



Reference: 19/19

## SENIOR STUDENTS - REGISTRATION 2019

### 1. REGISTRATION

All returning students must register for the 2019 academic year. Registration occurs on **31 January 2019**. Use the table below to report during the correct time slot. **Students will only be allowed into the hostels on this day. No exceptions will be made in this respect.**

TIME	PROGRAMME/STUDY FIELD
09h00 – 09h45	<b>Higher certificate</b> Course: Animal Production & Agronomy/Vegetables/Extension <b>Equine Studies</b>
09h45 – 10h00	<b>B.Agric</b> Course: Animal Production & Extension
10h00 – 11h00	<b>B.Agric</b> Course: Animal Production
11h00 – 12h00	<b>B.Agric</b> Course: Plant & Animal Production
12h00 – 12h15	<b>B.Agric</b> Course: Plant Production & Extension Course: Cellar Technology and Management
12h15 – 13h45	<b>B.Agric</b> Course: Plant production
13h45 – 15h15	<b>Higher Certificate</b> Course: Horticulture & Viticulture/Extension

### 2. NON-SOUTH AFRICAN CITIZENS

All students who are not SA citizens must present either a permanent residence permit or a study permit at registration, which should have been obtained previously from the South African Department for Home Affairs as well as proof of medical insurance. The permit and medical insurance must be valid for 2019. If you cannot present the required documents, you will not be permitted to register.

### 3. LAST DAY FOR CHANGES TO MODULES

Module changes will be permitted until **15 February 2019**. No changes will be permitted after this date. See also 5 (Proof of registration) in this regard.

### 4. FEES PAYABLE AT REGISTRATION

A **compulsory** registration fee of **R2 344.00** is payable prior to the day of registration. Proof of payment of the R2 344.00 registration fee **must** be presented on the day of registration.

#### Banking Details:

Account Holder:	DEPARTMENT OF AGRICULTURE
Bank:	Nedbank
Branch code:	145 209
Account number:	1452 045 119
Deposit Reference:	Student number and Surname

For registering students who are bursary holders, a copy of written proof that a bursary has been awarded, which indicates specifically the amount of the bursary and a copy of the contract with the bursar must be submitted to the Debt Administration Section, preferably before registration or otherwise during registration. Proof of bursaries can also be sent via e-mail to [accounts@elsenburg.com](mailto:accounts@elsenburg.com).

A penalty of R1358.00 will be imposed upon late registration. No late registrations will be considered once academic classes have commenced.

### 5. PROOF OF REGISTRATION

At registration, each student is provided with a printed proof of registration, that indicates the programme and modules that were registered for. Please read the document carefully, as it contains important information. If any mistakes regarding the registered programme and/or modules occur, it needs to be corrected at the Student Administration Office, before or on **Friday, 15 February 2019**.

### 6. COMPLIANCE WITH MODULE REQUIREMENTS

During and after registration, as well as at the start of the second semester, students must ensure that they comply with all the pass, prerequisite and co-requisite requirements for the modules that they have registered for. Please consult the various prospectus or Student Administration Office in this regard.

## 7. STUDENT CARD

Returning students must have a new student card issued. Present your proof of registration and identity in order to obtain a new student card. A student card will not be issued without proof of registration as well as proof of identification (ID, passport or driver's licence). Keep your student card with you at all times. The student card must be presented upon request and during examinations and tests.

### **Replacement of student card:**

Contact Marque Lukas at the Hostel Dining Hall

## 8. MODULE AND/OR PRACTICAL EXEMPTION

Applications for module and/or practical exemption should be submitted on the prescribed form to the Student Administration Office by **Friday, 1 February 2019**. No late applications will be considered.

## 9. CLASS, TEST AND EXAMINATION TIMETABLES

The class, test and examination timetables will be provided to all registering students on the day of registration. You may also download a copy from the website at [www.elsenburg.com](http://www.elsenburg.com) Please ensure that you obtain a copy and determine your class timetable well before **Monday, 04 February 2019**, the day of commencement of classes.

## 10. PARKING ON CAMPUS

No motor vehicle may be kept on campus without prior permission. Vehicles are kept and parked at the owner's risk. Returning 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.

## 11. COMMENCEMENT OF CLASSES

Academic classes commence on **Monday, 04 February 2019**.

Regards,



**M. Schuurman**

Principal: Elsenburg Agricultural Training Institute

Date: 13 December 2018