



WILLIETHERON BUILDING
4TH FLOOR
512 BOSMAN STREET
Pretoria
Tel: 012 7717447
Cell: 082 2562887

Accreditation, QCTO: SDP 1220/17/00144
Email: centrumtechnicalcollege@gmail.com
DHET Examination Centre Number: 899992869

Please
Attach
Photo Here

APPLICATION FOR ADMISSION

Please read all College information carefully before completing this application form. All applicants admitted to Centrum Technical College will be bound by all rules and regulations stipulated in the registration agreement; therefore, by completing and/or signing the agreement the applicant binds him/her by the terms and conditions thereof.

APPLICANTS'S DETAILS		ADMISSION 20 <input type="text"/>	STUDENTNUMBER <input type="text"/>
SURNAME	<input type="text"/>		
FORENAMES	<input type="text"/>		
ID/PASSPORTNO	<input type="text"/>	EMAIL	<input type="text"/>
COURSE	<input type="text"/>	LEVEL	<input type="text"/>
CONTACTNO.(H)	<input type="text"/>	CELL:	<input type="text"/>

PARENT/GUARDIAN/SURETYDETAILS

SURNAME		<input type="text"/>	
FORENAMES		<input type="text"/>	
ID/PASSPORTNO	<input type="text"/>	EMAIL	<input type="text"/>
EMPLOYER	<input type="text"/>	OCCUPATION	<input type="text"/>
RESIDENTIALADDRESS	<input type="text"/>	CODE	<input type="text"/>
CONTACTNO.(H)	<input type="text"/>	CELL:	<input type="text"/>

MARK APPROPRIATE BOX WITH "X" | FULLTIME PARTTIME EXAM ONLY

ELECTRICALN1-N3 <input type="radio"/> Mathematics <input type="checkbox"/> Engineering Science <input type="checkbox"/> Industrial Electronics <input type="checkbox"/> Electrical Trade Theory <input type="checkbox"/>	MECHANICALN1-N3 <input type="radio"/> Mathematics <input type="checkbox"/> Engineering Science <input type="checkbox"/> Motor/Diesel Trade Theory <input type="checkbox"/> Engineering Drawing <input type="checkbox"/>	CIVILN1-N3 <input type="radio"/> Mathematics <input type="checkbox"/> Building Science <input type="checkbox"/> Building Drawing <input type="checkbox"/> Building& Civil Technology <input type="checkbox"/>
OPTIONAL Logic Systems <input type="checkbox"/> Indst Instrum <input type="checkbox"/> Electro-tech <input type="checkbox"/>	OPTIONAL MechanoTech <input type="checkbox"/> PSSD/Welders <input type="checkbox"/> Platters theory <input type="checkbox"/>	
ELECTRICALN4-N6 <input type="radio"/> Mathematics <input type="checkbox"/> Fault Finding/Eng Science <input type="checkbox"/> Industrial Electronics <input type="checkbox"/> Electrotechnics <input type="checkbox"/>	MECHANICALN4-N6 <input type="radio"/> Mathematics <input type="checkbox"/> Engineering Science <input type="checkbox"/> Mechano Technics <input type="checkbox"/> Mech- Draughting <input type="checkbox"/>	CIVILN4-N6 <input type="radio"/> Building &SS/Maths <input type="checkbox"/> Building & SC <input type="checkbox"/> Building Admin <input type="checkbox"/> Quantity Survey <input type="checkbox"/>
OPTIONAL Power machines <input type="checkbox"/> Digital Elect <input type="checkbox"/> SupervisoryMgt. <input type="checkbox"/>	OPTIONAL Power machines <input type="checkbox"/> Fluid Mechanics <input type="checkbox"/> SupervisoryMgt. <input type="checkbox"/>	OPTIONAL SupervisoryMgt. <input type="checkbox"/>
HUMAN RESOURCES N4 <input type="radio"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Financial Accounting <input type="checkbox"/>	HUMAN RESOURCES N5 <input type="radio"/> Personal Training <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Labour Relations <input type="checkbox"/> Personnel Management <input type="checkbox"/>	HUMAN RESOURCES N6 <input type="radio"/> Personal Training <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Labour Relations <input type="checkbox"/> Personnel Management <input type="checkbox"/>
FINANCIALMAN N4 <input type="radio"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computerized Financial System <input type="checkbox"/> Financial Accounting <input type="checkbox"/>	FINANCIALMAN N5 <input type="radio"/> Entrepreneurship & BM <input type="checkbox"/> Computerized Financial System <input type="checkbox"/> Cost Accounting <input type="checkbox"/> Financial Accounting <input type="checkbox"/>	FINANCIALMAN N6 <input type="radio"/> Cost Accounting <input type="checkbox"/> Computerized Fin. Systems <input type="checkbox"/> Income Tax <input type="checkbox"/> Financial Accounting <input type="checkbox"/>
PUBLICRELATIONS N4 <input type="radio"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Information Processing <input type="checkbox"/> Office Practice <input type="checkbox"/>	PUBLICRELATIONS N5 <input type="radio"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Information Processing <input type="checkbox"/> Office Practice <input type="checkbox"/>	PUBLICRELATIONS N6 <input type="radio"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Information Processing <input type="checkbox"/> Office Practice <input type="checkbox"/>

BUSINESS MAN N4 <input type="checkbox"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Financial Accounting <input type="checkbox"/>	BUSINESS MAN N5 <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Economics <input type="checkbox"/> Labour Relations <input type="checkbox"/>	BUSINESS MAN N6 <input type="checkbox"/> Marketing Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Sales Management <input type="checkbox"/> Personnel Management <input type="checkbox"/>
MARKETING MAN N4 <input type="checkbox"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Marketing Management <input type="checkbox"/>	MARKETING MAN N5 <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Economics <input type="checkbox"/> Marketing Management <input type="checkbox"/>	MARKETING MAN N6 <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Marketing Communication <input type="checkbox"/> Marketing Management <input type="checkbox"/>
MANAGEMENT ASST N4 <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>	MANAGEMENT ASST N5 <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>	MANAGEMENT ASST N6 <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>
EDUCARE N4 <input type="checkbox"/> Daycare Personnel Development <input type="checkbox"/> Education <input type="checkbox"/> Educare Didactics Theory & Prac <input type="checkbox"/> Child Health <input type="checkbox"/>	EDUCARE N5 <input type="checkbox"/> Entrepreneurship & Business Man <input type="checkbox"/> Daycare Communication <input type="checkbox"/> Educare Didactics Theory & Prac <input type="checkbox"/> Educational Psychology <input type="checkbox"/>	EDUCARE N6 <input type="checkbox"/> Daycare Management <input type="checkbox"/> Daycare Communication <input type="checkbox"/> Educare Didactics Theory & Prac <input type="checkbox"/> Educational Psychology <input type="checkbox"/>
INSTALLATION RULES <input type="checkbox"/> Paper1 <input type="checkbox"/> Paper2 <input type="checkbox"/>	SPECIALIZED CODES <input type="checkbox"/> Paper1 <input type="checkbox"/> Paper2 <input type="checkbox"/>	OCCUPATIONAL QUALIFICATIONS <input type="checkbox"/> Home Base Care <input type="checkbox"/> Health Promotion Worker <input type="checkbox"/> Early Childhood Development <input type="checkbox"/>

CONDITIONS OF REGISTRATION

ENROLMENT REQUIREMENTS

- The applicant attests that the information supplied is correct and accurate in all respects and undertakes to update it with the institution as and when there is any change in the details.

CANCELLATION OF STUDIES AND REFUND

- The applicant reserves the right to terminate his/her studies at **Centrum Technical College** provided that he/she submits a letter of cancellation to **Centrum Technical College** and the letter is received by the College Not later than 14 days either by fax, email or registered mail after he or she has registered or before the commencement of the course.
- Provide sufficient evidence to motivate cancellation of studies i.e. student unable to carry on studies due to terminal illness or death.
- Full refund will be made and accepted by the College on condition of terminal illness or death only. In this case 90% of the paid amount will be refunded.
- Partial refund of fees will be made and accepted by the college if applicant has not attended class at all, once classes have been attended even once, the college will not refund at all. The College will only refund to the account of Sponsor/Parent/Guardian only.
- Cancellation will also be granted to the student without any further contractual obligation to the student and No cash refund provided that he/she transfers his/her studies to another applicant to substitute his/her space or application.
- Automatic decline of application for refund will be instituted after 30 days of registration and No claims or liabilities will be made and or accepted by the College.

LEARNER RIGHTS & OBLIGATIONS

- It's the applicant/student's right to obtain the correct service that he/she has paid for and therefore the student's duty to notify the college administration in writing or otherwise if he/she feels that this right is being compromised by the facilitators. In case of reporting such an incident, the applicant must provide a comprehensive description of the nature of problem and or any evidence to support that claim and must insist on obtaining a reference.
- It's the learner's duty and obligation to obtain from the college the important dates pertaining to examination enrollments, checking of prelims and forwarding any corrections made thereof. The College will use notice boards and SMS to communicate to the student.
- The applicant/learner must adhere to all additional Internal or External College Rules and Regulations, processes and procedure throughout their entire duration of studies at **Centrum Technical College**.

GENERAL CODE OF CONDUCT

- Learner must abstain from the following habits while at school; theft, smoking, drinking alcohol, drugs, carrying weapons, inappropriate behavior, abuse of school property and disobedience of instructions. Failure to comply with this instruction may result in serious consequences including suspension or dismissal without refunding the culprit/s.
- Foreign applicants must pay half of the required fees or provide proof of sufficient funds and a valid study permit.

- All fees payments are due on the 7th of every calendar month unless if special arrangements have been made and granted by the college.
- Late payments resulting in to late Examination entries will be a responsibility of the applicant and the college will not be held liable whatsoever for any irregularities that may arise.

ATTENDANCE AND ASSESSMENTS

- A minimum of 30 weeks of regular and punctual attendance is required of the student, and college reserves the right to block access from either internal or external exams if the student fails to meet the stipulated duration of attendance per term or year.
- Upon confirmation of registration, the learner must request for the class attendance timetable, a year event calendar and assessments schedules for his/her respective lessons further that, they must also report in writing to info@centrumtechnicalcollege.co.za when they miss any scheduled classes.

EXTERNAL EXAMS REGISTRATION AND PROCEDURES

- Failure to comply or complete or amend changes to the registration form. Examination forms or preliminary schedules for whatsoever reason will place the entire learner's academic term, semester or year in serious jeopardy and/or may result in a decline to admission in to the Examination room. Where such happens the college will not be held liable and will not refund whatsoever.

LIMITED LIABILITY

- Neither **Centrum Technical College** nor its employee/s or representative will be held liable to any minor or serious bodily harm or death or loss of property arising in any way whether or not by willful or negligent act or mission or breach of contract by any college representative

Either I _____ (for Minor/Below 18 years) or I _____ duly assisted in Law By _____ (Legal Guardian)

on the _____ day of _____ at _____ do here by declare and warrant the I Severally and jointly understand and accept the conditions of registration at Centrum Technical College. Furthermore attest to the correctness of the information that I have declared, and acknowledge that any false misleading or inadequate declarations may result in serious and yet undesired consequences. Hence I will not expect Compensation from CTC for any inconveniences that are a result of my own negligence.

OFFICE USE

- | | | |
|--|---|--------------------------|
| <input type="checkbox"/> Copy of ID | <input type="checkbox"/> Proof of Residence/or Parent Residence | <input type="checkbox"/> |
| <input type="checkbox"/> Previous Academic Transcript/or RPL Statement | <input type="checkbox"/> Proof of grant/sponsor/ college letter approving | <input type="checkbox"/> |
| <input type="checkbox"/> scholarship Fully Completed Form | <input type="checkbox"/> Proof of amendment to registration | <input type="checkbox"/> |