



72 Celtics Street - Palm Ridge
Tel: 011 904 2720
www.siyafundactc.org.za

ENROLMENT FORM

IMPORTANT NOTICE

Enrolment will be delayed if forms are incomplete or required documents are not attached. Please use black ink to complete this form and ensure that you sign this form on all the pages.

Attach the following documents to this form: form:

1. Certified copy of your ID.
2. Certified copy of your highest qualification.

Cancellations are accepted in writing and without penalty, up to 14 days prior to the date of commencement. Delegates that cancel less than 14 days prior to the date of commencement of the programme will be liable for the full payment of fees. Non-arrivals will be liable for the full payment of fees.

PROGRAMME
NAME:
PROGRAMME
DATE:

	TO	

ENROLMENT CLOSING DATE:

TIME:

YOUR DETAILS

Surname:

Full Names:

Identity Number:

Occupation:

Disability:

Race:

African		White		Indian		Colored		other	
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Title:

Miss

☐

Ms

☐

Mr

☐

Initials:

Gender:

Male

☐

Female

☐

Language:

YOUR CONTACT DETAILS

Postal Address:

Home Address:

	Code	

	Code	

Work Phone

Fax Number

Email Address

Home Phone

Cellular Phone

YOUR QUALIFICATIONS

Highest Academic Qualification

Year Completed

Certificates obtained, related to the programme you are applying for:

YOUR EMPLOYER DETAILS

Company Name	
Contact Person (responsible for the account)	

Postal Address:

	Code	

VAT Number (if paying for the programme)

Tel Number	
Email Address	

Siyafunda reserves the right to postpone a programme. Applicants will be informed and alternative arrangements will be agreed upon.

I hereby confirm that the information supplied on this form is correct and that I have read and agreed the conditions stipulated on this enrolment form. I accept personal responsibility for payment of the relevant fees as and when required.

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Signature:

Date:

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OFFICE USE:

Client account number:								
Sales Person:								
Vendor number:								
Order number:								
Invoice number:	I	N						

Part of a group booking

Yes
No

LEARNER AGREEMENT

As a learner registering with Siyafunda CTC, it is expected that you understand the rules governing the relationship between you and Siyafunda CTC. This agreement below set out this relationship.

Before your registration will be accepted, you are required to sign and date this agreement and attach it to your registration form. (Please make a copy for your own records).

As a learner registering with Siyafunda CTC, it is expected that you understand the rules governing the relationship between you and Siyafunda CTC. This agreement below set out this relationship.

Before your registration will be accepted, you are required to sign and date this agreement and attach it to your registration form. (Please make a copy for your own records).

1. It is your responsibility to ensure that you are properly prepared for the assessments. You should remember that for each credit allocated to a programme, it takes you approximately 10 learning hours (notional hours). Notional hours include work experience, reading and studying, attending classes and contact sessions, doing assessments and preparing for assessments.
2. General conditions for all learners:
 - a. I accept my full responsibility to check the time table for classes and assessments and venue allocations well in advance and to ensure that I am familiar with the venue and its location. I will not hold [Siyafunda CTC] responsible for my late arrival at a venue as a result of venue and/or timetable changes that might occur from time to time as a result of circumstances beyond the control of Siyafunda CTC.
 - b. I accept my full responsibility to ensure that Siyafunda CTC is in possession of my current contact details.
 - c. I accept that Siyafunda CTC uses e-mail circulars as its main means of immediate communication, followed by the website, followed by facilitators and in the last resort, by the postal system.
 - d. I accept that I need to behave respectfully while on the training site and that:
 - No cellular telephones will be allowed during lectures.
 - No eating, drinking, smoking or other refreshments will be allowed in classes.
 - No late arrival at class / contact sessions
 - e. I accept that for the duration of the programme, I will assume any and all risks pertaining thereto, and release Siyafunda CTC and / or its officials, officers and all other personnel from any and all liability whatsoever for any injuries, damages and claims that I may sustain in any way during the course of the said programme and / or any claim(s) that my heirs or dependents may have, arising from the programme.
3. Occupational Health and Safety
 - a. I have read and understand Annexure A with regards to Occupational Health and Safety (included in this form).

Signature:

Date: