



Enrolment Form

COURSE NAME: _____

COURSE START DATE: / /
DAY MONTH YEAR

COURSE NUMBER: _____

YOUR DETAILS

Identity Number/ Passport Number: Title: Ms Mr Other: _____

Gender: Male Female

Surname: _____ Initials: _____ Date of Birth: / /
DAY MONTH YEAR

Full names: _____

Preferred Firstname: _____

YOUR CONTACT DETAILS

Physical Address: _____

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

City: _____ Province: _____

Country: _____ Code:

Home Phone: + -

Work Phone: + -

Cell Phone: + -

Email Address: _____

YOUR EMPLOYER/OCCUPATION DETAILS

Company/Institution Name: _____ Physical Address: _____

Occupation/Job Title: _____

Department/Division: _____

Employee Number:

Country: _____ Code:

Postal Address: _____

Work Phone: + -

Work Fax: + -

Country: _____ Code:

Primary Industry of Employment *(Tick one only)*

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

Where did you hear about us?

☐ Web

☐ Word of mouth

☐ Brochure

☐ Advertisement

☐ Please tick if you WANT to recieve any promotional material of upcoming courses in the future. Preferred method of correspondence: ☐ SMS ☐ E-MAIL

YOUR QUALIFICATIONS

Highest Academic Qualification: ☐ Grade 12 ☐ Diploma ☐ Degree ☐ Post-graduate Degree

Year Completed:

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

RESPONSIBLE FOR PAYMENT:

☐ Self ☐ Employer ☐ Other: _____ (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



General

- Enrolment in any of the courses presented by CE at UP would result in this terms and conditions finding application;
- If the applicant does not agree to be bound by these terms and conditions of enrolment, such enrolment should not be proceeded with;
- These terms and conditions of enrolment ('terms and conditions of enrolment') apply to all applicants who may enrol for any course offered by CE at UP;
- By enrolling to a specific course, it shall be deemed that the applicant agrees to be bound by these terms and conditions of enrolment;
- The applicant is entitled to print a copy of these terms and conditions as well as the other documents accessible through the Internet and as may be referred to in this terms and conditions of enrolment;
- In the event that the applicant experiences any difficulties in printing these terms and conditions of enrolment or any of the other documents referred to or acquire assistance in obtaining a hard copy or electronic copy of said documents, please contact CE and UP at info.ce@up.ac.za.
- Similarly, where an applicant does not understand or is unsure about the meaning of any of the terms and conditions of enrolment referred to herein, the applicant is invited to approach CE at UP to obtain the necessary required information or detail.

General conditions:

- The applicant agrees to accept responsibility to inform CE at UP of any changes in the information supplied on the enrolment form within the prescribed time period of which the applicant is aware.
- CE at UP reserves the right to refuse admission to a course to any applicant if the criteria for enrolment as stipulated in the course information have not been met in full.
- The applicant further confirms that he/she complies with the particular access requirements to attend the course as applicable and as prescribed in the marketing material. The applicant further confirms that he/she fully understands the specific access requirements. (In the event where there is any doubt the applicant should approach CE at UP to obtain the necessary detail requirements).
- The applicant confirms that by submitting the enrolment form he/she indicates his/her willingness to register for the course and to accept all responsibilities for payment of course fees as set out in the registration information.
- The applicant agrees to abide by the assessment criteria for the course as set out in the course material. (Where there is any doubt, the applicant is invited to approach CE at UP to obtain the required information before submitting its enrolment form).
- The applicant confirms that he/she understands that it is against the rules of the University of Pretoria (of which CE at UP forms a part) to commit any form of plagiarism (the publishing or stealing of work or ideas belonging to another person).
- The applicant understands that further detail on the policy on plagiarism of the University of Pretoria can be found at <http://upetd.up.ac.za/authors/create/plagiarism/students.htm>. (If the applicant experiences any problem to access this address or require any further detail or copies, the policy will be made available on request.)
- The applicant agrees to abide by the general code of conduct for students of the University of Pretoria. The code of conduct can be found at <http://web.up.ac.za/sitefiles/file/2011%20yearbooks/General%20Regulations%20en%20information%202011.pfd>. (If the applicant experiences any problem to access this address or require any further detail or copies, the policy will be made available.)
- The applicant understands that the library facilities of the University of Pretoria will not be available to the applicant and the University of Pretoria has no responsibility to provide the applicant with access to any library facilities.
- The applicant understands that the language of presentation of the courses is in English, unless stated otherwise.
- The applicant understands that in the event of any dispute of any nature whatsoever arising between the applicant and CE at UP, the South African law will apply and the appropriate courts of South Africa will have the jurisdiction.
- The applicant understands that all intellectual property rights, (i.e. by example rights in text, recordings, pictures or other licensed materials) vests with the University of Pretoria and the applicant may not reproduce or distribute any such material.

Security and Privacy:

- CE at UP is committed to the protection of the privacy of the applicant. Personal information of the applicant will only be made available where CE at UP is statutory complied to do so or for purposes of communication between CE at UP and the applicant and to give effect to the processing and presentation of the required course to the applicant.
- The applicant accepts full responsibility for the protection and usage of any passwords that will provide him/her access to CE at UP management information systems.
- The applicant further consents that personal information may be used for communication about his/her enrolment and related activities as well as for statistical and marketing purposes and that he/she has the right to terminate this use at any time by notice to CE at UP.

Disclaimer:

Neither CE at UP nor any of its agents or representatives shall be liable for any personal damages, loss or liability of whatsoever nature arising from the attendance of a course presented by CE at UP or as a result of entering upon the premises of the University of Pretoria.

Cancellation policy:

- CE at UP reserves the right to refuse admission to a course, in which case the applicant will be informed and applicable fees will be refunded.
- Cancellations are accepted in writing and without penalty up to 14 days prior to the course start date. Notification of cancellation must be submitted in writing either via e-mail or fax to the Operations Manager [e-mail operations.ce@up.ac.za and fax no 086 635 9206] before the 14 days preceding the start date of the course.
- Applicants who cancel outside the approved cancellation period would not be entitled to any refunds unless the applicant is unable to attend as a result of reasons such as hospitalisation which in the sole discretion of CE at UP renders it impossible for the applicant to attend.

Amendments:

- Unforeseen circumstances may necessitate the appointment of speakers other than those advertised as part of the course. Where the applicant is not satisfied with any such changes, CE at UP will consider refunding the applicant in total or partly for the fees for part of the course already attended to.
- Course dates, programme sequence, time and venue are subject to change without notice. Where the applicant is not satisfied with any such changes, CE at UP will consider refunding the applicant in total or partly for the fees for part of the course already attended to.

Payment conditions:

- Course fees must be paid in full prior to course commencement.
- Proof of payment must be supplied to the Operations Manager [e-mail operations.ce@up.ac.za and fax no 086 635 9206]. All payments must reflect the payment reference as indicated on the confirmation of registration document or the cell phone number; ID number; initials and surname of the applicant.
- 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 with the registration. The applicant remains responsible to ensure that the institution honours its payment commitment prior to the course commencement.
- Attendance will not be permitted without payment and the applicant will remain liable for the full course fee.
- CE at UP reserves the right to withhold a delegate's certificate if full payment for the course has not been received.

Payment methods:

The following payment methods are accepted:

- **Electronic bank transfers to the following bank account:**
Bank: ABSA Hatfield
Account number: 407 026 8244
Branch Code: 335545
- Credit cards
- Cheque payments made out to Continuing Education at University of Pretoria Trust
- Cash payments will not be accepted.