ELSENBURG AGRICULTURAL TRAINING INSTITUTE

Higher Education and Training

REGISTRATION FOR SENIOR STUDENTS | 2024

The Elsenburg Agricultural Training Institute (EATI) welcomes all returning students into the 2024 academic year. This document serves to guide you through the process of registration. Registration for all senior students is scheduled to take place on campus.

Registration Dates and Times:

DIPLOMA IN AGRICULTURE YEAR 3 (Work Integrated Learning):

Monday, 29 January 2024

Surnames	Times	Venue
All students	09h00 to 12h00	EATI Lecture Rooms

BACHELOR OF AGRICULTURE YEAR 3 & NON-DEGREE PURPOSES

Wednesday, 31 January 2024

Surnames	Times	Venue
A – H	08h30 to 10h00	EATI Lecture Rooms
I – P	10h30 to 12h00	EATI Lecture Rooms
Q – Z	12h30 to 14h00	EATI Lecture Rooms

BACHELOR OF AGRICULTURE YEAR 2 & DIPLOMA IN AGRICULTURE YEAR 2:

Thursday, 01 February 2024

Surnames	Times	Venue
A – H	08h30 to 10h00	EATI Lecture Rooms
I – P	10h30 to 12h00	EATI Lecture Rooms
Q – Z	12h30 to 14h00	EATI Lecture Rooms

NOTE:

1. Please ensure you are available at the stipulated venue on the stipulated date and timeslot.

Step 1: Academic Advice

Find out about your curriculum (study fields, groups, modules, etc.) by viewing the 2024 prospectus for the particular programme you intend to register for. The prospectus can be downloaded here: https://www.elsenburg.com/ if you have any specific academic-related enquiries, kindly send an email to DOA.study@westerncape.gov.za.

Step 2:   Student fees and payments

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

A **compulsory** registration fee of **R2960.00** is payable before the day of registration. Proof of payment of the **R2960.00** registration fee **must** be presented on the day of registration.

If you are a recipient of a partial or full bursary, kindly provide us with a copy of your confirmation/bursary award letter (on official letterhead) as written confirmation that the account will be settled. 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 a reference. **Please allow five working days for the transaction to be processed on your student account.** (Kindly note that this account is only for academic fees and not sport/clothing fees, any sport/clothing fees paid into this account will be allocated to the academic fee 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

For **International Students**, you are required to submit the following documentation on the day of registration:

- A study permit (receipts will not be accepted) made out for the Elsenburg Agricultural Training Institute.
- All school leaving results/ academic records
- Your passport
- Proof of comprehensive medical aid cover (valid for 12 months) and valid in South Africa
- All fees charged for the year must be paid in full before or on the day of registration.

Step 3: Proof of registration

An Academic and Financial clearance will be conducted on the day of registration. Once cleared, your registration will be processed. Each student will receive Proof of Registration and a Statement of Account.

NOTE:

1. 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.
2. 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. (Due date: 09 February 2024).

Step 4: Student Card and Biometric Access

Once you have obtained your proof of registration, please proceed to the **Hostel Dining Hall** to collect your student card and register on the access control system.

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

NOTE:

1. Student cards will only be issued to a student with valid proof of registration.

Step 5: Hostel Registration

Once you have concluded the academic registration, hostel students may report to the **Hostel Dining Hall** 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:
1. The onus is on the student to confirm, before registration, whether he/she has received a place in the hostel.

Official correspondence:

All official correspondence with the EATI will be with the registered student **ONLY** and no other parties. The student must identify and provide details of a next of kin on the day of registration. The institution will only communicate with the next of kin in the case of an emergency or relevant matter.

Students will receive an official email account and only this account will be used to communicate with the student electronically. Upon registration, all students will be given a user ID and a password. These credentials will be used to log on to the internet and Learning Management System (Moodle). Official communication will be via email. Communication will be expected to be received, read, and responded to.

NOTE:
1. Students will be requested to sign a document of agreement and understanding of the abovementioned during registration.
2. In line with the POPI Act of 2021, which is a new all-inclusive piece of legislation that safeguards the integrity and sensitivity of private information, the Elsenburg Agricultural Training Institute undertakes to manage the data capturing and storage processes and usage of personal information of its clients within the lawful framework as set out in the Act. South Africa's Protection of Personal Information Act (POPIA) took effect on July 1, 2020, and enforcement began on July 1, 2021.

Enquiries:

Section	Tel. no.	Email
Student Administration	021 808 5451	DOA.study@westerncape.gov.za
Finance Office	021 808 5034	DOA.Accounts@westerncape.gov.za
Hostel	021 808 5470	Laetitia.Smith@westerncape.gov.za