



Office use only	
PS no.	
Student no.	

Registration Form 2019

Email to Paula Allen (paula.allen@uct.ac.za), Liesel Collins (liesel.collins@uct.ac.za) or Don Coue (don.coue@uct.ac.za).

Closing date for registrations: One week (seven days) before the course starts.

Course name

Course date

--	--

Personal details

Surname:	First / preferred name:
Full names to appear on certificate:	
SA ID number:	Date of birth: DD / MM / YYYY
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	UCT student number:
Occupation:	Company:

Contact details

Postal address:	
	Postal code:
Work tel:	Cell:
Email:	

Payment

<p>Who is paying for you to attend this course?</p> <p><input type="checkbox"/> I am paying for myself → <i>Please wait to hear from our Finance Administrator</i></p> <p><input type="checkbox"/> My employer/company is paying → <i>Please complete the "Contact person" section below</i></p> <p>Tax invoices are only issued to companies. Individuals paying privately will be emailed a statement.</p> <p>Please note that we need to receive a minimum number of registrations for a course to be economically feasible for us. Once we have confirmed that a course can go ahead, we will contact you (or your company contact person) with payment instructions.</p>	
Contact person (e.g. Finance officer) to whom the invoice should be emailed	
Name:	Position:
Email:	Tel:
Company name:	VAT registration number:

Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific.	
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"/> SAFLII advert <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
Are you an alumnus of the UCT Faculty of Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Terms and conditions

<p>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.</p> <p>The closing date for registrations is <u>one week before the start of a course</u>.</p> <p>Fees are due one week before the start of a course, unless otherwise arranged with the finance officer.</p> <p>You will be emailed a course information letter one week before the start of the course.</p> <p>If you wish to deregister, you must cancel <u>in writing</u> at least one week before the start of the course or you will be charged the full fee.</p> <p>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.</p> <p>Certificates (where applicable) will be issued in the name supplied on the registration 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.</p> <p>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.</p>
<p>I have read and accept these terms and conditions.</p> <p>Signature: _____ Date: _____</p>

UCT Law@work offers a variety of seminars, lectures, short courses and courses of postgraduate standard. Visit <http://www.lawatwork.uct.ac.za/lw/courses> to see our other short courses.