



Short Course Enrolment Form 2019

Section A: Personal information of Applicant					
Surname				Title	
Full names					
Identity Number				Gender	M F
Address					
If not South African citizen, specify nationality:			Passport number		
Home tel.	code		Work	code	
Fax no	code		Mobile	code	
E-mail address:					
Section B: Short Course Options & Dates 2019					
Interior Decorating- Saturdays 9am-1pm	<input type="checkbox"/> 02 March		<input type="checkbox"/> 03 Aug		
2D AutoCAD – Saturdays 9am-1pm	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 01 June		<input type="checkbox"/> 31 Aug	
Revit Essentials - Tues & Thurs 17:30- 20:00		<input type="checkbox"/> 05 June			
Sketch Up - Tues & Thurs 17:30- 20:00	<input type="checkbox"/> 26 March	<input type="checkbox"/> 07 May		<input type="checkbox"/> 03 Sept	
SPECIAL: SIGN UP FOR THREE COURSES AND GET A DISCOUNT OF R1 500.00					
Section C: Course Requirements					
Interior Decorating:	No minimum requirement			12 Sessions over 3 months	
2D AutoCAD:	Basic computer literacy			6 Sessions over 6 weeks	
Sketch Up:	Basic computer literacy			6 Sessions over 3 weeks	
Revit Essentials:	Proficient in 2D AutoCAD			8 Sessions over 4 weeks	
English is the primary language of teaching, learning and assessment at BHC School of Design, and all communication, facilitation, assessment procedures are done in English.					

Marketing: Where did you hear about BHC School of Design?

Media: Please Specify :

Expo: Please Specify :

Online : BHC Website Facebook Other:

Referral: Industry Professional BHC Alumni BHC Student

Please Specify the person/company who referred you:

Section D: Short Course Fees

Course	Course Code	Payment options:	Course Fee
Interior Decorating	DEC 1	Payable on enrolment	Registration:R750
	DEC 2	Payable in 2 amounts Full amount	Tuition Fee: R5150 TOTAL: R5900
2D Auto CAD	2D CAD 1	Payable on enrolment	Registration: R750
	2D CAD 2	Payable in 2 amounts	Tuition Fee:
	2D CAD 3	Full amount	TOTAL R3750
Revit Essentials	RE 1	Payable on enrolment Payable in 2 amounts	Registration: R750 Tuition Fee: R3750 TOTAL R4500
Sketch Up	SU 1	Payable on enrolment	Registration: R750
	SU 2	Payable in 2 amounts	Tuition Fee:
	SU 3	Full amount	TOTAL R3750

Section E: Payment Information

A registration fee of R750 is payable on enrolment. Please note that no application will be processed without the registration fee paid.

50% of the tuition fee is payable on commencement of the course, and the balance is due on the 4th lesson of the course.

Please note that learners will not be permitted to attend classes if any fees are outstanding.

See Short Course handbook for additional fees & stationery requirements. (Available on request)

Banking Details :

Account name BHC School of Design (Pty) Ltd
Bank: First National Bank
Account number 50240051818
Branch: Tableview
Branch Code 203809

Reference: [Your Full Name]

Please fax or e-mail your proof of payment with your application form to:

- Fax number: (086) 556 3208 OR
- E-mail: brenda@designschool.co.za
info@designschool.co.za

Section F: Foreign Learner information

All foreign learners must meet the following requirements in order to secure their place on the course:

- Certified copy of passport (Identification page)
- Certified copy of study permit / other applicable permit (to be submitted on first day of class)
- Proof that you have adequate means of support while studying with BHC School of Design (Pty) Ltd.
- A written undertaking that you will return to your country of residence/ origin after completing your studies (study permit holders only)
- Proof of accommodation for duration of studies
- **Pay the foreign learner levy of R 380.00 as well as the full course fees.**

Section G: Terms & Conditions

- The learner must comply with the Rules and Regulations of BHC School of Design (Pty) Ltd and ensure the highest possible standard of conduct at all times.
- BHC School of Design (Pty) Ltd reserves the right to decline an application without furnishing an explanation.
- The registration fee is non-refundable, unless the application was unsuccessful or the course is postponed by the institution.
- Registered learners are liable for full course fees.
- If one has missed a class, a catch-up class can be arranged at an additional fee per lecture per learner. Dates and times will be organized and confirmed by the lecturer involved.
- All learners enter the premises of BHC School of Design (Pty) Ltd at own risk.
- The learner will be liable for any damage caused to any of the college property.
- English is the primary language of teaching, learning and assessment at BHC School of Design (Pty) Ltd
- It is the learners responsibility to ensure that s/he is able to communicate effectively in the language of teaching, learning and assessment as prescribed by the institution.
- For your safety and that of others you shall not be permitted to smoke in areas demarcated as non-smoking areas.
- Course dates may change due to enrolment numbers or public holidays.
- All certificates are to be collected by hand at the BHC reception.
- Other delivery arrangements can be made on request of the learner. This is to the cost of the learner.
- Should certificates not be collected within 3 years of collection notification, the certificate will be archived and a retrieval fee will be implemented.
- A fee will be charged for re-printing certificates over and above the first certificate issue.

I have read and I do agree with the terms and conditions:

SIGNED: LEARNER

DATE

COURSE FEE