



YOUR VISION. OUR MISSION

TSEPONG

EMPOWERMENT
CENTRE



Code of Conduct and Commitment Form

Preamble and Commitment

By signing this form, I, the undersigned student, commit to upholding the values, ethos, and standards of the Tsepong Empowerment Centre throughout my enrollment. I understand that compliance with this Code of Conduct, and all institutional policies, procedures, rules, and regulations is mandatory and non-negotiable.

1. Academic Integrity and Professionalism

- **Integrity and Professionalism:** Uphold the highest standards of integrity and professionalism at all times.
- **Academic Excellence:** Strive for academic excellence, take pride in my work, and uphold and promote the institution's values and ethos.
- **Compliance with Responsibilities:** Diligently comply with all academic responsibilities, including attending learning sessions, participating actively in classroom-style learning, and adhering strictly to all assignment deadlines.
- **Assessment Completion:** Complete and submit the summative assessment by the given date after the conclusion of the classroom learning phase.

2. Financial Responsibility

- **Accountability for Fees:** I am responsible and fully accountable for all qualification fees.
- **Study Materials and Access:** Study materials will not be provided, and access to Modules via the Learning Management System (LMS), assignments, and classes will be suspended/stalled until payment for the enrolled module is received.
- **Sponsor Responsibility:** Even if I have a sponsor, I remain ultimately responsible for my fees. I must ensure my sponsor maintains timely payments to the campus head office.

3. Respect for Others and Institutional Property

- Respectful Environment: Respect the campus educational environment, employees, and the rights of fellow students.
- Institutional Reputation: Uphold the name and reputation of the institution through proper conduct both on and off the campus premises.
- Property Care: Treat property belonging to the campus and fellow students with respect. I will refrain from stealing, damaging, or abusing any such property.

4. Safety and Legal Compliance

- Substance Abuse: I must be sober while on premises. I will not introduce, consume, or be found in possession of alcohol on the premises without explicit institutional consent.
- Drugs: I will abstain from using or being found in possession of any illegal drug, or any drug without a valid medical prescription.
- Weapons and Offenses: I will not bring any firearm, dangerous weapon, or explosive onto the premises. I will not engage in any criminal offense.

5. Training Attendance and Engagement

- Attendance Register: I am expected to sign the attendance register for the duration of the training.
- Course Completion: I am expected to attend the training until the end of the course. If I cannot attend for any reason, I am responsible for catching up on the missed material in my own time

Acceptance and Agreement

I acknowledge that I have read, understood, and agree to abide by the terms of this Code of Conduct.

Full Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Note: Please complete, sign, and submit this document directly to the Administration Department via email at admin@tsepongcentre.co.za