

APPLICATION PROCEDURE FOR SENIOR STUDENTS

PLEASE NOTE THAT YOU MUST APPLY ONLINE FOR
ADMISSION BEFORE YOU CAN PROCEED TO
REGISTER

1. Use your PIN and student number to log in on your smartphone, tablet, or computer. The link to the ORBIT application/registration system is available on the College Website www.orbitcollege.co.za.

2. Upload a certified, clear black and white copy of your ID (to be uploaded annually) on the system under "UPLOAD/VIEW DOCUMENTS", ignore if you have already done so. Please ensure your certified ID is not older than 6 months when uploading.

3. The auto-application system for returning students will determine if you qualify to continue to the next level once results have been received from DHET:

·If you qualify to progress to the next level, the system will automatically create an application for you and update your status to ADMITTED NEXT LEVEL. You will then be able to continue with your registration.

·If you are not promoted, the system will automatically update your status to NOT PROMOTED – RE-APPLICATION.

·You will then need to re-apply for the lower level; there will be no automatic application created for the lower level.

4. No final admissions during application. The status of your application will depend on your final results and the College's selection criteria. Admissions will only be done after results have been received from DHET.

5. Once admitted, you will be able to proceed with registering online. You will be notified via SMS whether you have been provisionally accepted or not.

6. You are expected to complete your registration within 3 days of receiving your results or registration SMS.

7. Admission is dependent on your academic performance as per DHET admission policy, and there is no guarantee that your space is secure.

8. Outstanding fees. You are responsible for paying any outstanding fees. Students with outstanding fees will be required to make payment arrangements with the relevant HoDs.

9. Payment terms if you do not qualify for NSFAS. Payment deadlines for class fees are as follows: Semester 1 fees are due by 30 March, Semester 2 fees are due by 30 September, Trimester 1 fees are due by 29 February, Trimester 2 fees are due by 30 June, Trimester 3 are due by 31 October, and Year fees are due by 30 June.

10. 10% tuition fee payment is required before your registration can be finalised. Payments should be made into the college bank account, using your student number as the reference. Once paid, please upload proof of payment on the system under "UPLOAD/VIEW DOCUMENTS" – the code for the uploading of the Proof of Deposit is "DP".

11. Provisionally funded NSFAS bursary students are exempted from 10% tuition fee payment requirement, but must upload proof of their tuition bursary award instead.

12. Please ensure that your names match those on your ID. If you change your surname for any reason, please upload a certified copy of your new ID. Ensure that the contact number you provide is valid.

13. Cancellation process. Please notify the college if you are no longer attending. Follow the proper cancellation processes, which can be found on our college website.

14. PIN or access issues. If you're having trouble accessing the Student i-Enabler due to forgotten login details, follow these simple steps. Click 'Forgot Student Number' on the Self-Help i-Enabler, select ID number as your identification type, enter your ID number, and click 'Search'. Within 10 minutes, you'll receive an SMS containing your student number and PIN.

15. If your application is rejected, you may access the necessary appeals procedure, which is available in the college admission policy.



www.orbitcollege.co.za