

ELSENBURG AGRICULTURAL TRAINING INSTITUTE Higher Education and Training

REGISTRATION FOR SENIOR STUDENTS | 2021

1. Off-campus e-Registration Process

In order to ensure compliance with current COVID-19 protocols, registration for the B.Agric, Diploma in Agriculture and Equine Studies programmes will be conducted off-campus only. The **off-campus e-registration** for all senior students is scheduled to take place on **Wednesday, 3 March 2021**.

Note: No registration will take place on campus and no late registrations will be considered.

Step 1: Academic Advice

Find out about your curriculum (study fields, groups, modules, etc.) by viewing the 2021 prospectus for the particular programme that you intend on registering for. The prospectus can be downloaded here: <https://www.elsenburg.com/> or if you have any specific academic related enquiries, kindly send an email to studentacademics@elsenburg.com.

Step 2: Registration documentation

Continuing students who are permitted to register in 2021 will receive an email with registration forms, rules, payment terms and subject choice forms. All registering students are required to complete and sign these forms and return via email to registration@elsenburg.com together with proof of payment of the **compulsory** registration fee.

In addition to the registration documentation, **International Students** are required to submit copies of the following documentation:

- A study permit (receipts will not be accepted) made out for the Elsenburg Agricultural Training Institute.
- Your passport
- Proof of comprehensive medical aid cover (valid for 12 months) and valid in South Africa

Note: The final date for submission of registration documentation is on Friday, 26 February 2021 at 12h00.

Step 3: Student fees and payments

Please refer to the **Student Fee Guide** for detailed information regarding payments.

An upfront registration fee of **R2550.00** is due together with your registration documentation. If you are a recipient of a partial or full bursary, kindly provide us with a copy of your confirmation/bursary award letter (on an official letterhead) as written confirmation that the account will be settled. Please note that bursary holders are personally responsible for the payment of their student fees. The onus rests on the student to ensure that a bursary payment is received before the payment due dates.

All students must pay their fees into the Institution's bank account, either by direct deposit or by electronic payment. The student number must be used as reference.

Please allow five working days for the transaction to be processed on your student account.

Banking Details:

Account Holder	:	DEPARTMENT OF AGRICULTURE
Bank	:	Nedbank
Branch code	:	198 765
Account number	:	1452 045 119
Swift Code	:	nedszajj (Only applicable to foreign students)
Deposit Reference	:	Student number and Surname

Step 4: Off-Campus e-Registration

An Academic and Financial clearance will be conducted once all required registration documentation and proof of payment of the compulsory registration fee is received. Once cleared, your registration will be processed. Each student will receive Proof of Registration and a Statement of Account via email.

NOTE: Once you have completed your registration, it is very important that you check on your Proof of Registration printout that you have been registered for the correct modules. If you fail to make corrections before the amendment cut-off dates, you will be liable for the fees, and the subjects concerned will appear on your academic record as a FAIL.

Step 5: Student Card

The information related to the issuing of student cards will be communicated to you in due course.

Students registering for the B.Agric programme who require a Stellenbosch University student card may purchase the card through the Stellenbosch University. This fee is payable directly to Stellenbosch University.

Step 6: Hostel Registration

Once you have concluded with the academic registration, hostel students may report to the hostel for the allocation of their rooms. Proof of registration must be presented to the hostel before a student may be allocated to a room.

Note: The onus is on the student to ensure, prior to registration, that he/she has received a place in the hostel.

2. Classes and attendance

Due to the current national lockdown regulations, the Institution will continue with a 50/50 blended learning teaching approach for both first-year and senior students in the 2021 academic year. This means that there will be a combination of contact (face-to-face) classes and online learning. All senior students will commence with online classes on 3 March 2021 and thereafter rotate between contact and online classes (Please refer to the 2021 Year Planner for Group 2).

Online learning will be conducted through remote multimodal teaching and learning methods. All formal assessments (tests and examinations) will take place on campus **during the contact period**. Students will also be expected to complete a number of informal assessments (assignments, quizzes, etc.) throughout the year, which will also contribute toward their predicate mark.

Students who cannot attend the main examination/test opportunity must submit valid medical certificates and/or other motivating documents to the Student Administration Office within 2 working days after the missed event (i.e. test or examination).

3. Parking

No motor vehicle may be kept on campus without prior permission. Vehicles are kept and parked at the owner's risk. Registration of a motor vehicle is a prerequisite for parking on EATI grounds but does not guarantee a parking bay.

Parking for students living in residences:

- i. Students must apply for parking at registration;
- ii. The applicable fee must be paid at registration;
- iii. A disk displaying the registration number of vehicle and allocated parking bay must be issued;
- iv. Vehicles which are parked in these areas must display the applicable disk;
- v. vehicle must be parked in dedicated space only.

ALLOCATION OF PARKING AREAS

Bays 1 – 12, 43 - 72 female students

Bays 73 – 124 senior students

Bays 125 – 158 day students

Bays 13 – 42 all other students

Parking for emergency vehicles & loading zones will be reserved.

4. Student access to e-mail

Official student email accounts are available for all registered students. Upon registration, all students will be given a user-ID and a password. You also need these credentials to log on to the internet. Email is a mechanism for official communication within the Elsenburg Agricultural Training Institute. The Institute has the right to expect that such communications will be received and read in a timely fashion.

Note: All official correspondence from the EATI will be sent to your official email address **ONLY**. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time-critical.

5. Discontinuation of studies

When a student leaves the college without having completed his/her, programme of study, the Head: Student Affairs 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 Student Administration Section and or 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 calculating the outstanding amount.

Any student (excluding students registered for year modules) who discontinues his/her studies **after 31 March in the first semester** OR **after 31 August in the second semester** of the academic year for which he/she registered, shall also be liable for the full study fees owing. Students who are registered for year modules i.e. Diploma in Agriculture Year 3 modules, who discontinue his/her studies **after 31 March**, shall be liable for the full study fees owing.

Note: The possible refund of any amount rests with the college.

6. Independent Counselling and Advisory Service (ICAS)

Balancing the demands of studies, your health, your social circle and life in general isn't always easy. So, Elsenburg has a health and wellbeing programme for students that provides essential resources to support the individual needs of our students throughout their time at Elsenburg.

We have partnered with the Independent Counselling and Advisory Service (ICAS) to offer students professional and confidential health and wellbeing support. The programme includes the following:

- Access to a 24-hour toll-free helpline that is available 365 days of the year
- Access to telephonic support via a call-back service
- Counselling and consultation (face-to-face or telephonic)
- Emotional support counselling
- Trauma Management services including onsite debriefing
- Provision of training on health and wellbeing matters

Services are available in all 11 official South African languages.

These services are provided 24/7 365 days of the year via a dedicated toll-free access to the ICAS National Support Centre.

If you want to chat:

- Phone the toll-free line on 0800 214 773
- Visit the Student Affairs Office who will arrange a dedicated telephone line from which ICAS can be contacted.
- USSD Code - The code ***134*905#** is available through a simple please call me message. Students can upon ICAS returning their request, state a time and date on which they are able to take the call and speak to a counsellor.
- ICAS on the Go App is available on the Apple App store and on Android. Further information attached.

All calls and requests are strictly confidential. Don't hesitate to get the help you need to live a happy, healthy life at Elsenburg.

7. Test and examination concessions

Applications from individual students to be allowed extra time to write tests and examinations should be submitted well in advance to the **Student Administration Office**, with a view to the examinations, before **1 May** for the **June Examinations** and before **1 October** for the **November Examinations**.

Students who apply for concessions such as extra writing time, scribes or any other specialised technology for the writing of tests and examinations must provide detailed and recent (three years and less) supplementary information and documentation from a professional practitioner which may include an appropriate medical practitioner, psychologist, psychiatrist, eye specialist or occupational therapist, depending on the nature of the disability or condition that motivates why concessions are required and why it is necessary to support the student.

A complete description of the problem is required and, where applicable, the battery of psychometric instruments that were completed should be indicated. All supplementary documentation that is not older than three years (which should be attached to this form) will be assessed thoroughly for consideration of the required support in accordance with our internal processes for the facilitation of support.

Note: A concession that was granted in the past such as the matric exams does not imply an automatic extension of it to the tertiary level.

8. Module and Practical Exemption

Students who have completed and obtained credit for a module towards a qualification at another Institute may be eligible for exemption from a similar or equivalent module at the EATI.

An applications must be completed on the prescribed form and accompanied by documentary evidence of previous studies or the application will not be considered. Evidence should be in the form of certified copies and should include:

- An official Academic Transcript (original or certified copy).
- A Full Course Description. An extract from the institution's handbook is usually not sufficient.

Students who are repeating modules may apply for exemption of the practical component of the module by completing the prescribed form.

Applications for module and practical exemption should be submitted to the **Student Administration Office** by **4 March 2021** for the **First Semester** and by **3 August 2021** for the **Second Semester**.

The outcome of the request to have a practical and/or module exemption is ratified by the Faculty Management. The student will be notified of his/her request via e-mail. If no request is received before the due date for exemption and the student does not attend the practical and write tests and examinations, a zero mark will be allocated on the student's academic record. Students who are exempted from practical must write all scheduled tests, complete all assignments, seminars and class activities to obtain a predicate. The responsibility rests on students to keep them informed of the content of modules, changes in the content of modules and of due dates, arrangements and requirements for assignments, class activities, tests and examinations.