

APPLICATION FORM - CANDIDATE PROPERTY PRACTITIONER

01 – QCTO/SDP260224200923 SAQA ID 118714

OCCUPATIONAL CERTIFICATE **REAL ESTATE AGENT NQF Level 4** – 150 CREDITS

PLEASE NOTE: A MINIMUM REQUIREMENT OF 6 MONTHS' PRACTICAL EXPERIENCE IS APPLICABLE BEFORE YOUR APPLICATION CAN BE CONSIDERED

DETAILS OF THE PRINCIPAL PROPERTY PRACTITIONER APPLYING TO REGISTER THE CANDIDATE PROPERTY PRACTITIONER AT THE MILTONS MATSEMELA TRAINING ACADEMY

Principal Property Practitioner full names	
Surname	
Identity Number	
Nationality	
Work telephone	
Cellular	
Email	

Are you practicing full-time at the above estate agency business address?

yes

no

If no, please complete the section below

Mentor's Full Name and Surname	
Mentor's PPRA FFC Number	
Mentor's cell number	
Mentor's email address	

Estate Agency name (i.e. Miltons) NB			
Branch (i.e. Durbanville) NB			
Business address			
Suburb		Postal code	
Date the candidate agent joined your agency?			

The **MM/MMO PRO** (Public Relations Officer) calling on your Estate Agency

The **MM/MMO Conveyancer** you liaise with

DETAILS OF THE **CANDIDATE PROPERTY PRACTITIONER APPLYING TO REGISTER WITH THE MILTONS MATSEMELA TRAINING ACADEMY**

Full names				
Surname				
Identity Number / Passport number				
Nationality				
Is the Candidate enrolled with the PPRA	yes		no	
How long have you been a Real Estate Agent/Property Practitioner				
Please list any qualifications, i.e. diplomas, degrees etc..				
Home Address				
Suburb				
Province				
Code				
Next of kin, Name and Surname, to call during an emergency				
Contact number				

MMTA – **FOR EISA RECORDS (Please complete)**

Nickname/Name			
Disability, and if yes, please give a short explanation.			
Work telephone number			
Cellular			
Email			
Home Language			
Race		Gender	

THE CANDIDATE PROPERTY PRACTITIONER WISH TO ENROL FOR THE FOLLOWING COURSE WITH THE MMTA (Please tick the appropriate course below)

118714 - Occupational Certificate: Real Estate Agent NQF Level 4 – 150 credits (PDE Preparation included)			
MMTA - Attendance Preference:			
MMTA – 10 Oxford Street - Durbanville		via ZOOM	
PDE preparation class only			

Please note that in the event of the student attending via Zoom and not being able to collect the workbook and study materials from the closest MM/MMO office, all incurred costs to courier such materials will be for the student's expense.

Upon submission of this application by the Principal Property Practitioner, the MMTA will reserve the right to approve or decline such an enrolment application.

The enrolment fee is payable upon request. Please forward proof of payment to mmta@miltons.law.za whereafter confirmation of acceptance into the relevant course will be communicated to all parties concerned.

PLEASE NOTE: PROOF OF PAYMENT MUST BE SUBMITTED UPON REQUEST, FAILING WHICH THE APPLICANT WILL BE REMOVED FROM THE COURSE ENROLMENT AND THE APPLICATION CANCELLED.

MILTONS MATSEMELA TRAINING ACADEMY BANKING INFORMATION

Account Name	MM ASSET TRUST
Bank	ABSA BANK
Branch Name	TABLE VIEW
Branch Code	632005
Account Number	4065236020
Reference number	MMTA/CANDIDATE SURNAME & INITIAL (MMTA must be included in ref)
Amount to be paid	R

POPI CONFIRMATION

By signing this document, I consent to my personal information being processed by the Miltons Matsemela Training Academy, the course facilitator any institution and/or person affiliated with the NQF Level 4 course in accordance with the Protection of Personal Information Act.

I/We undertake to inform Miltons Matsemela Training Academy in writing of any changes to any information provided in this application form.

I/We consent and authorize Miltons Matsemela Training Academy, represented by the designated facilitator to: Communicate, enquire, and acquire necessary information from the Principal Property Practitioner or the Candidate's Mentor and/or the Candidate Property Practitioner for the purpose of evaluating my/our progress.

*I/We declare that the information we have given in this application form is true and correct to the best of my/our knowledge and that I/we have not failed to provide any information which, if the Principal Property Practitioner of the Estate Agency had known such information, would not have allowed the application to be successful.

SIGNED AT (place) _____ on the _____ day of _____ 20__

FULL NAME of **Principal Property Practitioner**

SIGNATURE

SIGNED AT (place) _____ on the _____ day of _____ 20__

FULL NAME of **Candidate Property Practitioner**

SIGNATURE

Miltons Matsemela Training Academy (MMTA)

Student Cancellation, Refund & Deferral Policy

SAQA ID 118714: Real Estate NQF Level 4 (6-Month Programme)

1. Legislative Framework

This policy is aligned with the provisions of the Consumer Protection Act 68 of 2008 and applicable SETA/QCTO requirements, allowing for fair and reasonable cancellation terms and cost recovery.

2. Cooling-Off Period

2.1 Students may cancel within **5 business days of date on the official MMTA enrolment confirmation letter**

2.2 A refund will be granted **less a 20% cancellation fee**, provided:

- No classes have been attended; and
- No learning material or platform access has been issued

3. Cancellation & Refund Structure (After Commencement)

Once training has commenced and/or learning materials have been issued, **no refunds will be issued**

4. Learning Materials

All study material (printed, digital, LMS access) is non-returnable

5. Deferral Policy (Postponement)

No refunds will be issued for deferrals

Students may defer to the next intake under the following conditions:

- One deferral allowed per student valid for 12 months only
- Request must be submitted in writing by the student and the principal/manager
- Should a course fee increase be applicable within the waiting period, the student will be required to settle the difference before new class dates commence.

6. Failure to Attend

- Non-attendance does **not** constitute cancellation
- Full fees remain payable

7. Exceptional Circumstances

Refunds outside standard terms are the sole discretion of the MMTA and may or may not be considered for:

- Medical incapacity
- Death in immediate family

Subject to:

- Management approval and requested supportive documentation received
- A pro-rata sliding scale calculation is applied based on the student's progress within the course. Should the student have started/completed modules 1-3, a 30% refund may be considered. Should the student have started/completed modules 4-6, no refund will be issued

8. Cancellation by the Academy

If the academy cancels the programme:

- Students will receive a **full refund**, or
- May transfer to a future intake at no additional cost

9. Refund Processing

- Approved refunds will be processed within **14 business days**
- Refunds will be paid to the original payee and into the account number monies were paid from. A bank letter to confirm such account number must be submitted to the MMTA

STUDENT AGREEMENT CLAUSE

Declaration & Acceptance

I, the undersigned, hereby confirm that:

- I have read, understood and agreed to the **Cancellation, Refund and Deferral Policy** as set out above
- I acknowledge that once the cooling off period has lapsed, **no refunds are applicable**
- I accept that a **reasonable cancellation fee** will be charged in accordance with the Consumer Protection Act 68 of 2008 should cancellation be applicable as per clause 2 above
- I understand that **non-attendance does not constitute cancellation**

MMTA STUDENT CONSENT

Date: _____

Names and Surname of Student

Identity Number

Student Signature

PRINCIPAL/MANAGER CONSENT

Date: _____

Names and Surname of Principal/Manager

Identity Number

Principal/Manager Signature