



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

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### FOR OFFICIAL USE ONLY

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

## Enrolment Form | LCCI Courses 2010 – LEVEL 2



FOR FOREIGN STUDENTS ONLY

Your details / please use BLOCK CAPITALS

CENTRE FOR STUDIES		
WINDHOEK	NORTHERN	COASTAL

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

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

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

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

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

Tel (Home): \_\_\_\_\_ Cell NO: \_\_\_\_\_ Passport/ID No. \_\_\_\_\_

LCCI Student Registration No. \_\_\_\_\_ DOB/ID NO: \_\_\_\_\_

LCCI Registration Date: \_\_\_\_\_ Next of Kin Name: \_\_\_\_\_

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

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

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

### 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)

Photo

**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:

<input type="checkbox"/> I confirm I have registered with LCCI or intend to register with LCCI	<input type="checkbox"/> I authorize the center to obtain/access my exam results from ACCA
<input type="checkbox"/> I enclose a certified copy of my ID	<input type="checkbox"/> My employer is sponsoring me and I attach a letter confirming this
<input type="checkbox"/> I enclose certified copies my qualifications	
<input type="checkbox"/> 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: \_\_\_\_\_

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

How did you get to know of us, please tick

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



Date	Approved	Not Approved	Mode of Study	Comments

### Summary Terms and Conditions of enrolment at CTPD

All students

- The tuition fees stipulated on the form are per semester registered for.
- 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.
- 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.
- 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.
- 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.
- The course fees do not include the provision of study material. These can be bought by the students separately.
- 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.
- CBA fees are non-refundable and non-transferable. Payment is required in full at time of booking.
- 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.
- 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
- 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
- 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.
- 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.
- 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.
- No dangerous weapons/objects allowed in the premises e.g. Guns, knives, machetes, pen knives etc
- 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.
- Smoking is restricted to designated places. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms.
- 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.
- 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.
- CTPD believes in non-racial, non-sexist, non-discriminative society where no one is discriminated on whatever grounds.
- 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.
- 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.
- 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.
- 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.
- These regulations should be read concurrently with the student's code of conduct.

2010 LCCI LEVEL 2 COURSES	Full-Time		Part-time		Distance	
Please circle where appropriate						
CERTIFICATE LEVEL 2	N\$		N\$		N\$	
	Semester	Full year	Semester	Full year	Semester	Full year
<b>BUSINESS STUDIES</b>						
Bookkeeping Accounts	1,800	2,800	1,800	2,800	2,000	2,300
Business Admin	1,800	2,800	1,800	2,800	2,000	2,300
Business Calculation	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
English for Commerce	1,800	2,800	1,800	2,800	2,000	2,300
<b>DIPLOMA IN PUBLIC RELTNS</b>						
Public Relation	1,800	2,800	1,800	2,800	2,000	2,300
Marketing	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
<b>DIPLOMA IN ADVERTISING</b>						
Advertising	1,800	2,800	1,800	2,800	2,000	2,300
Marketing	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
	Semester	Full year	Semester	Full year	Semester	Full year
<b>DIPLOMA IN BUSINESS ADM</b>				2,800		
Business administration	1,800	2,800	1,800	2,800	2,000	2,300
Business Practice	1,800	2,800	1,800	2,800	2,000	2,300
Practical ICT Skills	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800		2,000	2,300
<b>DIPLOMA IN PRIVATE SECR.</b>						
Business Admin	1,800	2,800	1,800	2,800	2,000	2,300
Business Practice	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
<b>EXECUTIVE SECR. DIPLOMA</b>						
Principle & Practice of mgt	1,800	2,800	1,800	2,800	2,000	2,300
Meeting	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
Audio Transcript	1,800	2,800	1,800	2,800	2,000	2,300
Practical ICT	1,800	2,800	1,800	2,800	2,000	2,300
<b>DIPLOMA IN MANAGERIAL PRINCIPLE</b>						
Business & Industrial Admin	1,800	2,800	1,800	2,800	2,000	2,300
Princ & Pract of Mgt	1,800	2,800	1,800	2,800	2,000	2,300
English for Business	1,800	2,800	1,800	2,800	2,000	2,300
Management Accounting	1,800	2,800	1,800	2,800	2,000	2,300
Accounting	1,800	2,800	1,800	2,800	2,000	2,300
Marketing	1,800	2,800	1,800	2,800	2,000	2,300
Business Practice	1,800	2,800	1,800	2,800	2,000	2,300