



**Application/Registration for Certificate and Development
Communication Courses**

***NOTE: Please complete all sections of the application form and attach
the following documents:***

- 1) *Your latest CV*
- 2) *Certified copy of you ID*

N.B. PLEASE SCAN AND EMAIL TO LINDA SOWDEN – Linda.Sowden2@wits.ac.za

Section 1:

Surname: _____

First Names: _____

Date of Birth: _____

Citizenship: _____

ID / Passport Number: _____

Contact Numbers: Work: _____

 Cellular: _____

Postal Address: _____

Email Address: _____

Course: _____

Educational Background: _____

Current Employment: _____

Position: _____



Section 2:

Name of organisation/person responsible for payment. If you are paying for yourself, fill in 'Self'

Company/Sponsor : _____

Contact person and Position at Company: _____

Method of Payment:

EFT	Credit Card	Cash	Others
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Phone No: _____

Postal Address: _____

E mail Address: _____

Date: _____

Official Stamp of Company/Organisation responsible for payment

Section 3:

I _____, accept the terms and conditions as set out below and sign in acknowledgement.

- 1) Course fees are to be paid in full prior to commencement of the course or a relevant purchase order from the company/organisation to be provided as guarantee of payment.
- 2) Two weeks' notice of cancellation for non-attendance is required prior to course commencement.
- 3) If cancellation takes place less than two weeks in advance, 30% of the regular course fee will be charged.
- 4) If cancellation takes place less than a week in advance, 50% of the regular course fee will be payable.
- 5) If cancellation takes place one day before the course begins, or if the student does not turn up, the full course fee will be forfeited.

Signed: _____

Date: _____