

APPLICATION FORM



For Office use only:

Student No: _____

Customer No: _____

PLEASE COMPLETE OR MARK WITH AN X ALL WHITE AREAS

Programme Name: _____

Programme Dates: _____

PERSONAL DETAILS

Surname									
First Names (in full)									
Please state name for name badge, registers etc.									
Dietary Requirements									
Title (e.g. Mr, Ms)		Date of Birth							
South African Citizen?	Yes	No	SA ID No.						
Home Language				Gender	Male	Female			
Culture				African	Asian	Coloured	Indian	White	
<small>(SA citizens and permanent residents please complete: required by Government for statistical purposes)</small>									
Postal Address						Postal Code			
Contact Number	Cell			Tel			Fax		
E-mail Address									

FOREIGN APPLICANTS ONLY

(Foreign applicants please complete: required by Government for permit purposes)

Passport No.			Nationality				
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COMPANY DETAILS

Company								
Position in Company								

COMPANY/SPONSOR'S DETAILS (Invoice information)

Company/Sponsor's Name									
Company Address									
Person to whom invoice should be sent									
Contact Number	Cell			Tel			Fax		
E-Mail address for invoice									
Company Registration No									
Company VAT No									

Please complete Page 2

TERMS AND CONDITIONS

Payments

1. The course requires a full, non-refundable payment on or before registration.
2. No discount options are available. Exceptions may be granted.
3. Repetition of a course/module will be charged on the merit of each case.
4. A fee of R1000 will be levied for a transfer to a new or similar course.

Fees

1. Wits reserve the right to withhold examination results, certificates or access to the campus until the outstanding accounts are settled in full.
2. The participant/sponsor is solely responsible for payment of the account.
3. The following methods of payment are accepted: credit card, cheque, direct deposit and EFT. Cash payments cannot be accepted.
4. Should a direct deposit and/or electronic transfer be made, please provide proof of payment by quoting the: <customer account number> and faxing a copy of the deposit slip through to the WBS Finance Office on 011 717 3670.

Cancellation

1. Cancellation by delegate less than 10 working days before the start date, will result in a cancellation fee of 50% of the fees.
2. Cancellation by delegate after commencement of course will result in liability for the full amount.
3. Wits Business School reserve the right to postpone or cancel a course due to lack of demand.
4. In the event of cancellation, or reasonable postponement time, all fees paid will be refunded to the person that made the original payment.
5. The Wits Business School reserves the right to cancel a course at short notice and will not accept liability for costs incurred by participants or their organizations for cancellation of travel arrangements and/or accommodation reservations.

Legal Declaration of Indemnity

I, the applicant, and I/we the sponsor of the applicant

1. Acknowledge that the Wits Business School does not accept responsibility for damage or loss in respect of property of the applicant brought to Wits Business School by the applicant.
2. Do hereby indemnify the Wits Business School in respect of any damage caused by the applicant to the Wits Business School property or to the property of third parties, whether on or off the Wits Business School premises, as a result of the applicant's actions either whilst on the Wits Business School premises or whilst engaged in any activity related to the Wits Business School.
3. Declare that I/we have furnished the Wits Business School with all the information required to make an informed decision about my admission.
4. Undertake to pay unconditionally all fees payable to Wits Business School.

Terms of Enrolment

1. Non-attendance will not result in a reduction of fees, nor will it absolve the participant or the other signatories from full liability for the payment of fees.
2. Amendments to the registration contract may only be made with the written consent of the Wits Business School.
3. The Wits Business School reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any course/conference initially advertised and offered, on the basis of insufficient demand or on any other reasonable ground.
4. The participant agrees to be bound by the rules of due performance. The Wits Business School reserves the right to exclude the participant from an examination and to withhold a participant's examination results if due performance requirements have not been met, without any way detracting from the right of the Wits Business School to recover fees payable.

Next Of Kin

Full Name

Cell Number

I hereby certify that the information provided in this contract is accurate and complete in all respects. I confirm that the student and/or sponsor has read and undertaken the terms and conditions of this contract, and agrees to be bound by them.

Signature of Applicant

Date Signed

Signature of Sponsor

Date Signed

Digital signatures are NOT accepted

General

How did you hear about WBS?

Newspaper

Friend

Internet

Radio

Yellow Pages

Other

If other please specify

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Kindly return your completed form to the programme manager of the programme for which you are applying.

Many thanks