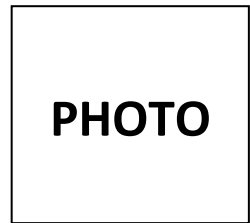


FOR OFFICE USE PURPOSE		ADMISSION REQUIREMENTS
CONSULTANT NAME AND LAST NAME		<ol style="list-style-type: none"> 1. Admission Fee R600.00 2. 1 ID photo 3. Certified copy of student's ID document 4. Certified copy of latest results 5. Certified proof of residential address 6. Proof of Admission Paid <ul style="list-style-type: none"> - Registration fee R3000.00 - First installment R1000.00
DATE OF APPLICATION		
COURSE APPLIED		
STUDENT NO		



GENERAL (BUSINESS) STUDIES

SECTION A : APPLICANT INFORMATION

SURNAME															
NAMES															
IDENTITY / PASSPORT NUMBER															
DATE OF BIRTH								AGE							
TITLE						NATIONALITY									
POSTAL ADDRESS						RESIDENTIAL ADDRESS									
POSTAL CODE															
CODE				TELEPHONE (HOME)											
CODE				TELEPHONE (WORK)											
CODE				TELEPHONE (FAX)											
CELL								EMAIL							
AFRICAN				WHITE				COLOURED				INDIAN			
GENDER				MALE				FEMALE							
ARE YOU PHYSICALLY DISABLED? (SPECIFY)										YES		NO			

SECTION B: ACADEMIC RECORD

UNIVERSITY				TECHNICON				COLLEGE				HIGH SCHOOL			
INSTITUTION NAME															

SECTION C : PARENTS OR GUARDIANS / FINANCIAL SUPPORTER

SURNAME						INITIALS						TITLE					
IDENTITY / PASSPORT NUMBER																	
POSTAL ADDRESS						POSTAL ADDRESS											

INDICATE THE COMMUNICATION METHOD YOU PREFER BELOW (e.g. Telephone, e-mail, sms ...etc) AND PLEASE SPECIFY IT

POSTAL CODE											
CODE				TELEPHONE (HOME)							
CODE				TELEPHONE (WORK)							
CODE				TELEPHONE (FAX)							
CELL								EMAIL			
EMPLOYMENT NAME											
POSITION											

SECTION E: REFERENCE

NAME OF REFERENCE	TELEPHONE NUMBER	RELATIONSHIP (RELATIVE)

SECTION F : QUALIFICATION ENROLLED

ETQA:

QCTO

QUALIFICATION TITLE:		TICK			SIGNATURE	QUALIFICATION (please tick and sign)			TICK			SIGNATURE		
1	HUMAN RESOURCES MANAGEMENT	N4	N5-N6	N6		7	MARKETING MANAGEMENT	N4	N5-N6	N6				
2	BUSINESS MANAGEMENT	N4	N5-N6	N6		8	FINANCIAL MANAGEMENT	N4	N5-N6	N6				
3	MANAGEMENT ASSISTANT	N4	N5-N6	N6		9	PUBLIC MANAGEMENT	N4	N5-N6	N6				
4	MEDICAL SECRETARY	N4	N5-N6	N6		10	LEGAL SECRETARY	N4	N5-N6	N6				
5	PUBLIC RELATIONS	N4	N5-N6	N6		11	HOSPITALITY	N4	N5-N6	N6				
6	TOURISM	N4	N5-N6	N6										
NO	INSTRUCTIONAL OFFERINGS	EXAMINATION PERIOD			NO	INSTRUCTIONAL OFFERINGS	EXAMINATION PERIOD			NO	INSTRUCTIONAL OFFERINGS	EXAMINATION PERIOD		

1			8	
2			9	
3			10	
4			11	
5			12	
6			13	
7			14	

CONTRACT LEADING TO THE QUALIFICATION FOR: _____

ENTERED INTO BETWEEN : PRETORIA TECHNICAL COLLEGE AND _____ (LEARNER)

Contract Terms and conditions (please kindly initial every clause provided below and sign where required)

- N4 BUSINESS STUDIES** - Application fee of R600.00 is included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment of R13600 (excluding assessment fees) or a registration of R3000.00 and the remaining balance of R10000.00 in 10 monthly installment of R1000.00 per month plus application fees. **Assessment fee of R375.00 per subject is payable upon registration for Assessments.** The total course fees amounts to R13600.00 (excluding Assessments fees and all fees are paid in ADVANCE WELL BEFORE THE PERIOD OF ATTENDANCE).
- N5-N6 BUSINESS STUDIES** - Application fee of R600.00 is included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment of R13600 (excluding assessment fees) or a registration of R3000.00 and the remaining balance of R10000.00 in 10 monthly installment of R1000.00 per month plus application fees. **Assessment fee of R375.00 per subject is payable upon registration for Assessments.** The total course fees amounts to R13600.00 (excluding Assessments fees and all fees are paid in ADVANCE WELL BEFORE THE PERIOD OF ATTENDANCE).
- N6 BUSINESS STUDIES** - Application fee of R600.00 is included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment of R8600 (excluding assessment fees) or a registration of R3000.00 and the remaining balance of R5000.00 in 5 monthly installment of R1000.00 per month plus application fees. **Assessment fee of R375.00 per subject is payable upon registration for Assessments.** The total course fees amounts to R8600.00 (excluding Assessments fees and all fees are paid in ADVANCE WELL BEFORE THE PERIOD OF ATTENDANCE).
- When the financial supporter/ learner has made the payment at the bank, he/she should submit a proof of payment to the accounts clerk, fax on these numbers: 086 535 7603 or email to pretoria@ptc.co.za then confirm with the Accounts clerk to make sure the proof of payment has been received.
- Payments must start in the first month of commencement of the training. Each monthly payment must be received by the College on or before the 4TH of each month.**
- The learner will not be allowed to continue with the course or write any test and examination if the fees are not up to date.
- The financial supporter of the learner accepts full responsibility and liability for the course fees as determined in paragraph 1 or 2 or 3 of this contract.
- All fees paid are strictly non-refundable.**
- International Students are required to pay half of the total fees on registration
- All students are supposed to receive a student code of conduct and an indemnity form which they are expected to fill and submit to administration.
- Reassessment Fee of R100 is payable for every Assessment failed /or missed and late submission.
- The terms and conditions of this agreement are not subject to change until the College Board have verified and approved the changes and the application of changes must be done by way of an affidavit signed by both the learner and financial sponsor. Application for changes to the contractual arrangements must be done within **seven working days** upon the signing of the contract. Any applications thereafter will be rendered null and void.
- Students who have failed subjects under N4 and N5 are required to redo the subjects and attend classes and rewrites only apply to N6 students who are on in service training with only two subjects failed.
- Students will be liable to pay for all the subjects in full which appear on their final examination timetable.
- The College will not be liable for any loss or damage or warrant on the issued out **Tablets** once they have been handed over to the student.
- For any act of vandalism or damage to the college property that student has caused at the College will be subject to the financial charges to restore the property.

Programme Registration

Pretoria Technical College is accredited by Quality Council of Trades and Occupations (QCTO) to offer General (Business) Studies.

Certification

The Department of Education/Quality Council of Trades and Occupations (QCTO) issue the Learner Achievement Certificate to the learner when the learner has successfully completed the programme.

Summary of Rules and Regulations

- All successful applicants are expected to be neat and tidy.
- The college adheres to strict hygiene.
- The college administration does not tolerate use of abusive language and lack of respect for lecturers or fellow students.
- Late coming is not acceptable.
- Indiscipline and involvement in activities that affect the smooth running of the college shall not be tolerated.
- Payments for extra mural activities like field trips and parties are not compulsory and are paid separately from school fees. (This is only a summary of the rules and regulations. The comprehensive list will be issued at the commencement of the specific course).

NB: Please verify the registration/ accreditation status of the learning programme before registering. Admission fee is valid for three months.

DECLARATION

I declare that I have read and understood the contents of this application form; that the information supplied in this form is true and I undertake to supply the college with documentary or any other form of additional proof that may be required. I also understand that should any information given prove to be incorrect disciplinary action will be taken by the college.

ACKNOWLEDGEMENT OF DEBT TO PRETORIA TECHNICAL COLLEGE

I, _____ parent/guardian/sponsor responsible for the payment of fees, hereby undertake to adhere to the conditions stated in this application form which include making payment of all fees in advance, the College Rules and Regulations for Students.

The financial sponsor is requested to submit an affidavit to acknowledge the agreement to payment of fees within seven working days. Please take note that the Signature declared on this section by the applicant will be taken as the official signature for all official documents the student will be expected to use up until the end of his or her studies here at our institute. It is the learner's responsibility to issue a financial sponsor/parent the signed copy of this contract.

APPLICANT SIGNATURE _____	DATE _____	PARENTS/FINANCIAL SPONSOR SIGNATURE _____	DATE _____
WITNESS NAMES) : _____	SIGNATURE _____	DATE ____/____/____	
HEAD OF DEPARTMENT : _____	SIGNATURE _____	DATE ____/____/____	
(INITIALS AND SURNAME)			