



Faculty of Health Sciences Continuing Education Unit

University of Cape Town | Faculty of Health Sciences | Anzio Road | Observatory | 7925 | Cape Town
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www.ceuhealth.uct.ac.za



FOR OFFICE USE ONLY	
PS ID:	Course Code:
Student No.	Class:

REGISTRATION FORM

Please complete and return your registration form to ce.administration@uct.ac.za or fax +27 (0)86 549 4228.

Course Name:	Course Date:
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Personal Details

Title (e.g.: Dr / Mr / Mrs / Miss):	
First Names:	Surname:
Full Name to appear on certificate:	
Student Number (if previously registered with UCT):	
ID Number / Passport Number:	Date of Birth:
Nationality:	
Highest Educational Qualification:	HPCSA / SANC Number:
Occupation:	Company:

The following information is required for UCT reporting purposes:

Gender (please select)	M	F	Race:
Disability (please select)	No	Yes	If yes, please specify:
How did you hear about this course?	Faculty Infomailer	CEU Health Email	CEU Website
Bizcommunity	Facebook	Twitter	UCT Calender
		Word of Mouth	Other:

Contact details

Postal address (NB: Your certificate will be posted to this address):	
Postal Code:	Country:
Home Tel:	Cell:
Work Tel:	Fax:
Email:	

Miscellaneous

Do you have any other special requirements that we should be made aware of? If yes, please provide details	Yes	No
May we add your name to our mailing list to receive notification of future courses?	Yes	No

PAYMENT INFORMATION: *for individuals and companies*

Who is paying for you to attend this course?

My employer/company is paying – please complete the following section “Invoices”

I am paying for myself – please use banking details below for EFTs and deposits and proceed to the final section “Terms and Conditions”

Invoices

Please note: Tax invoices are only issued to companies. Individuals paying privately must use the banking details in Section A below for payment. The correct reference must be used as indicated. Please **do not** complete Section B if you are paying as an individual.

Please ensure you complete this information as it should appear on the invoice.

Invoices will be emailed to the contact person indicated below. Please ensure you give the correct person’s details.

You should receive an invoice within 10 working days from the date of request. If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.

Once payment has been made, proof of payment must be emailed to ce.administration@uct.ac.za.

A. Electronic Transfers and Direct Deposits for Individuals and Companies:

Account name: University of Cape Town Sundries Account
Bank Name: Standard Bank of South Africa
Bank Address: Riverside Centre, Main Road, Rondebosch, 7700, South Africa
Account number: 071503854
Branch Code: Rondebosch Branch, 025009
SWIFT Code: SBZAJJ
Reference: *(for individuals)* 233514 [Your Initial & Surname] e.g.: 233514**PJones**
Reference: *(for companies)* 233514 [Invoice Number] e.g.: 233514**123456**

B. Company Invoice:

For a company to receive an invoice for its employee/s attending a course, the following information must be completed:

Name of Company:

Postal Address:

Postal Code:

Street Address:

Postal Code:

VAT registration number:

Purchase Order Number:

Business Sector (e.g. Commercial, Government, NPO):

Industry Type (e.g. Finance, Electronics, Education):

Contact person (e.g. Finance officer) to whom the invoice should be emailed

Name:

Position:

Email:

Tel:

Terms & Conditions

1. We will acknowledge receipt of your registration form. If there are no available spaces, you will receive notice of this and your name will go on a waiting list.
2. Closing date for registrations is dependent on the particulars of each course. You may not cancel your registration after registrations have closed.
3. Fees are due two weeks before the start of the course, unless otherwise arranged with the Continuing Education Unit.
4. You will be emailed a course information letter one week before the start of the course.
5. We must be informed of cancellations in writing at least one week before the start of the course or the full fee will be charged.
6. UCT reserves the right to take any legal proceedings to recover the full fees payable, and to recover the costs in connection with such recovery.
7. Certificates will be issued in the name supplied on the application form. Where possible, certificates will be handed out at the final lecture. If not, they will be posted via registered mail to the address on this form. No certificate will be issued until full payment of the course fee has been received.
8. UCT reserves the right to cancel the course if insufficient registrations are received, in which case, the course fee will be refunded in full if already paid.
9. Certificates will not be issued to any student who is not in financial good standing with UCT.

I have read and accept these terms and conditions.

Signature:

Date: _____