# Johannesburg Polytechnic-*Imagine the Possibilities!*

**Education**: *"...that which reveals to the wise, and conceals from the stupid, The vast limits of their knowledge."* **Mark Twain**


**Braamfontein Campus:**
P.O. Box 31938 Braamfontein, 2017 South Africa
No. 27 De Beer Street
Kenlaw Building
Braamfontein 2001
Tel: +27 11 403 9851 Fax: +27 11 403 2625
Email: info@johannesburgpolytechnic.com
Web: http://www.johannesburgpolytechnic.com


Corporate Training

## COURSE REGISTRATION FORM

**PLEASE PRINT AND FILL THE SPACES PROVIDED IN BLOCK LETTERS.**

**FOR OFFICE USE ONLY**

RECEIVED DATE: ____/____/____
APPROVED BY_____
STUDENT NO.: _____
DATE COURSE STARTED: ___/____/___
DATE COURSE FINISHED: ___/___/____

### PART A: PERSONAL INFORMATION

TITLE: MR ☐ MISS ☐ MRS ☐ MS ☐

SURNAME: _____

OTHER NAMES: _____

DATE OF BIRTH: ___ / ___ / ____ (DD/MM/YYYY Date/Month/Year)

NATIONALITY: _____

GENDER: MALE ☐ FEMALE ☐

MARITAL STATUS: SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOWED ☐

NATIONAL ID NUMBER/ PASSPORT NUMBER/PERMIT NUMBER:

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

HAVE YOU EVER BEEN ADMITTED TO JOHANNESBURG POLYTECHNIC? YES ☐ NO ☐

IF YES ENTER STUDENT NUMBER: _____

HOME PHYSICAL ADDRESS:

_____

_____POSTAL CODE_____

POSTAL ADDRESS:

_____

_____POSTAL CODE_____

TEL (HOME): _____ WORK_____ CELL_____

E-MAIL ADDRESS: _____

NAME OF NEXT OF KIN: _____ RELATIONSHIP_____

CELL/TELEPHONE OF NEXT OF KIN: _____

### PART B: EDUCATIONAL BACKGROUND

LAST HIGH SCHOOL ATTENDED: _____

EXAM: _____e.g. Senior Certificate, O' Level, A Level, KCSE, GCE, etc

COUNTRY: _____ e.g. South Africa, Malawi, Kenya, Britain etc.

TERTIARY INSTITUTION: _____

FINAL QUALIFICATION OBTAINED: _____

## PART C: COURSE SELECTION INFORMATION

PLEASE TICK THE COURSES YOU INTEND TO TAKE:

| SHORT COURSES | TICK APPROPRIATELY |
|---|---|
| Information Systems | |
| Windows Operating System | |
| Microsoft Word | |
| Microsoft Excel | |
| Microsoft PowerPoint | |
| Microsoft Access | |
| Microsoft Outlook | |
| Speed Typing | |
| Internet Browsing | |
| Web-Design (HTML) | |
| Pastel Accounting | |
| Computer Networking | |
| PC Engineering | |
| Web Design (Dreamweaver) | |

| PROFESSIONAL COURSES | TICK ONE |
|---|---|
| Association of Chartered Certified Accountants ACCA | |
| Chartered Institute of Management Accountants CIMA | |
| Certified Accounting Technician CAT | |
| Institute of Certified Bookkeepers ICB | |

**PLEASE ENTER THE PAPER CODES FOR PROFESSIONAL COURSE SELECTED (USE THE FACT SHEET PROVIDED)**

| Code e.g. F1 | Paper Description e.g. Accountant In Business |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

**COURSE DELIVERY MODE PLEASE TICK ONE:**

| | |
|---|---|
| FULL TIME (3 DAYS PER WEEK) 4 MONTHS | |
| PART-TIME (SATURDAYS) 4 MONTHS | |
| BLOCK RELEASE PROGRAMME (2 MONTHS) | |

ARE YOU APPLYING FOR ACCA/CAT BURSARY? Bursary is ONLY full time students who are South African Citizens, Permanent Residents and Refugees/Asylum Seekers with Valid Documentation.

YES ☐ NO ☐

ARE YOUR REGISTERED WITH THE ABOVE PROFESSIONAL BODY AS A STUDENT?

YES ☐ NO ☐

IF YES PLEASE PROVIDE THE STUDENT REGISTRATION NUMBER

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |

## PART D: ENROLMENT DECLARATION

I, _____ *(Full name and surname)* the undersigned hereby enroll for the course(s) listed above as supplied to me in the terms of the prospectus for the academic year. I understand that all lectures will be in English and that all course material will be in English. I also commit to **PAY ALL** course fees applicable and understand that fees once paid is not refundable under no circumstances but can be used to undertake the same course or transferred to another course by myself or another person that I will introduce provided that the same person will accept the terms and conditions that I undersign and is qualified to undertake the course under minimum requirements as well as specific faculty requirements of the intended course, subject to regulations governing course deregistration I will also abide to the **RULES AND REGULATIONS** of the college.

**RULES AND REGULATIONS**

1. No dangerous weapons allowed in the premises e.g. Guns, knives, machetes, pen knives etc
2. No drugs allowed in the premises**.** Pornography is strictly prohibited in the college premises. Illegal gaming, internet fraud, fraud and pedophiles will lead to deregistration and a report to the SAPS.
3. Smoking restricted to designated places. No smoking in the toilets. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms
4. Observe punctuality. Avoid spending more time in the computer and other facilities to the detriment of others after your time is over. Always carry your student card to be allowed to use the college facilities. Cell phone communication while in the class is strictly prohibited. Cell phones must be off at all times during the classes.
5. Language: uncouth language towards other students and lecturers and making excessive noise, etc not allowed, racial and derogatory terms including xenophobic terms, meant to humiliate sections of the community in a discriminative way are strictly prohibited. Johannesburg Polytechnic is a diverse, multi-nationality institution which promotes a non-racial, non-sexist, non-discriminative and non-xenophobic society where no one is discriminated on whatever grounds.
6. You must attend all lectures registered for before graduating. In case of absence without leave of absence, a doctor's certificate must be provided. Otherwise full registration fees due as well as registrations will be demanded for non-completed courses.
7. **FEES ARE PAYABLE UP-FRONT ON OR BEFORE THE 2ND OF EVERY MONTH. FEES ONCE PAID ARE NOT REFUNDABLE. FEES TO EXTERNAL EXAMINATION BODIES ARE NOT RECEIVED AT THE POLYTECHNIC AND HENCE ARE NOT INCLUDED IN THE TUITION FEES. TUITION FEES DO NOT INCLUDE BOOKS AND STATIONERY.**
8. **COURSE DEFFERMENT: COURSE DEFFERMENT CAN ONLY BE DONE IF THERE IS A REASONABLE EXPLANATION WHY A STUDENT CANNOT UNDERTAKE THE COURSE AT A PARTICULAR TIME E.G. A DOCTORS LETTER. HOWEVER IF THE COURSE FEES INCREASES DURING THE FOLLOWING SEMESTER OF THE DEFFERMENT, THE STUDENT WILL HAVE TO PAY FOR THE INCREASE.**
9. Student manuals are for sale. Manuals should not be duplicated. Full amount will be demanded for duplicated manuals when caught.
10. A student will remain designated as non-active for 1 month after failing to attend lectures. Thereafter deregistration and forfeiture of any fees paid will follow without any further correspondence.
11. Indemnity: I hereby indemnify Johannesburg Polytechnic, Strathrand Technology cc, its workers, employees, management and agents from any legal costs which may arise due to any risk, damage of property, accidents, loss of property or loss of life including death whilst I am in the their premises.

## PART E: EXTERNAL EXAMINATIONS RESULTS (CIMA/ACCA/CAT/ICB/ICSA) STUDENTS

**VERY IMPORTANT: I HEREBY ACCEPT TO HAVE MY RESULTS RELEASED FROM EXTERNAL EXAMINERS. (ACCA/CIMA/ CAT/ICSA/ICB) TO JOHANNESBURG POLYTECHNIC. THE COLLEGE WILL ACCESS YOUR EXTERNAL EXAMINATIONS THROUGH THE RESPECTIVE EXTERNAL EXAMINATIONS PORTAL FOR PURPOSES OF GAUGING THE EFFECTIVENESS OF TUITION PROVIDED BY THE LECTURERS.**

THIS DULY SIGNED BY: _____DATE: _____/_____/_____

GURDIAN SIGNATURE: _____NAME: _____ (FOR UNDER 21 YEARS)