

STUDENT REGISTRATION FORM

Please paste your
Photograph here

TRAINING VENUE:

STUDENT NUMBER:

STARTING DATE:

A NON-REFUNDABLE REGISTRATION FEE OF R1000.00 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	<input type="text" value="2"/> <input type="text" value="0"/> <input type="text"/> <input type="text"/>	TITLE:	<input type="text" value="Miss"/> <input type="text" value="Mrs"/> <input type="text" value="Ms"/> <input type="text" value="Mr"/>
STUDENT SURNAME*** <i>Print name clearly as in SA ID book</i>	<input type="text"/>		
STUDENT FIRST NAME*** <i>Print name clearly as in SA ID book</i>	<input type="text"/>		
MAIDEN SURNAME <i>(If married)</i>	<input type="text"/>		
NAME YOU ARE KNOWN BY*** <i>(Preferred Name)</i>	<input type="text"/>		
IDENTITY / PASSPORT NUMBER***	<input type="text"/>		
DATE OF BIRTH	<input type="text"/>		
NATIONALITY***	<input type="text"/>		
GENDER***	<input type="text" value="M"/> <input type="text" value="F"/>	HOME LANGUAGE***	<input type="text"/>
POPULATION GROUP*** <i>(Required by SAQA)</i>	<input type="text" value="African"/> <input type="text" value="Asian"/> <input type="text" value="Coloured"/> <input type="text" value="Indian"/> <input type="text" value="White"/> <input type="text" value="Other:"/>		
MARITAL STATUS <i>(Required by SAQA)</i>	<input type="text" value="Single"/> <input type="text" value="Married"/> <input type="text" value="Divorced"/> <input type="text" value="Widowed"/> <input type="text" value="Other:"/>		
CURRENT STATUS <i>(Required by SAQA)</i>	<input type="text" value="Employed"/> <input type="text" value="Unemployed"/> <input type="text" value="Student"/> <input type="text" value="Other:"/>		
DISABILITY <i>(Required by SAQA)</i>	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes, please specify: <input type="text"/>	
HOW DID YOU HEAR ABOUT TLC?	<input type="text" value="Website"/> <input type="text" value="TLC Student"/> <input type="text" value="ECD Principal"/> <input type="text" value="Office Inquiry"/> <input type="text" value="Other:"/>		
HAVE YOU EVER REGISTERED FOR ANY ECD COURSE PREVIOUSLY?***	<input type="text" value="Yes"/> <input type="text" value="No"/>	If Yes, Name of institution Date of registration: <input type="text"/>	

SECTION 2: CONTACT DETAILS										
PHYSICAL ADDRESS										
	<i>City:</i>					<i>Postal Code:</i>				
POSTAL ADDRESS <i>(if different from physical address)</i>										
	<i>City:</i>					<i>Postal Code:</i>				
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										
	<i>City:</i>					<i>Postal Code:</i>				
POSTAL ADDRESS <i>(if different from physical address)</i>										
	<i>City:</i>					<i>Postal Code:</i>				
LANDLINE NUMBER										
YOUR CURRENT POSITION IN 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)										
	<i>City:</i>					<i>Postal Code:</i>				
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: TRAINING OPTIONS

NOTE: The course fees **exclude** the R1000.00 registration fee.

FULL QUALIFICATION (Select the applicable option) -		COURSE FEES	✓
1.	FETC: ECD NQF Level 4 (SAQA ID 58761)	R 17 000	
2.	HC: ECD NQF Level 5 (SAQA ID 23117)	R 17 000	
3.	Full time Combined (Specific Level 4 LU and full Level 5)	R 21 000	

MANAGEMENT AND LEADERSHIP FOR ECD PRINCIPALS

1.	Saturday classes: (09H00- 13H00): per module	R 900	
2.	Full course	R 13 000	

SECTION 6

FUNDAMENTAL COMPONENTS FOR FETC: ECD LEVEL 4 (Applicants who do not have a Matric/Senior Certificate)

1.	English Communication	R 1000	
2.	Second Language	R 1000	
3.	Maths Literacy	R 1000	

SECTION 7: PAYMENT OPTIONS

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

Option A: 5% discount on the course fees if you pay the total amount upfront

Option B: 10% discount for the returning TLC Level 4 graduates who wish to study towards the NQF Level 5 course

PLEASE NOTE

- A non-refundable Registration Fee of **R1000.00 is payable on submission** of this registration form.
- A monthly payment option plan is available on Full Courses. Should you choose a payment option, one month's fee is payable upon commencement of the course.
- 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, 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 before signing the Student Declaration.**

PAYMENT OPTIONS

OPTION A: 5% DISCOUNTED FEE (if course fees are paid in full at registration)	Course Fees	✓
FETC: ECD (NQF LEVEL 4)	R 16 150	
HC: ECD (NQF LEVEL 5)	R 16 150	
FULL TIME COURSE (Combined LEVEL 4 and 5)	R 19 950	
MANAGEMENT FOR ECD PRINCIPALS	R 12 350	

OPTION B: MONTHLY PAYMENTS	4 mon.	✓	12 mon.	✓	15 mon.	✓	18 mon.	✓
FETC: ECD (NQF LEVEL 4)	R 4 250		R 1 417		R 1 133		N/A	
HC: ECD (NQF LEVEL 5)	R 4 250		R 1 417		N/A			
FULL TIME LEVEL 4 and 5 (Combo)	R 3 000 (7 monthly payments)							
MANAGEMENT FOR ECD PRINCIPALS	R 2 166 (6 monthly payments)							

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:

- a) withhold providing the official POE;
- b) withhold the awarding of any qualification;
- c) withhold future registration privileges;
- d) prohibit you from attending classes; and
- e) 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 a bank 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

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. Proof of payment of the registration fee of R1000.00 plus first month's fee	
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 a bank 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 **R1000.00 is payable** on submission of this registration form.
- Should you choose a payment option, **one month's fee is payable**.
- All payments are **due by the 7th of each month**.
- Outstanding payments** will result in the student not attending class, assignments and Portfolio of Evidence **not being assessed**, and will thus impact on the student's graduation.