



Enrolment Form

COURSE NAME: _____

COURSE START DATE: / /
DAY MONTH YEAR

COURSE NUMBER: _____

YOUR DETAILS

Identity Number/
Passport Number:

Title: Ms Mr Other: _____

Surname: _____ Initials: _____

Gender: Male Female

Full names: _____

Date of Birth: / /
DAY MONTH YEAR

Preferred Firstname: _____

YOUR CONTACT DETAILS

Postal Address: _____

Physical Address: _____

Country: _____ Code:

Country: _____ Code:

Home Phone: + -

Work Phone: + -

Cell Phone: + -

Email Address: _____

YOUR EMPLOYER/OCCUPATION DETAILS

Company/Institution Name: _____

Postal Address: _____

Occupation/Job Title: _____

Department/Division: _____

Work Phone: + -

Country: _____ Code:

Work Fax: + -

Physical Address: _____

Country: _____ Code:

YOUR QUALIFICATIONS

Highest Academic Qualification: Grade 12 Diploma Degree Post-graduate Degree Year Completed:

Membership of Professional Association/Body: _____ Membership Number:
(If applicable)

TUKS Alumni: Yes No

RESPONSIBLE FOR PAYMENT:

Self Employer Bursary/Sponsorship: _____ (Specify)

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 enrolment form. I accept personal responsibility to ensure payment of the relevant fees before commencement of the course.

Signature: _____ Date: / /
DAY MONTH YEAR



Terms

General conditions:

- The applicant accepts responsibility to inform CE at UP Trust of any changes in the information supplied on the enrolment form.
- The applicant confirms that he/she complies with the particular requirements of the course where applicable as prescribed.
- By submitting the enrolment form, the applicant indicates his/her desire to be registered for the course and therefore accepts full responsibility for the payment of the course fees as stipulated in the registration information.

Cancellation policy:

- CE at UP reserves the right to cancel or postpone a course, in which case applicants will be informed and applicable fees will be refunded.
- Cancellations are accepted in writing and without penalty up to 14 days prior to course commencement or prior to the closing date for registrations.
- Notification of cancellation must be submitted in *writing* to the course coordinator.
- Applicants who cancel their registration after the closing date for registrations, or less than 14 days prior to course commencement, will be liable for 50% of the course fee.
- Non-arrivals will be charged 100% of the course fee.

Amendments:

- Unforeseen circumstances may necessitate the appointment of speakers other than those advertised.
- Course dates, programme sequence, time and venue are subject to change.

Payment conditions:

- Course fees must be paid in full prior to course commencement.
- Proof of payment must be submitted to the course coordinator to confirm registration on the course.
- All payments must reflect the payment reference as indicated on the confirmation of registration document.
- The applicant remains responsible for payment of the course fee. Should the course fee be funded by an institution (including the employer) on behalf of the applicant, the applicant accepts full responsibility to supply CE at UP with supporting documentation in the form of an official purchase order indicating that the institution will submit payment on behalf of the applicant. The applicant remains responsible to ensure that the institution honors its payment commitment.

Payment methods:

The following payment methods are accepted:

- Electronic bank transfers to the following bank account:
BANK: ABSA
ACCOUNT NUMBER: 407 026 8244
TYPE OF ACCOUNT: CURRENT
BRANCH: HATFIELD
SWIFT CODE: ABSA-ZAJCPT
YOUR REFERENCE NUMBER: _____

- Credit cards
- Cheque payments made out to Continuing Education at University of Pretoria Trust
- Kindly note that cash payments will not be accepted.