

UCT Law @ Work: Professional Development Project Registration Form 2017

| Office use only | |
|-----------------|--|
| PS no. | |
| Student no. | |

To be completed and returned to Paula Allen (paula.allen@uct.ac.za), Andrea Blaauw (andrea.blaauw@uct.ac.za) or Faldielah Khan (faldielah.khan@uct.ac.za)

Course name

Course date

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Personal details

| | |
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| Surname: | First (preferred) name: |
| Full names (to appear on certificate): | |
| UCT student number (if previously registered at UCT): | |
| ID number: | Date of birth (<i>for non-South Africans</i>): |
| Gender: <input type="checkbox"/> M <input type="checkbox"/> F | |
| Highest educational qualification: | |
| Occupation: | Company: |

Contact details

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| Postal address: | |
| | Postal code: |
| Work tel: | Cell: |
| Home tel: | Fax: |
| Email: | |

Miscellaneous

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| Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific. | |
| Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: | |
| Do you have any other special requirements that we should be made aware of? Please provide details. | |
| Do you require parking on campus? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Do you need information about accommodation? <i>You will be responsible for making your own bookings and settling your accounts, but we can send you a short list of accommodation options available in the area.</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| How did you hear about this course? <input type="checkbox"/> Law@Work email <input type="checkbox"/> Law@Work website <input type="checkbox"/> Legalbrief email <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Skills Portal <input type="checkbox"/> Bizcommunity <input type="checkbox"/> Word of mouth <input type="checkbox"/> Print advert in <input type="checkbox"/> Other: | |
| If you are not already on our mailing list, may we add your email address to receive notification of further courses? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

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 skip down to the final section ("Terms and conditions")

Invoices

Please note: Tax invoices are only issued to companies. Individuals paying privately will be emailed a statement and payment details on registration. **Please do not complete this section if you are paying as an individual.**

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

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

Note that the company customer number must be used as a reference for the payment. This customer number will appear on your invoice. **Do not make payment until you have received the invoice.**

Once payment has been made, proof of payment must be sent to the course administrator.

It takes about two weeks for an invoice to be processed. 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.

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| 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. Legal, Finance, Electronics, Education): | |
| Contact person (e.g. Finance officer) to whom the invoice should be emailed | |
| Name: | Position: |
| Email: | Tel: |

Terms and 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. The closing date for registrations is one week before the start of a course.
3. Fees are due one week before the start of a course, unless otherwise arranged with the course administrator.
4. You will be emailed a course information letter one week before the start of the course. If at this stage you are no longer able to attend, please inform the course administrator immediately.
4. We must be informed of cancellations in writing at least one week before the start of a course **or the full fee will be charged.**
5. 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.
6. 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. Please note that no certificate will be issued without full payment having been received.
7. 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.

I have read and accept these terms and conditions.

Signature: _____

Date: _____