

**ADMISSION
OPEN**



EDUSPHERE TRAINING AND DEVELOPMENT
DRIVE YOUR PASSION

We are a Centre that supports the people from the previously disadvantaged communities. Our aim is to provide fun-packed education, skills and training delivered in a safe, healthy and dynamic environment. Our purpose is to promote dignity, gain and develop the appropriate skills required to support and encourage independence.

Contact Us On: **021 203 5558**



HEALTH CARE WORKSHOPS HEALTH AND SAFETY

(FULL TIME AND PART COURSES AVAILABLE)

for more info www.edusphere.co.za

COURSE REGISTRATION FORM EDUCATION AND SKILLS COURSES

PLEASE PRINT. USE A PEN WITH BLACK INK. PLEASE MARK RELEVANT BLOCKS WITH 'X'. BOLD FIELDS ARE COMPULSORY.	Course Date:	d	d	m	m	y	y	y	y		
	Student No:										

COURSE YOU ARE APPLYING FOR?
Please mark relevant block with 'x'

Victim Empowerment	R350.00		Basic Office Administration Skills	R750.00	
Sexual Harassment	R350.00		Basic Computer Skills	R750.00	
Conflict Management	R350.00		Basic Microsoft Office Skills	R750.00	
Leadership Skills	R350.00		HIV Counsellor Skills	R750.00	
Trauma Support	R350.00		Foundational Learning Competency (FLC)	R6000.00	
Team Building	R350.00		Registration Fee:	R500.00	
Nanny/Au-Pair	R1000.00		Registration Fee:	R250.00	

A: PERSONAL DETAILS

TITLE	mr	miss	mrs	dr	rev	INITIALS						YEAR	2	0		
SURNAME																
FIRST NAMES																
BIRTH DATE	d	d	m	m	y	y	y	y	GENDER	female	male					
ID NUMBER:									PASSPORT NO.							
MARITAL STATUS	single	married	divorced	widow/er	PREFERRED LANGUAGE	english	alt. (Afrikaans)									

B: CONTACT DETAILS OF STUDENT

PHYSICAL ADDRESS	HOUSE NR.		EMAIL ADDRESS											
	STREET													
	SUBURB													
	TOWN													
	POST CODE													
					TELEPHONE NUMBERS	CELL								
						HOME								
						WORK								

C: POST SCHOOL DETAILS

ACTIVITY LAST YEAR / HIGHEST GRADE PASSED	EMPLOYED	UNEMPLOYED	GR 9 LEARNER	GRADE 10 LEARNER	GRADE 11 LEARNER	GRADE 12 LEARNER	ETD STUDENT	OTHER						
	OR did you Study at another FET College / Other Institution? If so, indicate below WHICH institute and your Student or Exam No.													
NAME OF COLLEGE / INSTITUTION					STUDENT / EXAM No.									
EXEMPTION SUBJECTS: (office use)														
OCCUPATION					HOME LANGUAGE									

D: CONTACT DETAILS OF NEXT OF KIN

PHYSICAL ADDRESS	HOUSE NR.		EMAIL ADDRESS											
	STREET													
	SUBURB													
	TOWN													
	POST CODE													
					TELEPHONE NUMBERS	CELL								
						HOME								
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METHODS OF PAYMENT

For your information, please take note of the various payment options that are available once you have been accepted to study at the Centre. With registration, a specified amount (depending on the course) must be paid by learners following the full-time or part-time courses. The balance of the fees may be paid according to the various options. Payment can be made in the following ways: Cash to the college cashier; bank deposit or electronic transfer. Always state your student number, ID, initials and surname for reference purposes. Each Centre will provide their bank details.

BANK DETAILS:

EDUSPHERE TRAINING AND DEVELOPMENT
Account Number: 62834892813
Branch Code: 250655
Type of Account: FNB Business Cheque Account

J. DECLARATION AND UNDERTAKING (COMPULSORY)

Please read the following carefully before completing and signing the form. The term "Centre" refers to "EDUSPHERE TRAINING AND DEVELOPMENT (PTY) Ltd".

1. ENTRANCE REQUIREMENTS

- All Candidates who comply with the minimum requirements are still subject to placement assessments.
- All candidates must note that the offering of a course is subject to a minimum enrolment. Any course that does not meet the minimum enrolment requirement will be cancelled. Any fees already paid will be reimbursed.

2. DOCUMENTS

A certified copy of the first page of your identity document (or certified copy of your passport) must accompany this application. A Certified copy of your Senior Certificate or equivalent qualification must be submitted with your application. If you are still in Grade 12, your marks obtained in Grade 11 together with your most recent Grade 12 marks must be submitted. If you attended any other tertiary institution, an original academic record and a certificate of conduct, or certified copies of other certificates / diplomas / degrees obtained previously, must also be submitted.

3. DEPOSIT/REGISTRATION/APPLICATION FEES

The deposit/registration/application fee as prescribed for the course must be paid before your registration will be confirmed. All fees, deposits, graduation, registration or application fees are NON – REFUNDABLE.

4. GENERAL

This form must be completed by all learners applying to the Centre for the first time. It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. If any questions are left unanswered or certified documents are not enclosed, or the contract is not signed, it will cause a delay as the form will be returned to you for completion. Write only in black ink and block letters.

5. CONTRACT

I, the undersigned student, hereby declare that the above particulars furnished by me in this application form, are true and correct;

- that I undertake to inform the Administrative Office immediately if I abandon my course or studies and/or change my address or any other personal details by completing the prescribed form available at the Administrative Department;
- that I fully understand that the Centre is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished above in this application form are false or incorrect;
- that I have acquainted myself, and in the future will keep myself acquainted with the Centre rules, Student Code of Conduct and Language Policy framed from time to time by the Council of the Centre or by any other competent body or person attached to the Centre;
- that I understand and agree that the Centre's medium of tuition is English and I accept that lecturers may make use of this language in the lecturing situation. Furthermore I undertake not to make any claims against the Centre regarding the medium of tuition.
- that I undertake throughout all the years for which I am registered as student of the Centre, for whatever programme of study direction, to abide by all the rules and regulations referred to in (c) above, including any amendments thereof and any substitutions thereto;
- that I undertake not to bring any claim, of whatever kind against the Centre or any employee of the Centre nor in any way whatsoever to hold the Centre liable for any damage or loss whatever which I may incur or suffer personally or to property of mine and which directly or indirectly arises from my participation during my period of study at the Centre in any activity, of whatever kind, related to my studies or training or with sport or recreation of any kind whatsoever, however such damage or loss may come about, and that I will participate in any such activity on my own responsibility and will accept of my own free will the risk attached thereto;
- that I authorise the Centre in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
- that I will immediately get the necessary medical advice or treatment if I have reason to suspect that I have any contagious or infectious disease capable of creating a risk for other persons through my participation in any aspect of Centre activities, including, without restriction, residence in Centre accommodation, attendance of any instructional occasion, taking of examinations or tests or participation in Centre-related projects, sport or recreation; and that, in terms of such medical advice it is desirable, I will withdraw from any such Centre activity; and that I indemnify the Centre against any liability of whatever nature that may directly or indirectly arise from the Centre in consequence of my failure to comply with this undertaking;
- that I undertake to pay punctually all such tuition, class, residence and other fees as the Centre may from time to time charge during the years for which I am registered as a student of the Centre;
- that I furthermore undertake to defray all legal costs arising for the Centre in the event of my failure to discharge any duty relating to the payments mentioned in (g) above;
- that I am liable for legal costs incurred if my account is handed over to debt collectors due to non-payment;
- that exam admission is subject to the guide-lines of the National Examination department;
- that, if I abandon or change my course of study after two weeks of the commencement of classes, no cancellation or reduction of fees will be considered and that I will remain liable for the payment of all fees in full, except in the event of serious illness, death or transfer to another Centre where pro rata fees for the duration of classes attended, will apply. I undertake to provide a detailed medical certificate in the event of illness. Students transferring to another Centre: Credits (if any) will be transferred to the other institution. Provide proof of registration and banking details of institution.

SIGNATURE OF STUDENT _____

DATE _____

SIGNATURE ON BEHALF OF EDUSPHERE TRAINING AND DEVELOPMENT _____

DATE _____

OFFICE USE

PAYMENTS:	REC No:	AMOUNT:	PAYMENTS:	REC No:	AMOUNT:
Reg Fee:			Course Fee:		
Course Fee:			Course Fee:		
Course Fee:			Course Fee:		