



WILLIETHERON BUILDING
4TH FLOOR
512 BOSMAN STREET
Pretoria
Tel: 012 7717447
Cell: 082 2562887

Accreditation, QCTO: SDP 1220/17/00144
Email: centrumtechnicalcollege@gmail.com
DHET Examination Centre Number: 899992869

Please attach
recent
Passport size
photo here



REGISTRATION FORM

SECTION A: FOR OFICIAL USE ONLY

Student Number: Date...../...../.....

Attendance Category: Full Time Part Time

How did you know about us? News Paper TV Radio Website Word of Mouth

SECTION B: PERSONAL DETAILS (Must be completed in block letters by the applicant)

Title: Mr. Miss Ms Mrs. Gender: Male Female

Surname:

Full Names:

Date of Birth:/...../...../ Nationality:/ County of Birth

Identity Number:

Passport Number (if not South African): Study Permit Expiry Date:

Any Disability? Yes NO if yes (Description).....

Highest Qualification Obtained:

Physical Address

.....
..... Code.....

Tel / Mobile: Email:

Next of Kin

Name of Next of Kin: Relationship

Cell: Email:

Accommodation

Do you require accommodation? Yes No

SECTION C: Course Information

Name of Course:

SAQA ID NO: NQF Level.....

Duration:Commencing Date: Completion Date

SUBJECT(S)	SAQA ID	LEVEL
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Signature of Applicant Date

SECTION D: Payment Information

Cash Option:

Registration Fee: Total Tuition Fee: Date:/...../.....

Discount: Date:/...../.....

Monthly Option:

Registration fee: Date:/...../.....

Deposit: Date:/...../.....

Total Tuition Fee: Monthly: Number of Installments:

Date:/...../..... Examination Fee:

SECTION E: Person/ Sponsor responsible for Payment

Full Name: Company Name:

ID No/ Registration No

Title: Mr. Miss Ms Mrs. Gender: Male Female

Relationship to Applicant: Cell/ Tel:

Physical Address

.....
..... Code.....Tel Email

Payment Option

Cash Bank Transfer employer

Signature: Date: Place:

SECTION F: Work Details (if the applicant pays his/her fees)

Name of Company:

Period Spent: Position Held:

Company Address

.....
..... Code.....

Tel:Mobile: Email:

Signature: Date:

Banking Details

Bank Name: First National Bank

Account Number: 62543914958

Branch Code: 251445

Reference: ID Number/ Student Number

SECTION G: TERMS & CONDITIONS OF ENROLMENT

1. All registration fees/ deposits are paid up-front and are non refundable.

Your completed enrolment form must be accompanied by the full payment of your course fees. Please note that your fees do not include registration or exam fees unless specifically identified by **CENTRUM TECHNICAL COLLEGE** in writing.

2. All Awarding Body 'Registration & Examination fees' are to be paid to the administration at the same time as the student's course fee. Please note that any student not wishing to pay for their Registration and or Examination fees at this point will not be considered for enrollment with **CENTRUM TECHNICAL COLLEGE**.

3. All students are required to complete the English Aptitude test attached. Should this not be completed, the student will not be considered for enrolment within the academy.

4. By accepting an offer made by **CENTRUM TECHNICAL COLLEGE** (through payment of the relevant fees stated at the time of initial application) a student enters into a contract with **CENTRUM TECHNICAL COLLEGE** for the period for which those fees have been paid. This period is stated on the applicant's enrolment letter detailed 'Course Commencement date' "through Course Completion date".

5. Due to the possibility of unforeseen circumstances during your semester, student's Timetables may change throughout the year. Every effort would made in-order to avoid such circumstances, however should this happen the College will not be liable to refund or form of compensation.

6. **CENTRUM TECHNICAL COLLEGE** reserves the right to suspend or expel any student should he/she not fulfill the above requirements. The same applies for behavioral disruption to the general conduct of the institution. In both instances no refund of fees will be given.

7. Overseas students are reminded that they must comply with South African Laws. Further details are available either from the administration upon request or direct from the Home Affairs website.

8. Where applicable the student must seek and obtain a certificate of eligibility from the appropriate professional institute and pay the registration fee to the respective body direct.

9. In- order to adhere to the **Department of Higher Education & Training** guidelines, holders of student visa are advised that **CENTRUM TECHNICAL COLLEGE** is obliged to ensure that all full-time courses are delivered over a period of a minimum of 15 hours per week.

10. Students are required to attend all lectures, classes, mock and final examinations and to submit written work as required by lectures.

11. Please note that there will be no holidays during tuition periods (except public holidays)

Declaration of oath to have been read, understand and abide by the terms of registration as stipulated above

Signature of Parent/ Guardian..... Date.....Place.....

Signature of Applicant..... Date.....Place.....

Student Adviser's Name.....Date.....Signature.....

