



The Centre for Training and Projects Development (Pty) Ltd

Oshilemba Complex, ■ Oshakati Main Road, ■ Oshakati, NAMIBIA
Tel: (264 – 65) 22 54 21 ■ Fax: (264 – 65) 22 55 22 www.ctpd-namibia.com
E-Mail: northerncentre@ctpd-namibia.com or chizu@africaonline.com.na

FOR OFFICIAL USE ONLY

Enrolment/ Identification No. _____ Entered by _____

Enrolment Form | ICSA Courses 2010



FOR FOREIGN STUDENTS ONLY

Your details / please use BLOCK CAPITALS

Permanent Foreign Address: _____

Surname: _____ Mr Mrs Ms Miss

First Name(s): _____

Address: _____

Email Address _____

Tel (Home) _____ Tel (Work or Cell) _____

ICSA Student Registration No. _____

ICSA Registration Date: _____ Date of Birth: _____

Employer's Name: _____ Contact Tel: _____

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: Standard Bank

Bank Address: 262 Independence Ave, Windhoek Namibia

Account Name: Centre for Training & Projects Development

Account Number: 241955114

Place Photo Here

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 ICSA or intend to register with ICSA

I consent to the Centre providing my details to CIMA to ascertain exam pass rates

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

My employer is sponsoring me and I attach a letter confirming this

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

Yes

No

STUDENT'S SIGNATURE: _____ Date: _____

How did you get to know of us, please tick

Press Adv./ T.V Adv. / Relatives/Friends.

How to enrol

To enrol for a course at CTPD, please complete the appropriate enrolment form and return it with payment:

- By Post: send a completed enrolment form with payment to: P.O Box 2812 Windhoek, Namibia
- In person: Bring a completed enrolment form with payment to our CTPD offices
- By phone: Call 061 235 170/2/3 with enrolment & credit card details
- By Fax: Fax to 061 235 191 with enrolment & copy of deposit or credit card details

Once we have processed your enrolment form and payment, an acknowledge letter will be sent to you by post. All prices include VAT and study material.

OFFICIAL USE ONLY

TOTAL PAYABLE FEE:

Date	Paid	Comments	Balance

ICSA COURSES 2010 Please circle where appropriate	Part-time (Evening)		Part-time (Weekend)		Distance 2-day workshop	
	N\$		N\$		N\$	
CERTIFICATE LEVEL						
	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
Business Environment	3,300	3,700	3,300	3,500	2,500	3,000
Business Communications	3,300	3,700	3,300	3,500	2,500	3,000
Business Management	3,300	3,700	3,300	3,500	2,500	3,000
Accounting for Business	3,300	3,700	3,300	3,500	2,500	3,000
Diploma in Business Practice	N\$		N\$		N\$	
	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
Business Law in Practice	3,800	4,300	3,800	4,300	3,000	3,500
Marketing	3,800	4,300	3,800	4,300	3,000	3,500
Business Strategy and Planning	3,800	4,300	3,800	4,300	3,000	3,500
Business Finance	3,800	4,300	3,800	4,300	3,000	3,500
Professional Programme Part 1	N\$		N\$		N\$	
	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
Financial Accounting	4,800	5,100	4,800	5,100	3,500	3,800
Corporate Law	4,800	5,100	4,800	5,100	3,500	3,800
Strategic and Operations Management	4,800	5,100	4,800	5,100	3,500	3,800
Management Accounting	4,800	5,100	4,800	5,100	3,500	3,800
Professional Programme Part 2	4,800		5,100		4,800	
Corporate Governance	4,800	5,100	4,800	5,100	3,500	3,800
Corporate Secretary ship	4,800	5,100	4,800	5,100	3,500	3,800
Corporate Administration	4,800	5,100	4,800	5,100	3,500	3,800
Corporate Financial Administration	4,800	5,100	4,800	5,100	3,500	3,800

Summary Terms and Conditions of enrolment at CTPD

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 programme 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.

