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Short Course Enrolment Form 2024

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 2024						
Interior Decorating- Saturdays 9am-1pm	<input type="checkbox"/> 02 March			<input type="checkbox"/> 17 Aug		
2D AutoCAD – Self-paced Online only	<input type="checkbox"/> available now- self paced online only					
Sketch Up - Tues & Thursdays 17:30- 20:00	<input type="checkbox"/> 27 Feb			<input type="checkbox"/> 13 Aug		
Revit Essentials - Wednesdays 18:00- 20:15		<input type="checkbox"/> 10 July				
SPECIAL 1: SIGN UP FOR TWO COURSES AND SAVE R750.00						
Section C: Course Requirements						
Interior Decorating:	No minimum requirement			8 Sessions over 2 months		
2D AutoCAD:	Basic computer literacy			Self-Paced		
Sketch Up:	Basic computer literacy			6 Sessions over 3 weeks		
Revit Essentials:	Proficient in 2D AutoCAD			6 Sessions over 6 weeks		

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	Payable on enrolment		Registration: R750	
		Payable upfront Full amount		Tuition Fee: R3000 TOTAL R3750	
Revit Essentials	RE 1	Payable on enrolment		Registration: R750	
		Payable in 2 amounts Full amount		Tuition Fee: R3750 TOTAL R4500	
Sketch Up	SU 1	Payable on enrolment		Registration: R750	
	SU 2	Payable in 2 amounts Full amount		Tuition Fee: R3000 TOTAL R3750	
Section E: Payment Information					
<p>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. Online courses need to be paid in full upfront</p> <p>Please note that students will not be permitted to attend classes if any fees are outstanding. See <i>Short Course handbook</i> for additional fees & stationery requirements. (Available on request)</p> <p>Banking Details : Account name BHC School of Design (Pty) Ltd Bank: First National Bank Account number 50240051818 Branch: Tableview Branch Code 203809</p> <p>Reference: [Your Full Name] Please e-mail your proof of payment with your application form to: <ul style="list-style-type: none"> E-mail: brenda@designschool.co.za info@designschool.co.za </p>					

Section F: Foreign Student information

All foreign students 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)
- **Pay the foreign learner levy of R 380.00 as well as the full course fees.**

Section G: Terms & Conditions

- The student 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 students 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 student. Dates and times will be organized and confirmed by the lecturer involved.
- All students enter the premises of BHC School of Design (Pty) Ltd at own risk.
- Safety is of utmost importance and therefore, no students may bring alcohol, drugs or non-prescribed substances onto the premises or enter the Institution premises while under the influence of alcohol or any illegal drug. The unauthorized possession of drugs or alcohol is viewed in a very serious light.
- For this purpose, BHC School of Design reserves the right to search students entering or leaving the premises, or to refuse them access to the premises.
- No student may enter the premises while in possession of a firearm or dangerous weapon.
- The student 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 student's 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 student. This is to the cost of the student.
- 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: APPLICANT

DATE

COURSE FEE