



# **APPLICATION FORM**

STUDENT NUMBER (Office use only)																			

CAPE BUSINESS AND ENGINEERING COLLEGE  
1 Fidelity Chambers Govan Mbeki North End  
Port Elizabeth  
0414841001

info@capebusandengcollege.co.za  
www.capebusandengcollege.co.za

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## APPLICATION FORM **TO STUDY**

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION FORM AND TICK THE APPROPRIATE BOX:

① A certified copy of your identity document	<input type="checkbox"/>	③ Certified copies of qualifications	<input type="checkbox"/>
② A certified copy of your grade 12 (Matric) certificate	<input type="checkbox"/>	④ A certified copy of your marriage certificate	<input type="checkbox"/>

### PERSONAL INFORMATION OF APPLICANT

Surname: 



 Initial(s)

First Name(s):

Maiden Name (if applicable):

Population Group: Asian ☐ Black ☐ Coloured ☐ White ☐ Gender: Male ☐ Female ☐

Title (Prof/Dr/Mr/Ms): 



 Date of Birth:

ID/Passport Number: 



 Age

Home Language:

Study material will only be offered in English.

Marital Status: Single ☐ Married ☐ Widow/Widower ☐ Divorced ☐

Contact Details: Home Tel.:

Work Tel.:

Fax:

Cell no. you wish to be contacted on:

E-mail Address:

Postal Address:

Postal Code

Physical Address:

*Courier address for the delivery of study material (if applicable to your programme choice). Available daily between 08:00 and 16:00.*

Postal Code

Work Address:

(if applicable)

Postal Code

Relative's Details: Name:

Address:

Postal Code

Relationship:

Cell No.:

Work Tel.:

Disability: Yes ☐ No ☐ Specify: \_\_\_\_\_ (statistics for ministry)

I have access to the following: (Mark with an X)					
Computer	<input type="checkbox"/>	E-mail	<input type="checkbox"/>	Fax	<input type="checkbox"/>
Wap-Enabled Cellphone	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Television	<input type="checkbox"/>
Facebook/Twitter	<input type="checkbox"/>	Cellphone	<input type="checkbox"/>		<input type="checkbox"/>

How did you hear about the course? (Mark with an X)					
Colleagues	<input type="checkbox"/>	Family or friends	<input type="checkbox"/>	Magazines	<input type="checkbox"/>
Pamphlet	<input type="checkbox"/>	Posters	<input type="checkbox"/>	Radio	<input type="checkbox"/>
TVET College	<input type="checkbox"/>	Cellphone message	<input type="checkbox"/>	Television	<input type="checkbox"/>
Website	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### SCHOLASTIC AND PREVIOUS QUALIFICATIONS (Mark with an X)

<input type="checkbox"/> Grade 12	Date obtained: _____
<input type="checkbox"/> Certificate – Specify: _____	Date obtained: _____
<input type="checkbox"/> TVET: _____	Date obtained: _____
<input type="checkbox"/> Other – Specify: _____	Date obtained: _____

### PLEASE SELECT THE PROGRAMME AND SUBJECTS YOU WISH TO REGISTER FOR:

Programme Name: _____	<b>OFFICE USE</b>
Programme Level: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Programme Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Subject Name: _____	Subject Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Subject Name: _____	Subject Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Subject Name: _____	Subject Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### METHOD OF PAYMENT (select ONE method only)

1. Full amount with registration	<input type="checkbox"/> R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Direct Deposit/EFT <input type="checkbox"/> Cheque <input type="checkbox"/>
2. Credit card option	<input type="checkbox"/>	<b>BANK DETAILS:</b> ABSA Cape Business and Engineering College Account No.: 4086513574 • Branch Code: 632005 Use your ID as the reference number
2.1 Total cash amount	R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
OR 2.2 Budget account	<input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> 18 Months <input type="checkbox"/> 24 Months	
Credit card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Expiry date of credit card	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Last three digits on back of credit card	<input type="text"/> <input type="text"/> <input type="text"/>	Signature of cardholder: _____
3. Employer payment contribution: Will your employer be assisting you financially with your studies? Yes <input type="checkbox"/> No <input type="checkbox"/>		
(If so, written undertaking from your employer on a company letterhead is required together with the company VAT and Registration Numbers. Kindly note that despite the undertaking, the Student will always be held liable for payment of the account.)		

3.1 Company details:

Name of Company: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Department:

\_\_\_\_\_

Current Position:

\_\_\_\_\_

Coordinator:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_



### TERMS AND CONDITIONS

1. Cape Business and Engineering College (Pty) Ltd with the registration number 2015/121556/07 trading inter alia as CBEC. Is a company who markets and sells accredited courses, as well as administrates and facilitates education and training.
2. For processing your application, a non-refundable fee of is payable.
3. Availability is limited for all programmes and/or courses. Registration is at the sole discretion of CBEC
4. It is the responsibility of the applicant to familiarise him/herself with the requirements and the rules of each programme enrolled for, as well as to the minimum requirements in order to pass the specific programme.
5. The applicants warrants that :
  - 5.1 The information provided in the application form is both true and correct.
  - 5.2 All additional documentation provided is true and correct copies of the original.
  - 5.3 He /She acquainted him/herself of the curriculum, the requirements and qualifications of the programme enrolled for.
  - 5.4 If the programme for which the student is enrolled requires practical work or internship the Student shall comply with such requirements.
6. The application must supply CBEC with original documents or certified of all documents required in terms of the application.
7. All applications are pre-registered and will undergo an academic and financial approval process. Once the respective requirements have been met, registration is completed, at which time the applicant (then "Student") will be subject to CBEC's terms and conditions and the rules and regulations.
8. All services rendered by CBEC will be subject to CBEC's terms and conditions and rules and regulations. CBEC terms and conditions, rules and regulations with student code of conduct, may be directed to college call centre on tel: 0414841001. It is the applicant's responsibility to familiarise him/herself with these terms and conditions and rules and regulations.
9. CBEC may on discretion of the registrar, register an applicant without evidence of previous qualifications. However, should the applicant fail to submit the required documentation within (14) days of registration, the registration may be cancelled while the applicant remains financially liable for all costs incurred plus a penalty fee (determined on an annual basis)
10. All amendments or adjustments the applicant wishes to make to his/ her application and/or enrolment must be done within seven (7) calendar days from the signature date of the application form
11. CBEC reserves the right to cancel a Student's registration if payment is not effected as stipulated and/or any moneys outstanding.
12. The student hereby directs that the relevant programme material and books be send to him/her by courier and for purposes hereof the student appoints the CBEC nominated courier as his/her agent for delivery of the programme material to him/her. The student herewith indemnifies CBEC against all liability should the courier fail to deliver all or part of the consignment.

13. Does not accept responsibility for assignments dispatched by courier, post or otherwise as elected by the student. It is the responsibility of the student to ensure that assignments reach CBEC timeously
14. The student is responsible to thoroughly check and verify the educational material and books received within five (5) calendar days from date of the delivery note. If the content differs from the included control sheet, the Student shall notify CBEC in writing according. If no notification is received from the student and the student allege that not all material and/or books were received. The Student undertakes to be fully liable for whatsoever cost occurred to resend any material and/or books.
15. A Certificate signed by the accountant of CBEC will be prima facie proof of indebtedness to CBEC and the certificate may be used for purposes of instituting action and judgement.
16. CBEC may cede or assign the rights contained herein at any time to any institution without the prior consent of the Student.
17. The address provided in the application form by the Student, is his/her address for purposes of delivering legal notices or communications related to the agreement between him/her and CBEC. The Student undertakes to notify CBEC of any change in address in written by prepaid registered post or fax.
18. It is the responsibility of the student to avail him/herself of all examination times and venues and/or programmes enrolled for.
19. CBEC absolves itself from any claim where a qualification is not recognised by the Department of Education. In a case where a Student had falsely claimed to be in possession of a previous qualification or any other requisite entry requirements. The student will automatically be de-registered without repayment of fees.
20. The student acknowledges that he/she is fully liable for all fees costs in respect of the enrolment of a programme and accepts responsibility for paying the full programme fee on/before the stipulated dates.
21. An applicant may cancel his/her application within 7 (seven) days from the date of receipt of the application form by without any cancellation charges. Provided that the study material has not been dispatched to the student. As a result of limited availability in all programmes and not limiting the students liability herein, cancellation subsequent to the initial 7 (seven) days shall be subject to a cancellation charge (as determined on an annual basis).
22. No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless in writing and issued and signed by an authorised Representative of CBEC (except in the event of an increased programme fee).
23. The student hereby consents to the jurisdiction of the magistrate's court and acknowledges that he/she is liable for all costs, including costs on an attorney and own client scale should the programme fees not be paid according to the method of payment selected in the application form. All amounts payable is exclusive of costs, including bank costs and no set – off may be applied.
24. It is specially recorded that all intellectual property rights whatsoever, whether capable of registration or not, including but not limited to CBEC's name, nickname, educational programmes, study material, logo and/or image shall remain the sole property of the CBEC.
25. CBEC its directors, employees or its service providers will not be liable for any special, direct, indirect or consequential damages, expenses or losses whatsoever, including loss of profits or data, any delays, whether in an action in contract or delict, arising out of the use of CBEC's educational programmes, study material and/or books.

26. The student hereby consents and grants authority to CBEC to conduct credit checks, searches and the like with any credit agency or party for the purpose of ascertaining the credit worthiness of the student and/or account holder.
27. No failure by either Party to enforce any provision of the agreement shall constitute a waiver of such provision or affect in any way a Party's right to require performance of any such provision at any time in the future, nor shall the waiver of any right arising from any subsequent breach nullify the effectiveness of the provision itself, or be used as an estoppel against any party in respect of its rights under this Agreement.

### STATEMENT AND UNDERTAKING

I----- (FULL NAMES & SURNAME)

CONFIRM THAT I HAVE READ THE TERMS & CONDITIONS AND FULLY UNDERSTAND IT AND  
THAT THUS DONE AND SIGNED AT ON THIS -----  
DAY OF -----20-----

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APPLICANT:

FOR OFFICE USE ONLY

ACADEMIC APPROVAL: APPROVAL

☐

DECLINE

☐

COLLEGE STAMP

\_\_\_\_\_  
PRINT NAME