



Pursuit of successful career lies within  
**“PILLARS OF KNOWLEDGE”**

**REGIONAL OFFICE(EASTERN CAPE)**  
 No D140 Zibaya Street  
 Chris Hani, Umthatha, 5100  
 Tel: 078 238 3659  
 Tel: 087 073 8280  
 Email: easterncape@edusphere.co.za

**HEAD OFFICE(WESTERN CAPE)**  
 1<sup>st</sup> Floor, Boulevard Centre  
 203 Voortrekker Road, Vasco, 7460  
 Tel: 087 073 8280  
 Tel: 021 206 5990  
 Email: info@edusphere.co.za

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'

**COURSE REGISTRATION FORM**

Care Giver (Full Time)	R750.00	SHERQ Business Management Course	R3000.00
Care Giver (Part Time)	R1000.00	Safety Officer Course	R2000.00
Health Care Practitioner (HCP)	R7500.00	SHE Management Training Course	R2500.00
Health Care Assistant (HCA)	R5500.00	Emergency Preparedness and Response	R750.00
Primary Health Care	R2500.00	Evacuation Warden Training	R950.00
HIV/AIDS Awareness	R300.00	Hazardous Material Awareness (HAZMAT)	R950.00
Basic First Aid Life Skills Course	R500.00	Fall Protection Plan Developer	R1250.00
Pediatric First Aid Skills Course	R450.00	SHE Incident Investigator	R1500.00
Palliative Care	R450.00	Workplace Hazardous Substances	R450.00
CPR	R250.00	Move and Store a Hazardous Load	R1200.00
Health and Safety Induction	R350.00	Safety Audit Inspection Course	R1500.00
Health and Safety Representative	R750.00	OHS/MHS Act – Legal Liability	R750.00
Health and Safety Co - Ordinator	R1250.00	Working at Heights	R750.00
Health and Safety Practitioner	R2250.00	Basic Computer Skills	R650.00
Hand and Power Tool Safety	R750.00	Au Pair/Nanny	R650.00
Structural Safety	R950.00	Domestic Services/Housekeeping	R650.00
SHE Inspector	R1000.00	Office Administration Skills/Secretarial Skills	R650.00
HIRA – Hazard Identification and Risk	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					

**B: CONTACT DETAILS OF STUDENT**

PHYSICAL ADDRESS	HOUSE NR.											EMAIL ADDRESS											
	STREET																						
	SUBURB											TELEPHONE NUMBERS	CELL										
	TOWN												HOME										
	POST CODE												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)																					
ID NUMBER:																					
MARITAL STATUS	single	married	divorced	widow/er	PREFERRED LANGUAGE					english	alt. (Afrikaans)										
OCCUPATION											HOME LANGUAGE										



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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: Cheque (payable to the EDUSPHERE TRAINING AND DEVELOPMENT (PTY) Ltd with student number written on the back); 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

EDUSPHERE TRAINING AND DEVELOPMENT (N.Moosa)  
Account Number: 1669850046  
Branch Code: 470010  
Type of Account: Savings Account (CAPITEC BANK)

**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, 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;
- (a) 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;
  - (b) 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;
  - (c) 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;
  - (d) 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.
  - (e) 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;
  - (f) 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;
  - (g) 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;
  - (h) 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, if 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;
  - (i) 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;
  - (j) 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;
  - (k) that I am liable for legal costs incurred if my account is handed over to debt collectors due to non-payment;
  - (l) that exam admission is subject to the guide-lines of the National Examination department;
  - (m) 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:		