



Western Cape
Government

Agriculture



WELCOME GUIDE



2017

ELSENBURG AGRICULTURAL TRAINING
INSTITUTE

1.	WELCOME	4
2.	USEFUL CONTACT INFORMATION	6
3.	ELSENBURG AGRICULTURAL TRAINING INSTITUTE	7
3.1.	Introduction	7
3.2.	Registration	8
3.3.	Accommodation	9
3.4.	Payment of Fees	11
3.5.	Orientation	12
3.6.	Language	12
3.7.	Phasing out of qualifications	13
3.8.	Cancellations	13
3.9.	Prescribed notes/books	13
3.10.	Parking	14
3.11.	Library	14
3.12.	Internet and e-mail	14
4.	PRACTICAL INFORMATION	15
4.1.	Responsibility for personal progress	15
4.2.	Academic rules	15
4.3.	Physical safety	15
4.4.	Insurance of personal belongings	15
4.5.	Alcohol and drug abuse	15
4.6.	Sexuality	16
4.7.	Vandalism	16
4.8.	Academic performance/student accommodation	16
4.9.	Clothing	16
4.10.	Class Attendance	16
4.11.	Behaviour	16
4.12.	General	16
5.	LEISURE	
5.1.	Student unions	18
5.2.	Sports	18

ADDENDUM

Annexure A - Payment Terms request form

19

Annexure B – First Year Fees 2016	21
Annexure C - Orientation Programme	29
Annexure D - Extracts as contained in the Constitution of South Africa (Act 108 of 1996)	31

WELCOME MESSAGE FROM THE ACTING PRINCIPAL

Welcome and congratulations on your acceptance to the Elsenburg Agricultural Training Institute. We have been preparing and waiting for you, and now you are finally here. Thank you for choosing our institution and a career in Agriculture. A warm welcome is extended to all parents. You can be assured of a high standard of agricultural training to your sons and daughters entrusted with us.



As new students you are entering a new phase of change and adjustment. The world around us is continually changing and the Elsenburg ATI is no exception. It is continually evolving and becoming a more and more diverse community in all respects. Inclusivity and respect for our diversity are some of our fundamental values advocated at all times. As you will be entering a new phase of change, transition and adjustment, you are strongly encouraged to engage with other young students of different views, beliefs, race, gender, background, experiences, etc. Be assured that your educational experience will indeed be significantly enriched through such interaction. After all, we all share a common humanity.

So in essence, treat every person with respect; no form of discrimination will be tolerated; excessive consumption of alcohol and experimentation with drugs are highly unacceptable as it impairs judgement with numerous negative consequences. Your security is important. Always be careful and vigilant wherever you are. Finally and most importantly work hard and take your academic studies very seriously. Finally I leave the following poem with you.

EQUIPMENT

*Figure it out for yourself, my lad,
You've all that the greatest of men have had,
Two arms, two hands, two legs, two eyes
And a brain to use if you would be wise.
With this equipment they all began,
So start for the top and say, "I can."*

*Look them over, the wise and great
They take their food from a common plate,
And similar knives and forks they use,
With similar laces they tie their shoes.
The world considers them brave and smart,*

But you've all they had when they made their start.

*You can triumph and come to skill,
You can be great if you only will.
You're well equipped for what fight you choose,
You have legs and arms and a brain to use,
And the man who has risen great deeds to do
Began his life with no more than you.*

*You are the handicap you must face,
You are the one who must choose your place,
You must say where you want to go,
How much you will study the truth to know.
God has equipped you for life, but He
Lets you decide what you want to be.*

*Courage must come from the soul within,
The man must furnish the will to win.
So figure it out for yourself, my lad.
You were born with all that the great have had,
With your equipment they all began,
Get hold of yourself and say: "I can."*

--Edgar A. Guest

Mrs R Wentzel

Acting Principal: Elsenburg Agricultural Training Institute

2. USEFUL CONTACT INFORMATION

2.1. Student administration section

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence on academic matters i.e. studies-related matters, bursaries, etc. should be directed to:

Head: Student Affairs
Elsenburg Agricultural Training Institute
PO Box 54
ELSENBURG
7607

Elsenburg website: www.elsenburg.com
Fax number: 021 884 4319

Contact Person	Telephone number	Email Address
Desiree Chinasamy-Dampies	021 808 5457	DesireeCD@elsenburg.com
Marilise Smith	021 808 7691	MariliseS@elsenburg.com
Liesl Hendricks	021 808 5453	LieslH@elsenburg.com
Elizabeth Everts	021 808 7652	ElizabethE@elsenburg.com

2.2. Hostel

Office hours for enquiries: Mondays to Fridays, 08:00 to 16:30

Correspondence on matters relating to Elsenburg residences should be directed to:

Head: Hostel
Elsenburg Agricultural Training Institute
PO Box 54
ELSENBURG
7607

Elsenburg website: www.elsenburg.com
Fax number: 021 884 4319

Contact Person	Telephone number	Email Address
Laetitia Smith	021 808 5470	LaetitiaS@elsenburg.com
Marque Lukas	021 808 5470	MarkL@elsenburg.com

3. ELSENBURG AGRICULTURAL TRAINING INSTITUTE

3.1. Introduction

Elsenburg's history dates back to 1698 when the land was allocated to Samuel Elsevier by Willem Adriaan van der Stel, governor of the Cape Colony at the time. The farm's successive owners, of whom Martin Melck is probably the best known, built it up to become one of the premier farms in the Cape. Martin Melck built the beautiful old manor house in 1761. The farm was sold to the government by the Myburgh family in 1898.



On 1 September 1898 the Agricultural College, the first of its kind in South Africa, opened its doors. Five students received their diplomas at the end of the first academic year, June 1899. During the first 14 years of its existence the average number of students was 44. During the First World War there was a drastic reduction in applications, with only eight students studying there in 1915.

In 1926 Elsenburg College of Agriculture and the University of Stellenbosch amalgamated and a two-year diploma course was offered at Elsenburg, with the primary aim of training prospective farmers. In 1927 this course was replaced with a one-year course, which was replaced by practical courses in 1931. In 1939 the two-year diploma course was reinstated. Elsenburg's 47-year relationship with the university was severed in 1973 and the Department of Agriculture took on the responsibility for agricultural training at Elsenburg.

An important milestone in 1976 was the establishment of the Diploma in Cellar Technology. Many of South Africa's winemakers today received their agricultural training at Elsenburg.

In 1994, with the transformation to a democratic government in South Africa, the Department of Agriculture: Western Cape was created and the Elsenburg and Kromme Rhee colleges of agriculture amalgamated. The amalgamation placed a great responsibility on the Department of Agriculture to continue and expand the training offered. A Centre for Further Education and Training was therefore created to address the need for short, practical courses.

The relationship with the University of Stellenbosch was also reinstated and since 2004 Elsenburg has been offering a B.Agric. programme in association with the University of Stellenbosch's Agriscience Faculty.

This development is in line with the government's new academic policy to give tertiary students more mobility between educational institutions. The duplication of programmes is also eliminated. The Elsenburg College of Agriculture was renamed the Elsenburg Agricultural Training Institute on 1 April 2004.

3.2. Registration

Registration for first year B.Agric, Higher Certificate and Equine Studies programmes commences on **23 January 2017** at **08:30 to 13:30**. Academic classes start on **30 January 2017**.

Venue for registration: Elsenburg Agricultural Training Institute Lecture Rooms

A **compulsory** registration fee of **R2110.00** is payable on the day of registration.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee of R1223.00 is applicable in addition to the registration fee.

All first year students must submit the original Advice of Results and/or matric certificate and ID document. Photocopies of the original documents will be made at registration. No student will be admitted unless the relevant documentation is submitted.

All B.Agric students should have completed the National Benchmark Tests (NBT) which will be used in discretionary cases to make an informed decision about an individual student's admission, especially with regard to placement in the Extended Degree Programme or special tutorial groups.

Opening of the academic year will take place at the **Percheron Hall** at **14:00** on **23 January 2017**. Attendance is compulsory for all registered first year students. Parents are also invited to attend the opening ceremony.

NB: If it becomes apparent at registration that a student does not satisfy the minimum admission requirements, he/she will not be admitted.

3.2.1. Minimum admission requirements: B.Agric Programme

- A National Senior Certificate (NSC) as certified by Umalusi with admission to bachelor's degree studies,
- An aggregate of at least 55% (the subject Life Orientation is not used for the calculation of the average),

In addition to the general admission requirements, the following is required for admission to the programmes:

- 4 (50%) for Afrikaans or English (Home Language or First Additional Language)
AND
- 4 (50%) for Mathematics or 5 (60%) for Mathematics literacy **AND**
- 4 (50%) for Physical Sciences **OR**
- 4 (50%) Life Science **OR**
- 4 (50%) Agricultural Sciences

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 4

- Business Studies
- Dramatic Arts
- Economics
- Geography
- History
- Religious Studies
- Information Technology

- Engineering Graphics and Design
- Music
- Accountancy
- Consumer Studies
- Visual Arts
- Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the B.Agric Degree programme.

3.2.2. Minimum admission requirements: Higher Certificate Programme

- 3 (40%) for Afrikaans or English (Home Language or First Additional Language) **AND**
- 3 (40%) for Mathematics or 4 (50%) for Mathematics literacy **AND**
- 3 (40%) for Physical Sciences **OR**
- 3 (40%) Life Science **OR**
- 3 (40%) Agricultural Sciences

PLUS one of the following subjects as recommended for admission by the Institute, also on at least a 3

- Business Studies
- Dramatic Arts
- Economics
- Geography
- History
- Religious Studies
- Information Technology
- Engineering Graphics and Design
- Music
- Accountancy
- Consumer Studies
- Visual Arts
- Languages (1 language of learning and teaching at an higher education institution and 2 other recognized language subjects)

Life Orientation does not count as a subject for admission to the Higher Certificate programme.

3.3. Accommodation

After completing registration, all resident students must report to the hostel for the allocation of their rooms. **The onus is on the student to ensure, prior to registration, that he/she has received a place in the hostel.**

Students will be placed and allocated in such a way that it will contribute positively to the formation of sound, diverse communities that will in turn contribute to optimal growth and development and to eventual success academically and socially.

- Allocations of rooms take place to reflect the demographics of the student community (per room, hostel and per passage).
- No shifts from hostels or rooms will be permitted without the approval of the placement committee.

Room and furniture are in a good and satisfactory condition. You will be required to sign receipt of these items. On signing for these items you also accept responsibility for these items. Any breakage or removal of items is prohibited. In such event the person responsible to pay your accounts (parents) will be held liable for replacing or payment of these items. It is important that students takes responsibility for the furniture and accessories in the room and that no unauthorised changes to the room/ furniture will be made. In case of any damages (doors included), the costs of repair/ replacement will be recovered from students. Lost room keys will be replaced by students. Rooms should be in a tidy condition and disciplinary action will be taken if you are in breach of aforesaid. Further transgressions of the above may lead to expulsion from the hostels.

All rooms in residences are equipped with basic furniture:

- a bed,
- mattress,
- cupboard,
- desk,
- chair and blinds.

Please note:

There are no bedding (sheets, blankets, pillows or towels) provided.

What to bring to residence

Please **do** bring your own bedding (duvet, duvet cover, sheet, pillow, pillow case etc.) and towels. You **must** also bring a strong padlock for your cupboard (a 40 mm Viro or Cisa with at least two keys are recommended). In addition, you may bring a desk lamp (essential), rug, coffee mugs, radio, rubbish bin or any small reasonable items that will make you feel at home.

Laundry and Housekeeping

Centralised laundry facilities are also available in all residences (please bring own washing powder etc.). Housekeeping services are provided in all residences. All the public areas and bathrooms are cleaned daily. Students make their own beds and should keep their rooms clean.

Important to note the following:

- Students may not keep pets in any residence.
- You may not use an electrical appliance which draws more than 1 kilo watt of power.
- Only single power plugs or multi-plug distributors with SABS-approved trip switches may be used in 15 amp wall sockets. All other forms of power distribution, such as dual plugs, temporary wiring and the like, are strictly prohibited. Only one device with a proper three-wire cord will be permitted per socket in a multi-plug distributor. No switchboards, trip switches or permanent electrical wiring may be tampered with. No equipment that may pose a fire or other risk will be permitted in rooms.
- Do **not** bring extra furniture; no TV's are allowed in rooms.
- No food may be prepared in rooms or on verandas or balconies. No two plate stoves are allowed in the rooms. Only fan heaters are allowed.
- No alcohol or the consumption thereof will be allowed in your room.
- No illegal substances will be allowed on campus or in your room.
- Any electrical or other equipment deemed to be a nuisance will be confiscated.
- You need to apply annually for residence.
- A room will be presented to the student, at which stage the student will be required to sign an 'inventory' confirming the state of the room. After evacuation, the room will be inspected by the responsible staff member(s). In case of any discrepancy with the inventory form, damages will be recovered from the student's account.

- Only one fridge per student (up to a maximum of 150 litres) will be permitted per room. Any items such as traffic signs, information signage, shopping trolleys, flower boxes and waste bins that are not the property of the residence or the Institute are strictly prohibited in any area of the residence or on the relevant premises, irrespective of whether these were used, bought, exchanged or donated.
- No furniture, equipment, cutlery or crockery may be removed from a room/dining hall or any other venue at the residence without the permission of the residence head or the staff member responsible for hostel supervision.
- The Institute will not be liable for the loss or damage of residents' property, and residents will be personally responsible for arranging the necessary insurance cover.
- Fire extinguishers are placed in predetermined positions in residences and may only be removed in case of fire. Emergency equipment such as fire extinguishers, fire hydrants and the contents of emergency plan boxes may under no circumstances be misused or tampered with. Such transgressions will be punishable by immediate eviction.
- Any form of obstruction such as bicycles, motor cycles, etc., in corridors and thoroughfares, is strictly prohibited.
- The unauthorised stacking of waste paper, cardboard or any flammable material in any room of the residence is prohibited.
- For safety reasons, occupants of residences will be required to remove all their belongings from their rooms and leave all cupboard doors open prior to their departure for the end-of-year holiday or any other break for which the Institute may require the rooms. Wherever practicable (excluding the December/January holiday), the residence head in consultation with the staff member responsible for hostel supervision will designate an appropriate room where students' belongings may be stored. Storage will only be provided for properly packaged and identified items.
- Only 1 student is allowed to occupy a single room and 2 students in a double room.
- Family members such as children, siblings, parents, spouses, and cousins etc., are not allowed to cohabit in residences.

Any transgressions of the above may lead to immediate expulsion from the hostels.

Meals

Three meals (breakfast, lunch and supper) are served daily from Monday to Sunday. You can choose which of these meals you want to book. Booking of meals should be done the night before by 12:00pm. An activation fee of R2 487 is payable on the day of registration. Menus are posted weekly on notice board next to the meal booking station. In order to book meals, a coupon will be provided to students.

3.4. Payment of Fees

Please note that a fee increase of 6% had been applied for the 2017 academic year. This is 2% less than the 8% as prescribed by the Minister of Higher Education. Please refer to **Annexure B** for the 2017 cost breakdown for first year students.

Annual student fees may be settled by means of one of the following two modes of payment:

Option 1: Full settlement of all fees relating to the relevant academic year.

Only if all study and related fees are paid in full for the academic year at registration (or within 30 days after registration except for the registration fee that is payable on the day of registration), a request for a 3% rebate on the tuition fees (subject/modules fees only) can be submitted to the Debt Administration section.

Option 2: Semester payments (Two payments per academic year)

First payment at registration in January - All fees relating to the first semester are payable on the day of registration (or within 30 days after registration except for the registration fee that is payable on the day of registration) as a minimum payment requirement.

Second payment on or before 31 July - All fees payable relating to the second semester.

All students/parents are required to complete a **Payment Terms Form** (attached **Annexure A**) and return to Anastasia Jansen prior to registration by fax on 086 590 5622 or email AnastasiaJ@elsenburg.com

3.5. Orientation

The Management of the Elsenburg Agricultural Training Institute is against, and prohibits, any form of initiation. An academic orientation, students' liaison and first year students' programme will take place during **24 - 27 January 2017**. (Refer to **Annexure C**) The programme contains no activities that may be seen as initiation. The manner in which first year students are treated is subject to the Bill of Rights as contained in the Constitution (Act 108 of 1996). The aim of the orientation is as follows:

- To induct first-year students to the process of academic courses, course composition and registration
- To prepare first-year students for the academic, sport, cultural and social programmes at the Elsenburg Agricultural Training Institute
- To introduce first-year students to the organised student and hostel life at the Elsenburg Agricultural Training Institute

Participation in the academic orientation programme is compulsory, while participation in the student liaison and first-year programme is voluntary.

Please take note of the extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students, with special reference to first-year students at their welcoming function. (**Annexure D**)

3.6. Language

The Elsenburg Agricultural Training Institute of the Western Cape Department of Agriculture facilitates and provides structured agricultural education to students in the agricultural sector. In order to establish a knowledgeable, prosperous and competitive sector, the Elsenburg Agricultural Training Institute is committed to educate and train all students in the agricultural industry.

Elsenburg Agricultural Training Institute is a multilingual institution that promotes the use of the three official languages of the Western Cape, namely Afrikaans, English and Xhosa. It adheres to the constitutional principle of affording students, lecturers and the public the right to use their language of choice within the parameters of the Western Cape Provincial Languages Act (Act 13 of 1998) and the Western Cape Government Language Policy (2005).

The Language Policy represents a cascading down of the principles set out in the Western Cape Government Language Policy (2005) and the adaptation thereof to suit the specific

circumstances at the Institute. It aims to promote diversity and equity by adopting a multilingualism approach in support of all three official languages of the Western Cape, namely Afrikaans, English and Xhosa.

Each and every student must be able to communicate and be communicated to in the language of his/her choice with due consideration of practicalities (e.g. the facilitator's language capability or whether interpreting and/or translation services are available). This is very important especially in dealing with complex subject specific issues.

3.7. Phasing out of qualifications

Kindly be informed that the two-year Higher Certificate in Agriculture programme and one-year Diploma in Agriculture programme will be phased out by December 2019 and replaced with a Diploma in Agriculture and an Advanced Diploma in Agriculture respectively. The last intake for the two-year Higher Certificate in Agriculture programme and one-year Diploma in Agriculture programme will take place in January 2018.

The new qualifications are introduced to align with the new Higher Education qualification sub-framework (HEQSF) as Gazetted by the South African Department of Education on 2 August 2013. This is a requirement placed on all Higher Education institutions in the attempt to keep the curriculum relevant.

The new qualifications ensure that the curriculum offered at EATI can be directly compared to that of other institutions; not only nationally, but also internationally through the benchmarking process that took place during the development of these new qualifications.

3.8. Cancellations

When a student leaves the college without having completed his/her programme of study, the Director: HET shall be notified accordingly in writing, together with the reason(s) for the discontinuation of studies. The written notice of discontinuation of studies must be handed in at the Student Administration office. Discontinuing students are also required to complete a Discontinuation of Studies form which is obtainable from the Finance Section.

If the written notice of discontinuation of studies states no date of discontinuation, the date of receipt of such notice shall be used for the purpose of calculating the outstanding amount.

Any student who discontinues his/her studies **after 31 March in the first semester OR after 30 August in the second semester** of the academic year for which he/she registered, shall also be liable for the full study fees owing.

The possible refund of any amount rests with the college.

3.9. Prescribed notes/books

Prescribed notes and textbooks will be available from the subject lecturers. Most of the notes are included in the course fees.

3.10. Parking

No motor vehicle may be kept on campus without prior permission. Vehicles are kept and parked at the owner's risk. Students wishing to park private motor vehicles on EATI grounds must apply for permission on the day of registration. Registration of a motor vehicle is a prerequisite for parking on EATI grounds but does not guarantee a parking bay.

3.11. Library

The library is situated on the first floor of the hostel building, just above the dining room. It is a special library, focusing on agriculture and its related fields. The library is open during normal working hours from 08:00 -16:30 and on Tuesdays to Thursdays until 20:30 (only during the college terms). A fully computerised library catalogue of books, articles, journals, full-text documents etc. is available and can be accessed via the library page on the student server. Library personnel will assist students with literature searches for assignments if needed. Students are allowed to borrow books for a period of two weeks at a time. The library has a facility for photocopying, printing and scanning of documents. Computers and study cubicles are available for student use.

3.12. Internet and e-mail

Upon enrolment and payment of the internet usage fee, students are given a user-ID and a password. You also need these credentials to log on to the internet. Furthermore, PC rooms are available which can be used for individual study or group projects.

4. PRACTICAL INFORMATION

4.1. Responsibility for personal progress

At Tertiary Education level far more study is expected of the student than was the case at Secondary/High School level. **This fact cannot be overemphasised.** Students are expected to take full responsibility for their studies. We will endeavour to create the most favourable study environment possible. Lecturers merely act as facilitators of the learning process and are not the only source of information.

The Management and lecturers at Elsenburg are very concerned about each student's satisfactory study progress. Students who experience difficulties with their studies are expected to report this to the lecturer concerned or the Faculty Manager for the necessary student support. Students are encouraged to make use of this service.

4.2. Academic Rules

Students should be fully conversant with the Academic Rules of the Institute as well as the requirements for readmission. The Academic Rules will be provided to all students at registration. All students are expected to comply with these rules at all times to ensure and maintain our high standards. It is also advised that parents familiarise themselves with these academic rules.

4.3. Physical Safety

Although the Elsenburg campus is regarded as a safe campus and every precaution is taken to ensure the physical safety of every student, new students are advised to familiarise themselves with the rules and regulations in respect of safety. Students must be vigilant at all times and will be informed of measures they have to put in place to help ensure the safety of themselves and their property.

4.4. Insurance of personal belongings

NB: Parents are responsible for the insurance of the student's personal belongings against fire or theft. The Institute cannot accept responsibility for any losses. It is the student's responsibility to ensure the safety of his/her belongings.

4.5. Alcohol and Drug Abuse

Elsenburg recognises the right of every student to use alcohol sensibly and within the limits of the law and the rules of the Institute. However, it is a worldwide phenomenon that the youth, among them students, are frequently guilty of the serious misuse of alcohol. From experience we know that this has far-reaching repercussions for many young people. It is advised that parents discuss the necessity of responsible alcohol use and warn against drug abuse. The rules of the Institute will be strictly applied in the case of offenders, as we will not hesitate to remove such undesirable elements from the student community.

4.6. Sexuality

It is expected of every Elsenburg student to maintain high moral standards. You are no doubt aware of the dangers of HIV/Aids and other sexually transmitted diseases. Parents, it would be appreciated if you would inform your sons/daughters of the necessity of responsible behaviour in this respect.

4.7. Vandalism

Elsenburg is proud of the unique study environment offered to students. As funds become available, facilities are continuously being extended to accommodate more students.

However, funds are extremely limited and the cost of building and maintenance of infrastructure extremely high. For this reason no vandalism or destructiveness will be tolerated by any student, as this in turn impacts negatively on study costs which are recouped from students. Students/parents will be held liable for any damage to college property and costs will be added to the student's account.

4.8. Academic Performance/Student Accommodation

Student accommodation is subject to successful academic performance. Students who underachieve will forfeit their accommodation. Students will be informed of such changes in writing. Any changes announced in classes will be signed for. Non-attendance of classes will not be deemed as ignorance of changes.

4.9. Clothing

Students are expected to be neatly and suitably attired at all times. Bare feet are not permitted in classes or during practicals. During certain practical classes, the wearing of overalls and gumboots is compulsory.

4.10. Class Attendance

The extremely poor attendance of students at lectures has necessitated the application of stricter measures against students who are absent without a reasonable excuse. The Institute's Management has the right to prohibit students from writing examinations, should they not have a satisfactory class attendance record.

4.11. Behaviour

Any bad behaviour by students during their period of study at the Institute on or off campus will be deemed serious and could lead to disciplinary action and in some cases immediate suspension.

4.12. General

The Elsenburg student community is a diverse group where students of different races, cultures, languages and backgrounds meet. We strive to ensure harmony within this diverse community. Commitment to this aspiration by everyone is therefore of extreme importance.

We thank you sincerely for your assistance in the above matters. Parents, you may rest assured that your child's progress is of the utmost importance to us. You are welcome to contact the Student Affairs Office or the Hostel should you have any further queries.

5. LEISURE

5.1. Student unions

The function of the Student Representative Council (SRC) is to voice students' concerns, interests (academic, financial, residential, sporting, etc.) and to forward suggestions to Elsenburg Management.

5.2. Sports

Elsenburg Rugby

Elsenburg forms part of the Stellenbosch Residence League, the *Paul Sauer Cup*. The *Cup* consists of four leagues and Elsenburg plays in the 1st, 3rd and 4th leagues. Our rugby teams perform extremely well against the competition.

There is an opportunity to participate in the annual PANNAR tournament where eight of the country's top agricultural colleges compete against each other. The PANNAR Rugby Week is characterised by hard, honest play with good team spirit and mutual respect. Elsenburg has a proud record in this tournament and has won the cup 35 times in the 40 tournaments that have taken place.

Elsenburg Soccer

Elsenburg forms part of the Stellenbosch Residence League consisting of a 1st, 2nd and a ladies league. Elsenburg has a men's and ladies team in the league.

There are several tournaments in which soccer teams can participate; namely the First Years tournament and the Seniors Tournament. Elsenburg also takes part in the annual NACSANO Cup.

Elsenburg Netball and Golf

Elsenburg has a passion for netball and the team participates in the Stellenbosch Residence League, which is made up of three leagues.

There is a variety of tournaments which in the ladies' participate. There is a First Years Tournament, Openings Tournament and, later in the year, the Hantie du Toit Cup. The ladies also participate in the annual NASCO sports week.

The golf team also participates in the annual PANNAR tournament. As with the rugby, the country's top agricultural colleges participate in the tournament.

As can be seen from the above, Elsenburg students have passion and pride for their sport. It is also important to remember the main goal of playing sport - enjoyment.



PAYMENT TERMS

The student and his/her parent(s) or guardian must sign this agreement whether the student is 18 or not.

1. Student information

Surname and initials

ID number

2. Select the preferred payment option

- 2.1 Full settlement of all study costs for the year (3% rebate on subjects / modules)
(Payable at registration or within 30 days after registration)
- 2.2 Settlement per semester
(First payment payable at registration and second payable on 31 July)
- 2.3 Departmental bursary
(Approval letter to be submitted on day of registration)
- 2.4 Private bursary
(Bursary letter to be submitted prior to registration)

3. The student

Upon signature of this document I, the student:

- 3.1 Agree to pay all registration, tuition, class, residence and any other fees as set out in the booklet on Student Fees and any legal costs that the Western Cape Department of Agriculture may incur as a result of the recovery of outstanding amounts.
- 3.2 Undertake to pay all interest on overdue accounts at a rate as determined by the Minister of Finance from time to time as stipulated in section 80 of the Public Finance Management Act, 1 of 1999. All amounts owed to the government are payable within 30 days of the debt becoming due after which interest will be payable on all outstanding amounts until date of final settlement.
- 3.3 Agree that the college is entitled to refuse me entry to examinations, withhold my examination results, refuse registration for any further courses, or withhold my graduation certificate if my account is not settled in full (inclusive of interest accrued in respect of overdue amounts) or as agreed on as stipulated above.

Signature of student:

Date

4. The parents / guardian

The following applies to the parent(s) / guardian of the Student:

- 4.1 By signing this agreement you become a surety and co-principal debtor for the debts of the student. This means that the Western Cape Department of Agriculture can hold you personally liable for any debt owed to the Department by the student, irrespective of whether the student acted with your consent when incurring the debt.
- 4.2 In the event of the student being a minor at the time of signature hereof, you consent to the agreement between the student and the Department of Agriculture, and specifically to the terms set out in clauses 1 to 3 above. You hereby expressly ratify the agreement concluded by the student herein above.
- 4.3 You agree that you are jointly and severally liable as surety and co-principal debtor to the student. In other words, the Department can claim the entire amount that is owed by the student from you without claiming against the student first (in legal terms). If you do not understand the implications hereof you are advised to obtain legal advice prior to signing this agreement.

If married in community of property then both parents must sign.

Signature of parent or guardian

Signature of parent or guardian

Capacity (father, mother, guardian)

Date



Reference: 19/1/9/4/7/12/5
Enquiries: Ms D Chinasamy-Dampies

ANNEXURE B

2017 ACADEMIC FEES – FIRST YEAR BAGRIC PROGRAMME

Herewith is a breakdown of the approximate fees for the 2017 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 110.00
4.	Meals - Activation fee	Per year	Payable during registration to activate the meal system.	R 2 487.00
5.	Meals	R62.30 per day for 40 weeks	Meal costs are based on R15.84/breakfast, R24.29/lunch, R22.17/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks	R 17 444.00
6.	Lodging (Double room - Hostel)	Per year		R 17 114.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 748.00
8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00

9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	MODULE CODE	CODE	CREDIT VALUE	AMOUNT
Agribesigheidsbestuur / Agribusiness Management	12281	112	10	R 1 172.00
Agribesigheidsbestuur / Agribusiness Management	12281	142	10	R 1 172.00
Biologie / Biology	58459	113	15	R 1 758.00
Biologie / Biology	58459	143	15	R 1 758.00
BLW / PAS (Chemie/Chemistry)	58440	111	10	R 1 172.00
BLW / PAS (Wiskunde/Mathematics)	58440	121	5	R 586.00
BLW / PAS (Laboratoriumtegnieke/ Laboratory techniques)	58440	141	5	R 586.00
Grondkunde / Soil Science	58475	112	10	R 1 172.00
Grondkunde / Soil Science	58475	142	10	R 1 172.00
Gewasbeskerming / Crop Protection	58467	141	5	R 586.00
Landbou Ingenieurswese / Agricultural Engineering	58491	142	10	R 1 172.00
Kommunikasie / Communication	58505	111	5	R 586.00
Natuurlike Hulpbronbestuur / Natural Resource Management	59899	142	10	R 1 172.00
Rekenaarvaardigheid / Computer Skills	58521	112	10	R 1 172.00

ESTIMATED TOTAL COST : +/-R56 000.00

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee of R1223.00 is applicable in addition to the registration fee.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Ms A Jansen on 021-8087677 regarding this.

Errors and omissions excepted



Reference: 19/1/9/4/7/12/5
Enquiries: Ms D Chinasamy-Dampies

2017 ACADEMIC FEES – FIRST YEAR HIGHER CERTIFICATE PROGRAMME

Herewith is a breakdown of the approximate fees for the 2017 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 110.00
4.	Meals - Activation fee	Per year	Payable during registration to activate the meal system.	R 2 487.00
5.	Meals	R62.30 per day for 40 weeks	Meal costs are based on R15.84/breakfast, R24.29/lunch, R22.17/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks	R 17 444.00
6.	Lodging (Double room - Hostel)	Per year		R 17 114.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 748.00
8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00

9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	MODULE CODE	CODE	CREDIT VALUE	AMOUNT
Agribesigheidsbestuur (HS) / Agribusiness Management (HC)	12281	130	10	R 1 172.00
Agribesigheidsbestuur (HS) / Agribusiness Management (HC)	12281	110	10	R 1 172.00
Biologie (HS) / Biology (HC)	58459	110	15	R 1 758.00
Biologie (HS) / Biology (HC)	58459	130	10	R 1 172.00
BLW (HS) / PAS (HC) (WISKUNDE/MATHEMATICS)	58440	110	5	R 586.00
Voorligting (HS) / Extension (HC)	59978	110	5	R 586.00
Grondkunde (HS) / Soil Science (HC)	58475	110	10	R 1 172.00
Grondkunde (HS) / Soil Science (HC)	58475	130	10	R 1 172.00
Gewasbeskerming (HS) / Crop Protection (HC)	58467	110	15	R 1 758.00
Landbou Ingenieurswese (HS) / Agricultural Engineering (HC)	58491	130	10	R 1 172.00
Rekenaargeletterdheid (HS) / Computer Literacy (HC)	58521	130	5	R 586.00
				R 12 306.00

and only ONE of the following STUDY OPTIONS

(A) ANIMAL PRODUCTION & VEGETABLES				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 586.00
Agronomie (HS) / Agronomy (HC)	59898	140	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 586.00
				R 2 344.00

(B) HORTICULTURE & VITICULTURE				
Horticulture (HC)	59900	130	15	R 1 758.00
Wingerdbou (HS) / Viticulture (HC)	59919	130	15	R 1 758.00
				R 3 516.00

(C) ANIMAL PRODUCTION & AGRONOMY				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	150	10	R 1 172.00
				R 2 930.00

(D) EXTENSION & ANIMAL PRODUCTION				
Diereproduksie (HS) / Animal Production (HC)	59935	130	5	R 586.00
Diereproduksie (HS) / Animal Production (HC)	59935	140	5	R 586.00
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 172.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 586.00
				R 2 930.00

(E) EXTENSION & AGRONOMY, VEGETABLES				
Agronomie (HS) / Agronomy (HC)	59897	130	5	R 586.00
Agronomie (HS) / Agronomy (HC)	59898	140	5	R 586.00
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 172.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 586.00
				R 2 930.00

(F) EXTENSION & VITICULTURE				
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 172.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 586.00
Wingerdbou (HS) / Viticulture (HC)	59919	130	15	R 1 758.00

R 3 516.00

(G) EXTENSION & HORTICULTURE				
Voorligting (HS) / Extension (HC)	59978	130	10	R 1 172.00
Voorligting (HS) / Extension (HC)	59978	140	5	R 586.00
Horticulture (HC)	59900	130	15	R 1 758.00
				R 3 516.00

ESTIMATED TOTAL COST : +/-R56 000.00

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee of R1223.00 is applicable in addition to the registration fee.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Ms A Jansen on 021-8087677 regarding this.

Errors and omissions excepted



Reference: 19/1/9/4/7/12/5
Enquiries: Ms D Chinasamy-Dampies

2017 ACADEMIC FEES – EQUINE STUDIES PROGRAMME

Herewith is a breakdown of the approximate fees for the 2017 academic year that is payable to the Western Cape Department of Agriculture (WCDoA), Structured Agricultural Education and Training

No	Description of Nature	Unit	Additional Information	Amount
1.	Application fee	Per year	Non-refundable. Payable on application.	R 100.00
2.	Acceptance fee	Per year	Non-refundable. Payable on acceptance of study offer	R 200.00
3.	Registration Fee	Per year	Non-refundable. Due on the day of registration.	R 2 110.00
4.	Meals - Activation fee	Per year	Payable during registration to activate the meal system.	R 2 487.00
5.	Meals	R62.30 per day for 40 weeks	Meal costs are based on R15.84/breakfast, R24.29/lunch, R22.17/dinner. Meals are calculated against meals taken. Students decide themselves which meals they wish to consume. The meal account must show a credit balance at all times. NB. Estimate for 40 weeks	R 17 444.00
6.	Lodging (Double room - Hostel)	Per year		R 17 114.00
7.	Internet Usage Fee	Per year	An optional internet usage fee is payable at registration. The fee provides the student with access to the internet.	R 748.00
8.	Photocopy Fee	Per year	A photocopy fee is payable at registration. (1000 pages - 20cents/page)	R 200.00

9. Tuition Fees

All fees are determined yearly per module and are calculated per subject in addition to the registration fee. Consult prospectus for detailed information on modules.

MODULE	YEAR OF STUDY	AMOUNT
Module 1 Tuition Fees	1	R 4 454.00
Module 2 Tuition Fees	1	R 5 158.00
Module 3 Tuition Fees	1	R 5 158.00
Module 4 Tuition Fees	2	R 5 866.00
Module 5 Tuition Fees	2	R 5 866.00

Herewith is a breakdown of the additional fees for the 2016 academic year that is payable to the Equestrian Qualifications Authority of South Africa (EQASA).

NB. Please note that the 2017 fees were not yet available at time of print.

MODULE	YEAR OF STUDY	AMOUNT
Assessment Registration Fees	1 & 2	R 250.00
Module 1 Assessment Fees	1	R 1 450.00
Module 2 Assessment Fees	1	R 1 650.00
Module 3 Assessment Fees	1	R 1 850.00
Module 4 Assessment Fees	2	R 2 000.00
Module 5 Assessment Fees	2	R 2 150.00

EQASA website for additional information: www.sanip.co.za

Other fees

1.	Boarding of horses	Per month	Horses kept on pastures (Applicable only to students registered for Equine Studies Programme) These costs include food, bedding and daily care, but NOT farrier, vaccinations, de-worming and any veterinary car the horse may need., entry fee to shows for competitions, etc.	R 1 808.00
2.	Boarding of horses	Per month	Horses kept on pastures (Applicable to students not registered for Equine Studies Programme) These costs include food, bedding and daily care, but NOT farrier, vaccinations, de-worming and any veterinary car the horse may need., entry fee to shows for competitions, etc.	R 2 492.00

NB: The above fees are an estimate of possible total costs. It must be emphasized that the costs are subject to amendment, depending on the number of meals a student consumes, as well as the student's specific study option. The Institute cannot take any responsibility for discrepancies that may occur.

Students are encouraged to register for classes on published dates. Whether you are a continuing, new, or re-entering student, additional charges will be applied to your account if you do not register for courses by the published dates for registration. A late registration fee of R1223.00 is applicable in addition to the registration fee.

Fees are payable at registration or as agreed with the Finance Section of the Department of Agriculture: Western Cape. Please contact Ms A Jansen on 021-8087677 regarding this.

Errors and omissions excepted



Orientation program

Tuesday 24 January 2017

Time slot	Activities
08:30 - 10:00	Meet and greet lecturers Academic rules
10:00 - 10:20	Pouse / Break
10:20 - 11:20	Speaker: "Proudly Elsenburg" Academic rules
11:20 - 11:30	Pouse / Break
11:30 - 12:30	Academic rules

Wednesday 25 January 2017

Time slot	Activities
08:30 - 10:00	Speaker: Dr G. Arendse "7 Habits to bridge the GAP" Computer session
10:00 - 10:20	Break
10:20 - 11:20	Computer session
11:20 - 11:30	Break
11:30 - 12:30	Computer session

Thursday 26 January 2017

Time slot	Activities
08:30 - 10:00	Elsenburg 101 session

	Speaker "Proudly Elsenburg"
10:00 - 10:20	Break
10:20 - 11:20	Elsenburg 101 session
11:20 - 11:30	Pouse / Break
11:30 - 12:30	Speaker: Mr C. Arendse "More diversity, more joy"

Friday 27 January 2017	
Time slot	Activities
08:30 - 10:00	Sport codes Speaker: "Proud Elsenburger"
10:00 - 10:20	Break
10:20 - 11:20	Society session
11:20 - 11:30	Break
11:30 - 12:30	Surprise

Extracts as contained in the Constitution of South Africa (Act 108 of 1996), which are applicable to all students:

1. In respect of Rights:

Article 7 (1) The Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.

Article 7 (2) The State must respect, protect, promote and fulfil the rights in the Bill of Rights.

Article 7 (3) The rights in the Bill of Rights are subject to the limitations contained or referred to in section 36, or elsewhere in the Bill.

For the guidance of first year students this implies the following:

Democratic values like freedom, equality and human dignity must be respected and promoted by Seniors and House Committee members at all times. This means that first year students must be treated on equal terms and that they have the right to the respect and protection of their innate dignity. The basis of the right to human dignity is that no one may be treated as a mere object under the control of another.

2. In respect of Equality:

Article 9 (1) Everyone is equal before the law and has the right to equal protection and benefit of the law.

Article 9 (2) Equality includes the full and equal enjoyment of all rights and freedoms. To promote the achievement of equality, legislative and other measures designed to protect or advance persons or categories of persons, disadvantaged by unfair discrimination, may be taken.

Article 9 (3) The state may not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.

Article 9 (4) No person may unfairly discriminate directly or indirectly against anyone on one or more grounds in terms of subsection (3). National legislation must be enacted to prevent or prohibit unfair discrimination.

Article 9 (5) Discrimination on one or more of the grounds listed in sub-section (3) is unfair unless it is established that the discrimination is fair.

For the guidance of first year students this implies the following:

All students are equal and have the right to equal protection. There will be no unfair discrimination directly or indirectly against anyone for one or more of the following reasons:

- Race
- Gender
- Ethnic / social origin
- Colour
- Sexual orientation
- Age
- Disability
- Religion
- Culture
- Language

People could also be discriminated against for reasons other than those mentioned above. Discrimination in respect of the above is unfair and unacceptable.

3. In respect of human dignity:

Article 10 Everyone has inherent dignity and the right to have their dignity respected and protected.

4. In respect of freedom and security of the person:

Article 12 (1) Everyone has the right to freedom and security of his/her person, which includes the right:

- (a) not to be deprived of freedom arbitrarily or without just cause;
- (b) not to be detained without trial;
- (c) to be free from all forms of violence from either public or private sources;
- (d) not to be tortured in any way; and
- (e) not to be treated or punished in a cruel, inhuman or degrading way.

Article 12 (2) Everyone has the right to bodily and psychological integrity, which includes the right:

- (f) to security and control over their body

For the guidance of first year students this means:

No Senior or House Committee member may expose a student to any form of violence. It is also not permissible to subject a student to verbal abuse. The physical and psychological dignity of the student must be upheld.

5. In respect of slavery, servitude and forced labour:

Article 13 No one may be subjected to slavery, servitude or forced labour.

For the guidance of first year students this means:

Students are not permitted to perform any type of forced labour, such as doing odd jobs for seniors.

6. In respect of privacy:

Article 14 Everyone has the right to privacy, which includes the right not to have:

- (a) their person or home searched;
- (b) their property searched;
- (c) their possessions seized; or
- (d) the privacy of their communications infringed upon.

For the guidance of first year students this means:

No Seniors or House Committee members may search a student or confiscate his/her personal belongings.

7. In respect of language and culture:

Article 30 Everyone has the right to use the language, and to participate in the cultural life of their choice, but no one exercising these rights may do so in a manner inconsistent with any provision of the Bill of Rights.

For the guidance of first year students this means:

No one may be prevented from communicating in his/her own language or from practising his/her religion according to his/her own traditions.

Students who ignore the above-mentioned rules could be liable for expulsion and/or have legal steps taken against them.

The management will take all necessary measures to ensure that the human rights and dignity of the students are maintained. Should you at any time feel that your rights have been violated, please report this to the Student Affairs Office immediately so that the necessary steps can be taken to eradicate such unacceptable behaviour.