



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

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**FOR OFFICIAL USE ONLY**

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

**Enrolment Form | ICSA Courses 2010**



**FOR FOREIGN STUDENTS ONLY**

**Your details** / please use BLOCK CAPITALS

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: \_\_\_\_\_

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

Country \_\_\_\_\_  
 City \_\_\_\_\_  
 Nationality \_\_\_\_\_  
 Passport/ID No. \_\_\_\_\_

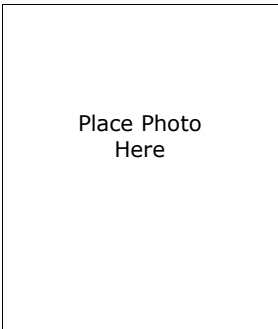
**Methods of payment and essential enrolment information**

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:** : The Centre 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 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\$	
<b>CERTIFICATE LEVEL</b>						
	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
<b>Diploma in Business Practice</b>	<b>N\$</b>		<b>N\$</b>		<b>N\$</b>	
	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
<b>Professional Programme Part 1</b>	<b>N\$</b>		<b>N\$</b>		<b>N\$</b>	
	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
<b>Professional Programme Part 2</b>	<b>4,800</b>		<b>5,100</b>		<b>4,800</b>	
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

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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 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.

