



# Student Hand Book

*For Online Students*

## Contents

<b>Introduction</b> .....	3
<b>Participation (Applicable not to all courses) check with your facilitator</b> .....	3
<b>Communication</b> .....	3
<b>Courses</b> .....	3
<b>Payment Fees and Charges</b> .....	3
<b>POE (Portfolio of evidence)</b> .....	4
<b>Graduation</b> .....	4
<b>Certificate Process</b> .....	4
<b>Student Grievance</b> .....	4

## Introduction

We would first like to welcome you at Genius Business College, we believe you will have a really great time learning with us.

This document contains all the rules and procedures that will guide you throughout your course, so we encourage you to familiarize yourself with this document. The document is intended for all individuals enrolled at Genius Business College Studying Online.

*NB. This Student Hand Book can be updated in due period*

## Participation (Applicable not to all courses) check with your facilitator

Lack of participation for more than 2 months without any notice will lead to course deregistration without refund.

## Assignments

Failure to complete assignments/tests on due date will lead to a 0% result.

## Communication

Genius Business College working hours are from Monday –Thursday 8am-4pm and then on Friday 8am to 1pm. Genius Business College staff will only be communicated during these hours for assistance. You can leave a message and our team will get back to you.

## Courses

Student cannot down grade their course. It is the student's responsibility that he/she receives the right modules.

Some modules are credit bearing while other modules are not credit bearing but are recognized globally in the job marketplace, more information about your course can be found online at [www.geniusbusinesscollege.com](http://www.geniusbusinesscollege.com)

## Payment Fees and Charges

Students are required to pay tuition, fees and charges to the college when due. A 10% penalty will be charged for late payment unless student reports 1 week before school fees payment due in writing to the students **support administrator** with valid reason for not paying as specified in the enrollment contract. School fees should be paid directly into the college's bank account and proof of payment could be whatsapped or emailed . For electronic transfer you can also email the proof of payment [accounts@geniusbusinesscollege.com](mailto:accounts@geniusbusinesscollege.com) .

We do not accept cash at the premises and it is the learner's responsibility that cash is deposited directly into Genius Business College Bank Account.

## Bank Details

**Bank Name: Standard Bank**

**Account Name: Genius Business College**

**Account Number: 025391623**

Student statements are given every after three months to ensure that the student knows his/her balance outstanding. Were a student can't be able to pay during a certain month due to reasonable reason he/she should report to the student support administrator who will then report to the financial Manager so that arrangements can be made.

## POE (Portfolio of evidence)

All those who are doing credit bearing courses are required to compile up a POE which stands for Portfolio of evidence in order for the student to receive a certificate of competence or statement of results from the seta. It is the responsibility of the student to ensure that his/her POE is up to date with all the required activities, formative assessments and summative assessments, POE's are checked every month before writing a summative assessment by the facilitator. An incomplete POE will result in a student not receiving a certificate of competence or statement of results.

Further Information regarding POE will be discussed by your facilitator as you do your course.

## Graduation

Graduation Ceremony are done once a year in **November**. A small amount of Fee is payable to participate in the graduation ceremony which can also be paid during your course period. All graduation details are given in September by the **student support administrator** to help students and the college prepare. We do encourage all our students to participate in the graduation ceremony.

## Certificate Process

### Stage 1

After student has completed his/her course he/she will be required to complete an online certificate application form at [www.geniusbusinesscollege.com/certificate-application-form/](http://www.geniusbusinesscollege.com/certificate-application-form/)

### Stage 2

Student File will go through Assessment and Moderation by registered Assessors and moderators. Depending on the number of students this may take from 5days – 1month.

### Stage 3

Genius Business College will request verification from the relevant seta for POE verifications.

### State 4

Genius business college will issue a certificate of competency or statement of results from the relevant seta

## Student Grievance

**Genius Business College** is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. You can contact the following individuals to report a grievance, before reporting to the below you should first report to your facilitator

### **Mr Mike Nyondo (Center Manager)**

Email: [mike@geniusbuisnesscollege.com](mailto:mike@geniusbuisnesscollege.com) | Call: 062 688 0213

### **Miss Azole Rapiya (Assistant Manager)**

Email: [azole@geniusbusinesscollege.com](mailto:azole@geniusbusinesscollege.com) | Call 073 511 6809