

UCT Law@Work: Professional Development Project Registration Form 2015

Office use only	
PS no.	
Student no.	
Group entry no.	

To be completed and returned to Paula Allen (paula.allen@uct.ac.za), Andrea Blaauw (andrea.blaauw@uct.ac.za) or Ursula Lottering (ursula.lottering@uct.ac.za), or fax: +27 (0)21 650 5513

Course name

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Personal details

Title:	Surname:	First name:
Full names (to appear on certificate):		
Student number (if previously registered at UCT):		
ID number:	Date of birth (<i>for non-South Africans</i>):	
Highest educational qualification:		
Occupation:		
Company:		

The following information is required for UCT reporting purposes:

Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Race:
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
How did you hear about this course?	

Contact details

Postal address:	
	Postal code:
Home tel:	Cell:
Work tel:	Fax:
Email:	

Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific.	
Do you have any other special requirements that we should be made aware of? Please provide details.	
Do you require parking on campus?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you need information about accommodation? <i>You will be responsible for making your own bookings and settling your accounts, but we can send you a short list of accommodation options available in the area.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
May we add your name to our mailing list to receive notification of further courses?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Invoices

Please note: Tax invoices are only issued to companies. Individuals paying privately will be emailed a statement and payment details on registration.

Note that for company payments, the invoice number must be used as a reference for the payment. **Do not make payment until you have received the invoice.**

In order for a company to receive an invoice for its employees attending a course, the following information must be completed. Please ensure that you complete this information **as it should appear on the invoice.**

Name of company:

Postal address:

Postal code:

Street address:

Postal code:

VAT registration number:

Business sector (e.g. Commercial, Government):

Industry type (e.g. Finance, Electronics, Education):

Contact person (to whom the invoice will be emailed):

Tel:

Fax:

Email:

Please note: It takes about two weeks for an invoice to be processed. Invoices will be emailed to the contact person indicated above, to be forwarded to the appropriate person/department for payment.

Once payment has been made, proof of payment must be sent to us.

If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.

Terms and conditions

1. On submission of this registration form you will receive confirmation of acceptance on to the course and your unique student number. If there are no available spaces you will receive notice of this and your name will go on a waiting list.
2. Closing date for registrations is one week before the start of a course. Fees are due one week before the start of a course. In the event that you are still awaiting an invoice, please supply a letter from your company stating their intention to pay the fee on receipt of an invoice.
3. We must be informed of cancellations in writing at least one week prior to the start of a course **or the full fee will be charged.**
4. You may not cancel your registration after registrations have closed.
5. Certificates will only be issued if payment has been received in full. Certificates will be issued in the name supplied on the application form. Where possible, certificates will be handed out at the final lecture. If not, they will be posted via registered mail to the address on this form.
6. UCT reserves the right to take any legal proceedings to recover the full fees payable, and to recover the costs in connection with such recovery.
7. UCT reserves the right to cancel the course if insufficient registrations are received, in which case the course fee will be refunded in full if already paid.

I have read and accept these terms and conditions

Signature: _____

Date: _____