

DISTANCE STUDENT REGISTRATION FORM

Please paste your
Photograph here

TRAINING VENUE:	
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STUDENT NUMBER:	
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STARTING DATE:	
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A NON-REFUNDABLE REGISTRATION FEE OF R 900.00 (R1000.00 COMBINATION COURSE) TOGETHER WITH THE 1ST MONTH'S FEE IS PAYABLE ON SUBMISSION OF THIS REGISTRATION FORM.

INSTRUCTIONS:

Please **PRINT CLEARLY** and legibly. This information is necessary to register you as a student with SAQA and therefore must be **ACCURATE** and **CORRECT**. **ALL SECTIONS MARKED WITH *** ARE COMPULSORY FIELDS.** Please tick (✓) the appropriate box.

SECTION 1: STUDENT PERSONAL DETAILS

REGISTRATION YEAR	2	0			TITLE:	Miss	Mrs	Ms	Mr	
STUDENT SURNAME*** <i>Print name clearly as in SA ID book</i>										
STUDENT FIRST NAME*** <i>Print name clearly as in SA ID book</i>										
MAIDEN SURNAME <i>(If married)</i>										
NAME YOU ARE KNOWN BY*** <i>(Preferred Name)</i>										
IDENTITY / PASSPORT NUMBER***										
DATE OF BIRTH										
NATIONALITY***										
GENDER***	M	F	HOME LANGUAGE***							
POPULATION GROUP*** <i>(Required by SAQA)</i>	African	Asian	Coloured	Indian	White	Other:				
MARITAL STATUS*** <i>(Required by SAQA)</i>	Single	Married	Divorced	Widowed	Other:					
CURRENT STATUS*** <i>(Required by SAQA)</i>	Employed	Unemployed	Student	Other:						
DISABILITY*** <i>(Required by SAQA)</i>	Yes	No	If Yes, please specify: _____							
HOW DID YOU HEAR ABOUT TLC?	Website	TLC Student	ECD Principal	Office Inquiry	Other:					
HAVE YOU EVER REGISTERED FOR ANY ECD COURSE PREVIOUSLY?***	Yes	No	If Yes, Name of institution							
			Date of registration:							

SECTION 2: CONTACT DETAILS										
PHYSICAL ADDRESS***										
	City:					Postal Code:				
POSTAL ADDRESS <i>(if different from physical address)</i>										
	City:					Postal Code:				
NAME OF MUNICIPALITY										
LANDLINE NUMBER										
CELL NUMBER***										
E-MAIL ADDRESS										

SECTION 3: EMPLOYER DETAILS (if applicable)										
PLACE OF EMPLOYMENT										
NAME OF THE COMPANY / SCHOOL										
PHYSICAL ADDRESS										
	City:					Postal Code:				
POSTAL ADDRESS <i>(if different from physical address)</i>										
	City:					Postal Code:				
LANDLINE NUMBER :										
EMPLOYER E-MAIL ADDRESS:										
YOUR CURRENT POSITION IN THE ECD WORKPLACE	Principal	Teacher	Assistant	Other:						

SECTION 4: PREVIOUS QUALIFICATIONS AND WORK EXPERIENCE										
MATRIC CERTIFICATE***	Yes	No	If No, please state highest qualification:							
NAME OF LAST SCHOOL ***										
LAST SCHOOL ATTENDED*** (ADDRESS)										
	City:					Postal Code:				
LAST SCHOOL YEAR***										
MATRIC SUBJECTS PASSED***	Maths or Maths Lit		English Comm.		Second Language					
ANY ECD QUALIFICATIONS	Yes	No	If yes, state qualification(s) and attach these qualification(s) to this form.							
ANY ECD WORK EXPERIENCE	Yes	No	If yes, please state length of experience: -----(years/months) and position:							

SECTION 5: DISTANCE LEARNING TRAINING OPTIONS

TRAINING COURSE		Full Course Fee	✓
1.	FETC: ECD (Level 4 SAQA 58761) 146 Credits	R 15 300	
2.	HC: ECD (Level 5 SAQA 23117) 120 Credits	R 16 500	
3.	FETC / HC: ECD Combo (Specific Level 4 Unit Standards and Full Lev 5)	R 21 090	
4.	Management and Leadership for ECD Principals	R 13 000	

FETC: ECD Level 4 Fee Structure

CORE COMPONENTS (64 CREDITS)			
Learning Unit 3 (15 Credits)	Books	Credits	Cost per LU
	Book 1: 244462	5	R 850
	Book 2: 244469	10	R 1 700
			R2 550
Learning Unit 4 (19 Credits)	Books	Credits	Cost per LU
	Book 1: 244484	8	R 1360
	Book 2: 244472	6	R 1 020
	Book 3: 244468	5	R 850
			R 3 230
Learning Unit 5 (30 Credits)	Books	Credits	Cost per LU
	Book 1: 244480	16	R2 720
	Book 2: 244485	8	R1 360
	Book 3: 244475	6	R1 020
			R 5 100
ELECTIVE COMPONENT (26 Credits)			
Learning Unit 6 (26 Credits)	Books	Credits	Cost per LU
	Book 1: 244478	5	R 850
	Book 2: 244481	6	R1 020
	Book 3: 2442816	5	R850
	Book 4: 242819	10	R1 700
			R 4 420

HC: ECD Level 5 Fee Structure

FUNDAMENTALS (15 CREDITS)			
Learning Unit 1	Books	Credits	Cost per LU
	Book 1: 8647	10	R 1 250
	Book 2: 13925	5	R 625
Core (72 Credits)			R1 875
Learning Unit 2	Books	Credits	Cost per LU
	Book 1: 13853	36	R 4 500
	Book 2: 13854	12	R 1 500
	Book 3: 13855	24	R 3 000
Electives (45 Credits)			R 9 000
Learning Unit 3	Books	Credits	Cost per LU
	Book 1: 244256	15	R1 875
	Book 2: 244257	15	R1 875
	Book 3: 244260	15	R1 875
			R 5 625

FETC / HC: ECD Combo (Specific Level 4 Unit Standards and Full Level 5)

Learning Units	Books	Credits	Cost per LU
Learning Unit 4	Book 1: 244484	8	R 1 360
Learning Unit 5	Book 1: 244480	6	R 1 020
Learning Unit 5	Book 2: 244485	8	R 1 360
Learning Unit 6	Book 1: 244478	5	R 850
			R 4 590

HC: ECD Level 5 Fee Structure (Combo)**FUNDAMENTALS (15 CREDITS)**

Learning Unit 1	Books	Credits	Cost per LU
	Book 1: 8647	10	R 1 250
	Book 2: 13925	5	R 625
Core (72 Credits)			R1 875
Learning Unit 2	Books	Credits	Cost per LU
	Book 1: 13853	36	R 4 500
	Book 2: 13854	12	R 1 500
	Book 3: 13855	24	R 3 000
Electives (45 Credits)			R 9 000
Learning Unit 3	Books	Credits	Cost per LU
	Book 1: 244256	15	R1 875
	Book 2: 244257	15	R1 875
	Book 3: 244260	15	R1 875
			R 5 625

SECTION 6: FUNDAMENTAL COMPONENTS (Only if applicable)

You will have to enrol for the following fundamental components if you do not have a Matric (Senior) certificate with a pass in Maths Literacy, English Communication and a Second Language.

1.	Maths. Literacy	R 900.00	
2.	English Communication	R 900.00	
3.	Second Language	R 900.00	

SECTION 7: PAYMENT OPTION

Please indicate clearly ONE of the following two payment options available by ticking the appropriate block.

The following will apply:

- 5% discount on the course fees if you pay the total amount upfront
- 10% discount for returning TLC Level 4 graduates who wish to study towards the NQF Level 5 course

PLEASE NOTE

- A non-refundable Registration Fee of **R 900.00 (R1000.00 Combination Course)** is payable on submission of this registration form **together with one month's fee**.
- A monthly payment option plan is available on Full Courses. Should you choose a payment option, one month's fee is payable on registration together with the registration fee.
- All payments are **due by the 7th of each month** and any discount will fall away if payments are made later than this date.
- Outstanding payments will result in the student not attending class, and assignments and Portfolio of Evidence **not being assessed**, and will thus impact on the student's graduation.

- **Ensure that you have read and understood the TLC Cancellation Policy (section 12) before signing the Student Declaration.**

SECTION 8: FINANCIAL AGREEMENT

TLC will provide you with a monthly statement reflecting all monies received and any outstanding fees. Course fees must be paid by the **7th of each month**.

Should your account be overdue, TLC reserves the right to:

- withhold providing the course material;
- withhold the awarding of any qualification;
- withhold future registration privileges;
- prohibit you from attending classes; and
- commence with collection and legal proceedings against you resulting in additional costs and fees.

Should you withdraw from the course, any refund will be according to the TLC Cancellation Policy. By signing this Financial Agreement, you are acknowledging that you are solely responsible for the payment of the course fees and any other payments. You acknowledge that you fully understand and agree, that regardless of any third party (e.g. your employer or parent/guardian) paying for your course fees, you are and remain personally responsible for paying any and all balances due to TLC.

SECTION 9: THIRD PERSON RESPONSIBLE FOR PAYMENT OF COURSE FEES *(if applicable)*

This section is to be completed by the person responsible for the payment of the course fees (e.g. parent, school principal, sponsor, etc).

FULL NAME	
NAME OF ECD CENTRE <i>(if applicable)</i>	
RELATIONSHIP TO STUDENT	
CONTACT NUMBER	
E-MAIL ADDRESS	
SIGNATURE	
DATE	

SECTION 10: TLC BANKING DETAILS

Please make all payments in favour of:

ACCOUNT HOLDER	TEACHERS LEARNING CENTRE
ACCOUNT NUMBER	6223 2462 250
BANK	FIRST NATIONAL BANK
BRANCH	THE GLEN
BRANCH CODE	259 605

Note:

Please use your **NAME AND SURNAME** as a reference when paying electronically or making an ATM bank deposit (**NO CASH DEPOSIT**).

SECTION 11: TLC HEAD OFFICE AND BRANCH CONTACT DETAILS

2 Vinton Road Ormonde 2091.

Tel: (011) 496 1262

E-mail: tlcoffice@telkomsa.net

www.teacherslearningcentre.co.za

SECTION 12: CANCELLATION POLICY

In the event that your enrolment is cancelled before the completion of this course, then a refund will be processed for any fees that have been paid in advance, less a 10% penalty on the fees due at the time of cancellation (with a minimum of R1 500).

SECTION 13: REGISTRATION CHECKLIST

NOTE: Before submitting this registration form, please ensure that you have attached the following mandatory documentation. Your registration will not be processed unless these are submitted. Tick the appropriate column.

1. <u>Certified</u> copy of your Identity Document	
2. <u>Certified</u> copy of your Matric Certificate (if applicable) OR highest school qualification	
3. Copies of ECD certificates, workshops, etc, (if applicable)	
4. Two (2) passport size photographs	
5. A brief Curriculum Vitae (CV)	
6. Registration fee of R900.00 (R1000.00 Combination Course) plus first month's fee (or proof of payment)	
7. <u>Certified</u> copy of Study Permit if you are not a South African citizen or a permanent resident	

STUDENT DECLARATION

I, _____ (Full Name)
hereby confirm that I have read and understand the above terms and conditions of this Financial Agreement,
and by signing this document, I am agreeing to be bound by all the terms of this agreement, thereby obligating
me to pay all outstanding balances that I may incur with TLC now and in the future.

STUDENT SIGNATURE

DATE

NOTE:

If you are under the age of 21, then your parent or guardian must co-sign this registration form.

NAME OF PARENT/GUARDIAN: _____

PARENT/GUARDIAN SIGNATURE

DATE

THIS SECTION IS TO BE DETACHED AND RETURNED TO STUDENT

STUDENT NAME: _____

KEEP THIS DOCUMENT IN A SAFE PLACE. It contains important information and is a reminder of your financial commitment.

1. TEACHERS LEARNING CENTRE HEAD OFFICE ORMONDE HEAD OFFICE:

Physical Address: 2 Vinton Road, Ormonde, 2091
Tel: (011) 496 1262
E-mail: tlcoffice@telkomsa.net
Website: www.teacherslearningcentre.co.za

2. BANKING DETAILS

ACCOUNT HOLDER	TEACHERS LEARNING CENTRE
ACCOUNT NUMBER	6223 2462 250
BANK	FIRST NATIONAL BANK
BRANCH	THE GLEN
BANK CODE	259 605

Note:

Please use your NAME AND SURNAME as a reference when paying electronically or making an ATM bank deposit (NO CASH DEPOSIT).

3. PAYMENT OPTION DETAILS

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(Fill in details of payment option from Section 7 of the Registration Form)

- A non-refundable Registration Fee of **R 900.00** (R 1 000.00 Combination Course) **is payable** on submission of this registration form.
- Should you choose a payment option, **one month's fee is payable** on registration together with the registration fee.
- All payments are **due by the 7th of each month**.
- Outstanding payments** will result in the student not attending class, and assignments and Portfolio of Evidence **not being assessed**; and will thus impact on the student's graduation.