ENTERPRISES
University of Pretoria

Course enrolment form

Pay combination:
(For office use only)

COURSE NAME: Intermediate Taxation

COURSE START DATE: D D / 0 2 / 2 0 2 2 **COURSE NUMBER:** P 2 0 2 1 0 0 - 6 4 9 - - - -

YOUR DETAILS

Identity number/Passport number: -

Date of birth: D D / M M / Y Y Y Y

Surname:

Full names:

Preferred first name:

Initials:

Gender: Male Female

Title: Ms Mr Other:

YOUR CONTACT DETAILS

Physical address:

City:

Country: Code:

Postal address:
(If not the same as physical address)

City:

Country: Code:

Email address:

Work phone: ( )

Home phone: ( )

Cellphone: ( )

Please tick if you want to **opt-in** to receive any promotional material of upcoming courses in the future

Preferred method of correspondence SMS Email

Where did you hear about us? Advertisement Web Brochure Word of mouth

YOUR QUALIFICATIONS

Highest academic qualification: Grade 12 Diploma Degree Postgraduate degree

Year completed: Y Y Y Y

Membership of professional association/body:

Registration number:
(if applicable)

YOUR EMPLOYER/OCCUPATIONAL DETAILS

Company/
Institution name:

Occupation/Job title:

Work phone: ( )

Company VAT no:

Physical address:

City:

Country: Code:

Postal address:
(If not the same as physical address)

City:

Country: Code:

Primary industry of employment (tick only one)

- Agriculture, Forestry, Fishing, Hunting
- Mining
- Construction
- Manufacturing
- Wholesale and Retail Trade
- Finance, Insurance
- Services - Entertainment
- Services - Hospitality
- Services - Repair/Maintenance
- Services - Social
- Communication
- Education
- Engineering Manufacturing
- Health and Welfare
- Government/Public Administration
- Law
- Sport
- IT
- Medical
- Transportation
- Engineering Service
- Real Estate
- Other

RESPONSIBLE FOR PAYMENT: **Self** **Employer** *(Please complete the contact details below if you ticked Employer)*

Contact details of the person we can contact for payment:

Work phone: ( )

Name and surname:

Email address:

I hereby confirm that the information supplied on this form is correct and that I have read and agree to the conditions stipulated on the reverse side of this enrollment form. I accept personal responsibility to ensure payment of the relevant fees before commencement of the course.

17762

Signature:

Date: D D / M M / Y Y Y Y

Return the completed enrolment form to **fax** +27 (0)12 434 2505, **email** enrolments@enterprises.up.ac.za or visit **www.enterprises.up.ac.za** to enrol online.

Payment and terms

Banking details

Account name:	Enterprises at University of Pretoria (Pty) Ltd
Bank:	ABSA
Account number:	40-8782-3354
Type of account:	Cheque / Current
Bank code:	632005
Reference number:	Surname, initials and telephone number

The following payment methods are accepted:

- Electronic transfer (EFT)
- Credit card

Please note: Cash payments will not be accepted.

Financing options

Alternative financing options can be arranged through Eduloan for easy payment on any course. Delegates can apply directly or arrange for a salary deduction (with registered companies) that will result in a faster approval and/or payment process with regards to credit criteria. Apply online at **www.myeduloan.co.za** or for more information call **+27 (0)860 55 55 44**. Terms and conditions of Eduloan apply.

Enrolment and payment of fees

- Upon enrolment of any course presented by Enterprises University of Pretoria, delegates must submit a proof of payment to **enrolments@enterprises.up.ac.za**.
- Course fees must be **paid in full 14 days prior to course start dates** to reserve a delegate's seat.
- Enterprises University of Pretoria reserves the right to revoke admission to a course without full payment upon which a delegate's enrolment will be cancelled.
- All payments must reflect an invoice number and/or ID number of the enrolled delegate.
- Course fees funded by an institution (inclupding an employer) on behalf of a delegate, must be accompanied by supporting documentation (e.g. **official purchase order**).
- Enterprises University of Pretoria further reserves the right to withhold access to any course and/or a delegate's results and certificate if full payment has not been received.

Delegates' responsibilities

- Delegates must inform Enterprises University of Pretoria of any change of personal and/or payment information as supplied on their enrolment forms.
- Delegates confirm that they comply with and fully understand the particular admission requirements of a course upon enrolment.
- Delegates confirm their willingness to enrol for a course and accept all responsibilities for payment of relevant course fees.
- Delegates will abide by the assessment criteria for courses as set out in the course material.
- Delegates confirm that they understand that it is against the University of Pretoria's policy to commit any form of plagiarism (i.e. publishing or putting the work or ideas of other forward as their own). Further details on the University of Pretoria's policy on plagiarism can be downloaded at **www.enterprises.up.ac.za/wp-content/uploads/2015/11/2009-10-22_Plagiarism-Prevention-Policy.pdf.**
- Delegates will abide by the general code of conduct for students of the University of Pretoria.

General

- Enterprises University of Pretoria reserves the right to revoke admission to a course if the criteria for enrolment as stipulated in the course information have not been met in full.
- The language of instruction for all courses is English, unless otherwise stated.
- Library facilities of the University of Pretoria will not be available to delegates and the University has no responsibility to provide delegates access to any of its library facilities.
- In the event of any dispute of any nature whatsoever arising between a delegate and Enterprises University of Pretoria, South African legislation will apply and the appropriate courts of South Africa will preside over jurisdiction.
- All intellectual property rights (i.e. rights in text, recordings, pictures or other licensed materials) vests with the University of Pretoria, and delegates may not reproduce or distribute any such material.

Cancellation policy

- Enterprises University of Pretoria reserves the right to refuse admission to a course, in which case delegates will be informed accordingly and applicable fees will be refunded where required.
- Cancellations from delegates are accepted in writing and **without penalty up to 14 days prior to course start dates**.
- Notification of cancellations must be submitted in writing via email to **enrolments@enterprises.up.ac.za** or faxed to **+27 (0)12 434 2505**.
- Delegates who cancel outside the approved cancellation period will not be entitled to any refunds, unless they are unable to attend as a result of reasons out of their control (e.g. hospitalisation) or where, at sole discretion of Enterprises University of Pretoria, it is rendered impossible for delegates to attend a particular course.

Security and privacy

- Enterprises University of Pretoria is committed to the protection of the privacy of all delegates.
- Personal information will only be made available where Enterprises University of Pretoria is statutorily complied to do so, or for purposes of communication between Enterprises University of Pretoria and delegates to give effect to the processing and presentation of relevant courses.
- Delegates accept full responsibility for the protection and use of any passwords provided to them for access to Enterprises University of Pretoria management information systems.
- Delegates further give consent that personal information may be used for communication about their enrolments and/or related activities, as well as for statistical and marketing purposes and that they have the right to terminate this use at any time in writing to Enterprises University of Pretoria.

Disclaimer

- Neither Enterprises University of Pretoria nor any of its agents or representatives shall be held liable for any personal accidents, illness, losses or damage to private property of delegates on any course.
- This includes traveling to and from venues, as well as shuttle services to and from hotels or other places of accommodation.
- Personal insurance coverage for health, accidents, loss of luggage or trip cancellations is strongly recommended for all delegates.

Amendments

- Unforeseen circumstances may necessitate the appointment of course presenters other than those advertised as part of course proceedings.
- Course dates, programme sequence, time and venues are subject to change without prior notice.
- Where delegates are not satisfied with any such changes, Enterprises University of Pretoria will, at its sole discretion, consider refunding delegates either partly or in full for attended courses.

For further assistance in obtaining full the terms and conditions in either hard copy or electronically, or to obtain full copies of any policy or other documentation, please contact Enterprises University of Pretoria at **info@enterprises.up.ac.za**.