



# Eastcape Midlands College Business Unit

Co. Reg No: 2004/007790/08 – VAT Reg No: 4270212618  
 Private Bag X35, Uitenhage, 6230  
 Tel: 2741 995 2000 Fax: 2741 995 2024 E-mail: emc@emcol.co.za  
 Directors: JJ Mbana · DJ van Deemter  
 Members: JJ Fick · D Kilian · EA Maepe · SM Pillay · FT Sibeko

## Corporate Training Centre REGISTRATION FORM

APPLICANT DETAILS												
SURNAME					INITIALS				TITLE			
IDENTITY NUMBER												
DATE OF BIRTH	YEAR:			MONTH:				DAY:				
FULL NAMES	1.											
	2.											
	3.											
RSA Citizen	Y	N			GENDER			Male	Female			
ETHNIC GROUP					MARITAL STATUS							
MOTHER TONGUE				HOME LANGUAGE			RELIGION					
TEL. NR. (HOME)	CODE			NUMBER								
TEL. NR. (WORK)	CODE			NUMBER								
FAX. NR.	CODE			NUMBER								
CELLULAR NUMBER					E-MAIL ADDRESS							
EMPLOYER												
OCCUPATION					OCCUPATION SECTOR							
May your name, e-mail address or contact numbers be given to fellow students for academic purposes?									Y	N		
Academic Postal Address			Financial Postal Address			General Postal Address						
Line 1			Line 1			Line 1						
Line 2			Line 2			Line 2						
Suburb			Suburb			Suburb						
City			City			City						
Postal Code			Postal Code			Postal Code						
STUDENT TYPE	Private			Employer			Bursary					



**PARTICULARS OF PARENT / GUARDIAN RESPONSIBLE FOR ACCOUNT**

TITLE		INITIALS		SURNAME													
ID NUMBER																	
RELATIONSHIP TO STUDENT																	
POSTAL ADDRESS																	
	CODE:																
TELEPHONE NR.	CODE		NUMBER														
NAME OF EMPLOYER					CODE		TEL. NR.										
NAME OF RELATIVE / FRIEND					CODE		TEL. NR.										

**PARTICULARS OF EMPLOYER/BURSARY/TRUST RESPONSIBLE FOR ACCOUNT**

NAME OF EMPLOYER/BURSARY/TRUST											
CONTACT PERSON											
CONTACT NUMBER											
Academic Postal Address				Financial Postal Address				General Postal Address			
Line 1				Line 1				Line 1			
Line 2				Line 2				Line 2			
/Suburb				Suburb				Suburb			
City				City				City			
Postal Code				Postal Code				Postal Code			

INSTITUTION REGISTERED AT BEFORE						YEAR	
STUDY UNIT PASSED AT ABOVE-MENTIONED INSTITUTION							
DISABILITY, IF YES PLEASE SPECIFY	Y	N					

**REGISTRATION**

COURSE	FULL-TIME/ PART-TIME

**OFFICE USE ONLY:****DOCUMENTATION SUBMITTED:**

ID or passport: Student	Y	N
ID or passport: Parent/Guardian	Y	N
Previous academic successes	Y	N

**APPROVED BY:**

Manager	
Captured by	

**OFFICE USE ONLY:****PARTICULARS OF PAYMENT**

Registration fee paid	R	Date		Method		RCT No.	
Learning material	R	Date		Method		RCT No.	
Logbook	R	Date		Method		RCT No.	
Assessment fee	R	Date		Method		RCT No.	
Examination fee	R	Date		Method		RCT No.	
Balance	R	Date		Method		RCT No.	

**AGREEMENT:**

I hereby declare that the before mentioned information on this form is accurate and correct.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

In case the applicant is a minor, the parents'/guardians' agreement will be binding.

*Corporate Training Centre*

C/o Melbrook Avenue & Watt Street, Uitenhage, 6229

Tel: +2741 995 2000 Fax: +2741 991 1461 E-mail: j.vanrensburg@emcol.co.za

**CONDITIONS:**

1. The full course fee is payable at the beginning of a course term.
2. Cancellation of course(s) must be discussed with the head of the Corporate Training Centre and written proof must be submitted.
3. No changes of course(s) will be accepted after the commencement of the first class and must be done at the EMC Cuyler Street campus in writing.
4. Refunding of the course fees will only be considered provided that NO CLASSES HAVE BEEN ATTENDED.
5. An administration fee of R75.00 will be retained if classes are cancelled.
6. Cancellations due to death, sickness, obtaining a job or involuntary transfer during the course, 50% of the course fee must be paid. If classes are cancelled during the second half of the course, the full course fee must be paid.
7. If classes are abandoned and / or cancelled for any other reason, the full course fees will be retained.
8. In addition to the aforementioned the student and/or father and natural guardian where applicable hereby consents to any legal action being instituted for recovering of outstanding fees in the magistrates court.
9. All course fees shall from time to time be prescribed by the college and in the event of the necessity arising for the institution of legal action for recovery of fees, the student and where applicable father and /or natural guardian shall also be liable for payment of cost on the scale applicable as between attorney and own client.
10. In the event of any course fees being outstanding the college shall in its sole discretion be entitled to refuse admission to any defaulting student to the final examination at the end of the said course term.
11. Students must submit proof of: RSA Identification Number (or study visa) and previous academical successes.

.....  
SIGNATURE OF STUDENT

.....  
SIGNATURE OF PARENT / GUARDIAN

.....  
DATE

.....  
DATE

*The completed registration form duly signed by the above student and where applicable, parent or legal guardian represents the formal contract of enrolment with Eastcape Midlands College Business Unit subject to the conditions referred to above.*

**PAYMENT METHODS FOR STUDENT ACCOUNTS**

The identity number, initials and surname is required at all times to ensure the correct application of monies paid. The EMC Business Unit accepts no responsibility for the incorrect allocation of payments without the identity number, initials and surname . It is the responsibility of the student to verify the identity number, initials and surname on the receipt. All payments documentation should be retained as proof of payment.

**Methods of Payment available are:**

Pay point at EMC Cuyler Street campus, Direct Deposits, Internet banking, Cheques

**Direct Deposits and Internet Banking** - the identity number, initials and surname must be entered to reflect on the EMC Business Unit bank statement.

**Cheques** - are to be made payable to Eastcape Midlands College Business Unit and crossed. Altered cheques will be not be accepted. *Penalties/Implications for Cheques Returned by Banks - a penalty of R50 will be levied and charged to the students account for cheques offered as payment to the EMC Business Unit and returned by the bank for any reason.*

*If cheques are not honoured, only cash payments can be accepted in respect of all future payments made to the EMC Business Unit.*

*The required cash payment replacing the unpaid cheque is payable immediately (within 14 days of the transaction date on the bank statement)and must include the penalty of R50.*

I agree that you may disclose the existence of my accounts to any credit bureau, sharing both positive and negative payment information:

- If you consider that it is necessary or may be of benefit to me;
- Where you are under a legal obligation to do so;
- Where it is your own or the public interest that you do so;

Furthermore, I agree that I will be held accountable for all collection fees, tracing fees, necessary expenses, interest, collection commission, legal costs, legal expenses etc. incurred.

.....  
SIGNATURE OF PARENT/LEGAL GUARDIAN

.....  
DATE

<b>ID NUMBER OF PARENT/LEGAL GUARDIAN</b>																			
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- NOTE:
1. No student whose course fees are outstanding may be permitted to write examinations
  2. **REFUNDS:** The college retains R75.00 administration in all cases
  3. **LANGUAGE POLICY:** All course are offered in English only