amasemester amabili futhi ukhansela:	**Inani elingezansi kufanele likhokhelwe futhi ngeke libuyiselwe:**
Ngaphambi kosuku olushiwo lokuqala kohlelo.	U-10% wenani le-Full Settlement kungakhathaliseki inketho yokukhokha oyenzile, kanye nezindleko ezigcwele zanoma iyiphi impahla yezemfundo esivele inikezwe wena noma oye wa-wanikezwa yona ngqo ngokuqondile.

Ngaphambi kokuphela kwesemester ebekiwe ekhalendeni lakho lezemfundo.	U-50% yenani lenkontileka, kanye nezindleko ezigcwele zanoma iziphi izinto zokufunda ezinikeziwe kakade noma ezi-odelwe wena ngokuqondile.
Nganoma yisiphi isikhathi ngemva kokuphela kwesemester yokuqala.	U-100% yenani lenkontileka, kanye nezindleko ezigcwele zanoma iyiphi impahla yezifundo esezinikeziwe noma ezi-odelwe wena ngokuqondile.
Uma inkontileka yakho yokubhalisa ihlanganisa isemester eyodwa kuphela futhi ukhansela:	**Inani elingezansi kufanele likhokhelwe futhi ngeke libuyiselwe:**
Ngaphambi kosuku lokuqala olushiwo lokuqala kohlelo.	U-10% wenani le-Full Settlement kungakhathaliseki inketho yokukhokha oyenzile, kanye nezindleko ezigcwele zanoma iyiphi impahla yezemfundo esivele inikezwe wena noma oye wa-wanikezwa yona ngqo ngokuqondile.
Nganoma yisiphi isikhathi ngemva kosuku lokuqala lohlelo olushiwo.	U-100% wenani lenkontileka, kanye nezindleko ezigcwele zanoma iyiphi impahla yezifundo esezinikeziwe noma ezi-odelwe wena ngokuqondile.

10.2.18 Uma ukukhokhwa kwanoma iyiphi isamba senkontileka sekwephuzile, singase simkhiphe umfundi esikhungweni semfundo ephakeme, ukuba aye emakilasini ohlelo alukhethile noma iziqu zokufunda, zokuphothula futhi singase sigodle imiphumela kuze kukhokhwe inani elidingekayo, ngaphandle kokulimaza amanye amalungelo ethu. . Umfundi kusafanele aqedele futhi athumele noma yimiphi imisebenzi ezokwenziwa kanye nokuhlola okusethwe phakathi nalesi sikhathi. Kufanele ukhokhe inani eliphelele lenkontileka ngisho noma singafaki umfundi noma sibambezela imiphumela.

10.2.19 Uhlala unesibopho sanoma yiziphi izindleko okufanele sizikhokhe uma wephula le nkontileka. Izindleko zethu zingase zihlanganise izindleko zomthetho, umkhondo kanye nezindleko zokuqoqa.

10.2.20 Uma noma iyiphi inkokhelo ifike sekwephuzile ngezinsuku zekhalenda ezingaphezu kwezingu-30, futhi kungekho malungiselelo okukhokha owenzile, singase sidinge ukuthi ukhokhe yonke ibhalansi engakhokhiwe yenani lenkontileka. Sizokhokhisa inzalo enanini esikweletwa ngalo ngezinga eliphezulu kakhulu elivunyelwe ngaphansi koMthetho Wezikweletu Kazwelonke, wama-34 wezi-2005 njengoba uchitshiyelwa isikhathi nesikhathi.

10.2.21 Isitatimende se-akhawunti noma incwadi esayinwe ngumphathi wezezimali ogunyaziwe Wesikhungo esho inani olikweletayo nganoma yisiphi isikhathi liwubufakazi obanele besikhashana (prima facie) besikweletu sakho ngazo zonke izinhloso.

10.2.22 Noma yikuphi ukukhanselwa noma ukuhlehliswa noma ukudluliselwa ngokwemibandela yalesi sigaba somthetho ngeke kwandise ngokuzenzekelayo izikhathi zokuqeda ezivumelekile zokubhaliswa kwakho kweziqu.

10.2.23 Kufanele ubhalele umuntu ogunyazwe Isikhungo ngokushesha nje lapho ushintsha ikheli lakho noma eminye imininingwane yokuxhumana futhi ukuchibiyele lokhu ohlelweni.

10.3 IZIBOPHO ZOKUPHEPHA

10.3.1 Angeke uhlinzeke noma ubani ongenamvume ngemininingwane yakho noma imininingwane yemvume yokungena kwi-*Student portal* okufaka phakathi inombolo yomfundi isicelo noma inombolo yakho onikezwa yona malungana nokufaka isicelo ngekhompyutha noma ukubhalisa futhi angeke uyiqophe le minininingwane nganoma iyiphi indlela engabangela ukuthi ifinyelele ezandleni zanoma ubani ongenamvume yokuba nayo. Uma ungagcini imininingwane yakho noma yokungena iphephile, ungalahlekelwa yigunya lokusimangalela uma iba nomonakalo noma ilahleka ungase ubhekane nemithelela ngoba wehlulekile ukuvikela imininingwane.

10.3.2 Lapho kufakwa imininingwane yokungena kwi-*Student portal* yalowo ofaka isicelo noma inombolo yomfundi, sizothatha ngokuthi konke okwenzekayo malungana nokubhalisa kwakho ngekhompyutha kuyisenzo sakho nokuthi noma iyiphi imiyalelo kulokhu inobuqiniso.

10.3.3 Siyaqinisekisa ukuthi ngasohlangothini lwethu sinezokuphepha ezigculisayo ukuvikela imininingwane yakho yokungena kwi-*Student portal* kanye neminye imininingwane yakho nemininingwane eyimfihlo oyihlinzeke ngenkathi ubhalisa ngemigudu yokubhalisa ngekhompyutha. Kepha, uyemukela ukuthi, noma sizolandela izindlela ezifanele ukugwema imizamo yobugebengu bokweqa ezokuphepha malungana nokubhala ngekhompyutha, noma imiphi imininingwane ethunyelwe kusetshenziswa i-*link* noma uhlelo lokuxhumana olungaphephile kungaba yimbangela yomqaphi ongenamvume, ukuhlwithwa olwazi ngendlela, noma ukungenela komuntu ongenamvume,ngenxa yalokhu angeke size sibe nesibopho kanti konke lokhu angeke kwenzeke ngasohlangothini lwethu.

10.4 UKUZIVIKELA OKUBALULEKILE

10.4.1 Uyasivikela ekumangalelweni, ukulahlekelwa, umonakalo, ukulimala, noma ukufa okungaba yimbangela yobudedengu, isenzo samabomu noma ukuhluleka ukwenza okufanele okungenziwa umfundi, ngabe ungaphakathi ekhampasini noma ngaphandle.

10.4.2 Uma umfundi ezibandakanya nezenzo ezithile ufanelwe ukuqonda ukuthi angabhekana nobungozi obuza nazo, kanti wena:

10.4.2.1 unikeza imvume kumfundi ukuba abambe iqhaza kokwenzeka ngaphakathi nangaphandle kwekhampasi, okufaka phakathi ezemidlalo, ezamasiko, ezemfundo, noma ezokuxhumana, ezokuvakasha, ezokungcebeleka nanoma yiziphi ezinye ezenzeko ezifuze lezi;

10.4.2.2 uyaqonda ukuthi le mibuthano ingase ibe nobungozi bokulimala futhi ayesekwa noma ayiqashwa futhi ayihlelwa yithi.

10.4.2.3 uyasivikela thina (kanye nezinkampani esisebenzisana nazo, abasebenzi bethu, osonkontileka abancane, kanye nalabo abasimele) uma kunokumangala okuhlangene nokulahlekelwa, umonakalo, ukulimala noma ukufa komfundi noma impahla yakhe ngesikhathi salo mbuthano, ngaphandle uma lokhu kube yimbangela yobudedengu bethu obusobala; futhi

10.4.2.4 unikeza imvume yokuba noma yimuphi umsebenzi wethu noma loyo osimele ukuba abhekane nokulimala komfundi ngesikhathi eyingxenye yanoma yimuphi umbuthano, nokuthi angagunyaza usizo lwezempilo ngamandla emvume alinganayo nalawo aqukethwe wumzali (*in loco parentis*) esimweni esiphuthumayo lapho bengakwazi ukuthinta umzali noma umbheki womfundi lapho kudingeka usizo lwezempilo oluphuthumayo; futhi

10.4.2.5 uyavuma ukukhokha izindleko eziphathelene nosizo lwezempilo oluhlinzekwe yi-Institute ukuhlenga umfundi.

10.5 NGOKUVAMILE

10.5.1 Uyaqinisekisa futhi uyethembisa ukuthi yonke imininingwane yakho esekufakweni kwesicelo kanye nakwinqubo yokubhalisa yale nkontileka ilungile futhi iyiqiniso.

10.5.2 Umuntu owamukela le migomo uyaqinisekisa futhi uyathembisa ukuthi wena uyayiqonda ngokuphelele le nkontikela.

10.5.3 Ngaphezu kokuba loyo okhokha izindleko noma umfundi amukele le migomo nemibandela njengengxenye yenqubo yokubhalisa, umfundi uzonxuswa ukuba aqinisekise ukwamukela le migomo ngokuyamukela emnyangweni wabafundi uma esangena okokuqala kulo mnyango futhi kuzobe kumiselwe kanjalo.

10.5.4 Singacima noma sishintshe isikhathi sokuqala nokuphela kosuku noma uhlelo lwezikhathi kanye nokuma kwamakilasi ngaphandle kwesexwayiso, kodwa ngesizathu esizwakalayo, ukuvumela ukushintsha kwezimo.

10.5.5 Singashinstsha uhlelo lwezemfundo noma okufundwayo kunoma yisiphi isifundo noma imojuli esinayo.

10.5.6 Singamisa ukufundwa kwesifundo noma ingxenye yesifundo esithile uma singenalo isasasa, inqobo uma inani elikwisivumelwano lizoguqulwa ngendlela futhi inqobo uma, ngasohlangothini lwesifundo, abafundi bengakaqali ukufunda leso sifundo.

10.5.7 Umfundi kumele enze isiqiniseko sokuthi ubhalisele wonke amamojuli, izifundo kanye neziqu okuyizona.

10.5.8 Umfundi kumele aqinisekise ukuthi uyaziqonda zonke izindingo zokubhalisa, zencwadi yokucacisa, nayo yonke imithetho yokukhetha noma yisiphi isifundo nokuthi kungathatha isikhathi eside kangakanani ukuqeda leso sifundo asikhethile njengoba kudingeka.

10.5.9 Uyaqinisekisa futhi uyathembisa ukuthi uhlolisise kahle ukuthi iziqu, izinhlelo, izifundo kanye namamojuli kuyikho ngaphambi ngokukwamukela le nkontikela. Umthwalo oqondene nokulahlekelwa noma isikweletu esiyimbangela yokubhalisa noma ukuhlola okunamaphutha, nganoma yisiphi isizathu, uyasikhulula kuwo.

10.5.10 Umfundi kumele athole i-*South African Qualifications Authority* noma i-*Universities South Africa* noma kokubili ukuqinisekisa noma yiziphi iziqu zezizwe ngezizwe njengomgomo, lokhu umfundi uzenzela ngokwakhe.

10.5.11 Uyavuma ukuthi, lapho kufanelekile, iziqu zobuchwepheshe zakhelwe ukuhambelana nezimfuno zebhodi lobuchwepheshe eNingizimu Afrika futhi i-Institute sincikene nalezi zimfuno.

10.5.12 Uyavuma ukuthi uyawazi amabhodi abhekelela, aqinisekise, aphinde anikezele ngezinhlelo zemfundo yomfundi noma iziqu zakhe futhi uyayiqonda indlela yokubhalisa.

10.5.13 Lapho kufanelekile, kufanele ubhalisele izinhlelo zemfundo noma iziqu zomfundi nanoma yimuphi umhlinzeki wangaphandle ofanelekile, bese uhambisa ngokwezimfuno, imigomo, nemigudu efanele, kanye nokukhokha imali yale nkontikela *t*.

10.5.14 Imithetho yethu iyatholokala kwisizindalwembu somtapo wolwazi kanye nasemnyangweni wabafundi. Abafundi siyabavumela ukuba bafinyelele kule mithetho ezinsukwini zokusebenza ezinhlanu ngasekuqaleni kwezinhlelo ngokushicilelwe.

10.5.15 Abafundi banezinsuku eziyishumi ukufunda baqonde imithetho nokuthi izithinta kanjani izinhlelo zemfundo yabo. Ngemuva kwalokhu, sithatha ngokuthi ufundile, waqonda, wase wethembisa ukulandela yonke imithetho ukusukela ngosuku owemukela ngalo lesi sivumelwano.

10.5.16 Ukwethembeka kwezemfundo sikuthatha njengento esemqoka kakhulu. Umfundi okukholakala ukuthi uyathinteka ngobuwaka, ukukopela, noma kunoma yimuphi ugcobho ekungathembekini kwezemfundo, sizomuthathela izinyathelo zokuqondisa kwezigwegwe.

10.5.17 Konke okwenziwe ngengqondo okuzuza ngenkathi usaqhuba imigomo yezifundo zakho kusengokwesikhungo, ngaphandle uma umbhalisi we-*Institute* eza nesivumelwano esibhalwe ngokusemthethweni esisho okuhlukile kulokhu ngaphambi kokuhlinzekwa kwalolu lwazi. Lapho le nkontikela seyamukeliwe, uyavuma ukuthi kuyaziwa ukuthi umfundi usenikele waphinda wadlulisela ngamalungelo nobunikazi bolwazwi lwengqondo aluqambile lapho eqhuba izifundo zakhe, uphenyo, noma iphrojekhthi kanye nathi noma esebenzisa izinsizakusebenza noma izindawo zethu. Uma lokhu kunikezela kutholakala kungagculisi nganoma yisiphi isizathu, wena ke/umfundi uyavuma ukusayinda nesikhungo esayindela isenzo sokunikezela kanye nesabelo.

10.5.18 Sizokwenza ngokusemandleni nangokukhulu ukushesha ukuphinda siqhubekise uhlelo lokufunda obese lumisiwe noma obese lushintshiwe ngenxa yezimo ebesingeke sikwazi ukuzilawula. Lokhu kufaka phakathi i-*force majeure*, isimo senhlekelele noma isimo esiphuthumayo, izenzo zikaNkulunkulu noma zikahulumeni, izifo, ukucima kukagesi okuhleliwe, ukuphazamiseka kwezinhlelo zokuhlinzekwa kwamanzi, isimo sezulu esimbi, izinhlekelele zemvelo, izimpi, izinguquko, izinxushunxushu zemboni noma zabafundi, nezinye izimo ezifuze lezi.

10.5.19 Indlela yokwethulwa kezifundo, uhlobo lokubhalisa, noma indlela umfundi abezikhethele ngayo ukufunda angeke isafana ngemuva kwalezi zimo eziku 10.5.18 ngenhla uma lezi zimo zikuvimbela lokhu.

10.5.20 Le nkontikela ingashintshwa noma icinywe uma lokhu kubhalwe phansi kwaphinde kwamukelwa yizo zonke izinhlaka noma abazengamele. Izenzo ezibonakalisa ukudelwa kwamalungelo ethu azamukelekile ngaphandle uma lokhu kubhalwe kwasayindwa yizo zonke izinhlaka. Kodwa, izinhlaka ziyavumelana ukuthatha izinguquko emithethweni yethu njengezamukelekile nezisebenzayo emva kwezinsuku zokusebenza ezinhlanu lezi zinguquko zimenyezelwe emnyangweni wabafundi.

10.5.21 Ukuze sikuhlinzeke ngezinto zokufunda, ukungena ezindaweni zethu nalezo zobuchwepheshe, nokuthola imiphumela noma imibiko ephathelene nemfundo, sidinga ukuhlolisisa imininingwane yakho. Okunye kwalokhu yigama, inombolo kamazisi kanye nemininingwane yezokuxhumana. Angeke sikufune nemininingwane yakho engadingekile ukuze sikwazi ukugcina iziphopho nezindingakalo zethu ngokwemigomo yale nkontikela.

10.5.22 Uyasinika imvume yokuqoqa nokuhlolisisa imininingwane yakho nokukhipha le mininingwane ngezizathu eziphathelene nezemfundo noma ukumelana nezibopho zomthetho ezimweni eziphuthumayo kuphela, futhi uyaqinisekisa ukuthi uyasinika imvume ngokukhululeka, ngokuzithandela futhi ngaphandle kwethonya elingafanelekile noma ukucindezelwa.

10.5.23 Sizonikezela ngemininingwane yakho kwenye imboni, kumabhodi alawulayo, kanye nabahlinzeki bezinsizakalo, kodwa kuphela uma le mininingwane ifunwa yibo beyifunela ukwenza umsebenzi wabo.

10.5.24 Wena (kanye nomfundi) niyasinika imvume yokuthumela imininingwane yezemfundo, yezezimali, izikhathi zamakilasi, izinto ezenzeka esikhungweni neminye imininingwane efuze lena sisebenzisa ukuxhumana ngezobuchwepheshe, njengemiyalezo yocingo kanye nencwadinyazi.

10.5.25 Singathumela imiyalezo yezentengiso kuwe ngezobuchwepheshe, kanti-ke ungakhetha ukuphuma ohlelweni lokuthola leyo miyalezo yentengiso ngokuphuma usebenzisa indlela efanele oyithola kumyalezo wokuqala wezintengiso zethu.

10.5.26 Sizophatha imininingwane yakho ngokuqapha futhi sibe nazo zonke izindlela zokuphepha zolwazi ezamukelekayo ezidingekayo ukuze sikuvikele. Ukubona ububanzi obugcwele beSaziso Sobumfihlo Bemininingwane, sicela uvakashele iwebhusayithi yethu ku www.advtech.co.za.

10.5.27 Ungacela ukuba sikuvezele imininingwane yakho esiyiphethe, noma ucele isibuyekezo noma isilungiso, ukwengezwa noma ukususulwa kwaleyo minininingwane, sizobe sesenza njengoba usho ngokulandela inqubomgomo yesikhungo, i-POPI *Act* kanye ne *Promotion of Access to Information Act* 2 ka-2000. Isicelo salolu hlobo kumele senziwe kulandelwa inqubo ebalulwe kwi-PAIA *Manual* yethu ongayithola kwisizindalwembu sethu esiku-10.5.26. Kungumsebenzi wakho ukusazisa nganoma yiluphi ushintsho olwenzeka kwimininingwane yakho ethinta ukuhlobana kwethu ngokwe- nkontikela, nesikhathi noma uma lokho kwenzeka.

10.5.28 Abafundi bavumelekile ukusebenzisa izinhlelo nama-*network* olwazi uma bekusebenzisela izifundo zabo, nokuxhumana nabanye abafundi nabafundisi. Kodwa singahlola noma iluphi ulwazi umfundi azakhela lona, alugcinayo, aluthumelayo noma alwamukelayo esebenzisa izinhlelo noma ama-*network* ethu. Lokhu kusho ukuthi singaqapha, singenelele, siqophe noma sihlole konke ukuxhumana noma i-*data*, kodwa asibophezekile ukwenza lokhu. Umfundi uyavumelana nalo mbandela.

10.5.29 Uyasivumela futhi ukusebenzisa noma yimuphi umsebenzi womfundi (okubandakanya umsebenzi esiwufake emncintiswaneni) ukumaketha noma ukwenza ama-*promotion*.

10.5.30 Uyasinika futhi imvume ngokungenambandela ukusebenzisa noma yisiphi isithombe somfundi empahleni yethu, okufaka phakathi izinkundla zokuxhumana.

10.5.31 Singabika noma yini ephathelene nokuziphatha, ukwephulwa kwanoma yimiphi imithetho, noma isimo sempilo (kuyoya ngokuthi mungakanani umonakalo obonakele) kumzali, umbheki, umkhokhi-zindleko, noma loyo okhonjwa wumthetho, futhi ususinikeze imvume ukuhlinzeka ngale mibiko ngokwamukela le nkontikela. Lokhu kungafaka phakathi imininingwane yakho siqu.

10.5.32 I-*academic transcript* yakho izoba nayo yonke imininingwane enhlonzwe umthethonqubo kufaka phakathi ukuthi uqhuba kanjani nokuthi usebenza kanjani ezifundweni zakho kuwona wonke amamojuli osuke wawazama kanye nesitatimende sokuma kahle esiphathelene nokuziphatha kwakho ngaphandle uma sinerekhodi lakho lokuqondiswa izigwegwe lapho ke angeke sihlinzekwe lesi sitatimende sokuma kahle.

10.5.33 Ngokwe-*Immigration Act* ka-2002, abafundi bamazwe ngamazwe abangezona izakhamizi zaseNingizimu Afrika ngokuphelele kudingeka ukuba basebenzise izindleko zabo ukuthola i-*visa* yokufunda ezobavumela ukuba bafunde ngokuphelele leso sikhathi abazosifunda eMnyangweni Wezasekhaya waseNingizimu Afrika. I-*visa* kumele ivunwe yi-*Independent Institute of Education* (Pty) Ltd. Uma abomthetho benikeza nge-visa, indawo yokukhosela, i-*refugee*, noma isimo esifanayo ngezizathu zokufunda, ebese ekuhambeni kwesikhathi bayahoxa noma bangayivuseleli, le nkontikela ibe seyizesula yona. Izindleko zokubhalisa kanye nezinye angeke zibuyiselwe emuva. Lokhu kusho ukuthi usamelwe ukukhokha imali esele ngokwenani elikwi nkontikela. Singayibuyisa imali uma usithumelela ubufakazi bokuthi awuzange uvunyelwe ukuthola i-*visa* noma i-*visa* yokucela indawo yokukhosela ayizange ivuselelwe.

10.5.34 Abafundi bamazwe ngamazwe ababhaliselwe ukufunda besemakhaya kufanele babe ne-*visa* yokungena eNingizimu Afrika njengalokhu kungadingwa uhlelo.

10.5.35 Asikunikezi isiqiniseko, isethembiso noma ukukhulumela/ukumela ngempumelelo yomfundi, ukufeyila kwakhe, nokuthi usebenza kanjani kuzo zonke izinhlelo zemfundo azikhethele zona.

10.5.36 Sifuna umfundi abambe iqhaza eliphelele kuhlelo nokuthi bathobele imithetho ye-*Institute*.

10.5.37 Uma inkontikela seyamukeliwe iyabophezela. Isimo sokubhalisa sidinga ukuba kuthunyelwe amadokhumenti adingekayo ukugcina umgomo wokubhalisa, nokuthi siwemukele la madokhumenti. Uma lokhu kungalethwanga umfundi angeke akwazi ukugogoda. Umfundi kumele abe namakhophi asethifayiwe ala madokhumenti aphinde awathumele uma kunesidingo. Wonke amadokhumenti athunyelwayo kumele kube ngasemthethweni futhi sizothatha izinyathelo ezifanele uma kunamadokhumenti omgunyathi athunyelwe.

10.5.38 Le nkontikela kumele ibhekwe iyamaniswe nomthetho wase Ningizimu Afrika.

10.5.39 Labo abazibophezele ngokwe *contract* banikeza igunya lemantshi yenkantolo imvume njengoba le nkantolo isebenzisa igunya layo kunoma iziphi izinyathelo zomthetho ezingathathwa noma iliphi ilunga lesibopho se nkontikela lapho limangalela elinye ilunga ngokulandela imiqathango ye nkontikela.

10.5.40 Amalunga, kubandakanya nomfundi, azikhethela ngokwawo amakheli omgwaqo ngenzansi enzela isevisi kanye nokuthunyelwa kwezaziso kanye nokuxhumana ngokomthetho (*domicilium citandi et executandi*) ngokuhambiselana nale nkontikela:

10.5.40.1 Wonke amalunga alesi sivumelwano, okufaka phakathi nomfundi: Imininingwane yekheli ne- nkontikela injengoba sahlinzekwa ngayo yase ifakwa ohlelweni lwethu lwabafundi.

10.5.40.2 The Institute: ADvTECH House, Inanda Greens Office Park, 54 Wierda Road West, Wierda Valley, Sandton, 2196 (iqoshwe ukuba iye ngqo kumqondisi we-*Institute*).

Umuntu owamukela le kontileka uyaqinisekisa futhi uyethembisa ukuthi uyifundile wayiqonda, nokuthi unalo igunya lokuyamukela nokuthi uyasithatha isibopho sokumelana nemigomo yale nkontikela. Umuntu owemukela le nkontikela uyazi ukuthi nomfundi kuzodingeka ukuba emukele le migomo lapho engena okokuqala kwi-*Student portal*.

Ngokucofa lapho khona kuthi "I accept": (i) Uyakumela uphinde uqinisekise ukuthi le migomo yokubhalisa uyifundile wayiqonda futhi; (ii) Uyabonisa isivumelwano sakho nale migomo yokubhalisa nokuthi uzibophezele kuyo futhi (iii) uyabonisa ukuthi umfundi uyazi ngesibopho sale migomo kanti umfundi kuzodingeka ukuba abonise ukuvuma ngokwamukela le migomo kwi-*Student portal*.