



# The Centre for Training and Projects Development (Pty) Ltd

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## FOR OFFICIAL USE ONLY

Enrolment/ Identification No. \_\_\_\_\_ Entered by \_\_\_\_\_



## Enrolment Form | ACP Courses 2010

Your details / please use BLOCK CAPITALS

### FOR FOREIGN STUDENTS ONLY

Permanent Foreign Address: \_\_\_\_\_

Surname: \_\_\_\_\_ Mr  Mrs  Miss  Ms

First Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Tel (Work) \_\_\_\_\_

Tel (Home) \_\_\_\_\_ Cell NO \_\_\_\_\_

ACP Student Registration No. \_\_\_\_\_ DOB/ID NO \_\_\_\_\_

ACP Registration Date: \_\_\_\_\_ Next of Kin \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Name \_\_\_\_\_

Employer's Address \_\_\_\_\_ Parent/Guardian/Spouse \_\_\_\_\_

Tel \_\_\_\_\_ Tel: \_\_\_\_\_

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

Country \_\_\_\_\_

City \_\_\_\_\_

Nationality \_\_\_\_\_

Passport/ID No. \_\_\_\_\_

### Methods of payment and essential enrolment information

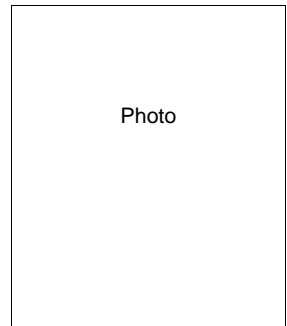
Please tick as appropriate

#### STUDENTS PAYING FROM OUTSIDE WINDHOEK

I enclose a bank certified cheque for N\$ \_\_\_\_\_ made payable to "CTPD"

I confirm that transfer of N\$ \_\_\_\_\_ has been made to CTPD's Account as stated below  
(Please put student name as the reference)

**Bank Name:** First National Bank **Bank Address:** Independence Ave, Windhoek Namibia  
**Account Name:** Center for Training & Projects Development **Account Number:** 62241268110



#### STUDENTS/ SPONSORS PAYING IN WINDHOEK

I am paying N\$ \_\_\_\_\_ by cash (do not send by post)

I enclose a bank certified cheque of N\$ \_\_\_\_\_ made payable to "The Centre for Training and Projects Development"

I enclose a deposit slip for Namibian Dollars for N\$ \_\_\_\_\_

We require the following essential information to complete your enrolment. Please tick as appropriate:

I confirm I have registered with ACCA or intend to register with ACCA  I authorize the center to obtain/access my exam results from ACCA

I enclose a certified copy of my ID  My employer is sponsoring me and I attach a letter confirming this

I enclose certified copies my qualifications

I have read the full Terms and Conditions and agree to abide by them

This is my first time enrolling with the Centre for Training and Projects Development

Yes  No

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if under 21yrs old) \_\_\_\_\_ Date: \_\_\_\_\_

How did you get to know of us, please tick \_\_\_\_\_ Press Adv./ T.V Adv. / Relatives/Friends.

OFFICIAL USE ONLY		TOTAL PAYABLE FEE:	
Date	Paid	Comments	Balance



## Summary Terms and Conditions of enrolment at CTPD

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### All students

1. The tuition fees stipulated on the form are per semester registered for.
2. A minimum deposit of 60% of the tuition fee per paper for each course is required at the time of enrolment with the balance being payable within 30 days from the date of commencement of lessons or unless otherwise stated.
3. Any cancellations must be received by CTPD Management Committee in writing 5 working days prior to the class commencement date. Tuition fees will be refunded less 20% administration fee. Refunds for sponsored students will only be made to the sponsoring organization. All deposits paid are non-refundable, and cannot be transferred to later start dates, to other students or to other courses. CTPD reserves the right to cancel and/or change the training programmed dates or venues. In the event of a change of a course Programme by CTPD the fees paid will be deferred to the changed dates.
4. A fee of N\$1,000 will be charged for all dishonored cheques. The Centre reserves the right to report offenders to the student's institute and the Police.
5. The Centre reserves the right to dismiss any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students. No fees will be refundable for any student dismissed under this section.
6. The course fees do not include the provision of study material. These can be bought by the students separately.
7. All information on this form including prices is believed to be correct at the time of print but is subject to change at the discretion of the Centre. Changes will be displayed on the Centre notice board and/ or on the website.
8. CBA fees are non-refundable and non-transferable. Payment is required in full at time of booking.
9. Fees are published separately for each term and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied.
10. The Centre will produce visa support letters (where requested) for 8 months for enrolment on these courses. Where visa support and other letters covering more than 8 months are required then a minimum deposit of 80% of the course fee is required
11. If you are a foreign student who wishes to enroll for a course, to obtain a student visa, you must take a minimum of 3 papers each term
12. Fees sent from out of Namibia should be paid by banker's draft or bank transfer. Fees paid in person at the centre can be by bank certified cheque, cash or credit /cash.
13. Course changes and cancellations must be received by CTPD in writing 5 working days prior to the published course commencement date. No refund will be paid if the student fails to submit the cancellation within the specified period and the student will still remain liable for the full tuition fees.
14. Students sponsored by employers will need to provide a letter prior to course commencement from their employer confirming the employer's acceptance to pay on the student's behalf.
15. No dangerous weapons/objects allowed in the premises e.g. Guns, knives, machetes, pen knives etc
16. No drugs allowed in the premises. Pornography is strictly prohibited in the college premises. Illegal gaming, internet fraud, theft and pedophiles will lead to deregistration and a report to the Namibian Police.
17. Smoking is restricted to designated places. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms.
18. 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 in vibrating mode or must be put off completely.
19. 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.
20. CTPD believes in non-racial, non-sexist, non-discriminative society where no one is discriminated on whatever grounds.
21. 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.
22. Fees to external examination bodies are not received at the college and hence are not included in the tuition fees. Tuition fees do not include books and stationery.
23. A student will remain designated as non-active for 1 month after failing to attend lectures without pre-arrangement. Thereafter deregistration and forfeiture of any fees paid will follow without any further correspondence.
24. Indemnity: I hereby indemnify Center for Training and Projects development, 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.
25. These regulations should be read concurrently with the student's code of conduct.

<b>ACP COURSES 2010</b>	<b>Part-time (Evening)</b>		<b>Part-time (Weekend)</b>		<b>Distance 2-day workshop</b>		<b>Computer based Assessments</b>	
Please circle where appropriate								
<b>CERTIFICATE IN INFO TECH &amp; PROGRAMMING</b>	<b>N\$</b>		<b>N\$</b>		<b>N\$</b>		<b>N\$</b>	
Information Technology Fundamentals	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students
Computer Applications & Operations <input type="checkbox"/> Applied Programming <input type="checkbox"/> Programming Project								
<b>DIPLOMA IN INFO SYSTEM ANALYSIS &amp; DESIGN</b>	<b>N\$</b>		<b>N\$</b>		<b>N\$</b>		<b>N\$</b>	
Systems Analysis & Design <input type="checkbox"/> Software Engineering <input type="checkbox"/> Business Information Systems <input type="checkbox"/> Diploma Assignments	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students
<b>ADVANCE DIPLOMA IN COMPUTER SCIENCE</b>	<b>N\$</b>		<b>N\$</b>		<b>N\$</b>		<b>N\$</b>	
Info. Systems Principles & Networking <input type="checkbox"/> Info. Systems Analysis & Design <input type="checkbox"/> Information Systems Management <input type="checkbox"/> Advanced Diploma Project Work	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students	Fees for Namibia students	Fees for None-Namibia students
<b>JAVA PROGRAMMING</b>	<b>N\$</b>							