

## Short Course application form

Course Name:

Dates:

Title:

Gender:

Surname:

Initials:

First names:

Given name:

Nationality:

Ethnicity:

Required by the Department of Education

ID / Passport no:

Date of birth:  /  /

Home language:

Student no:

Dietary requirements:

Disability:

Do you use a wheelchair?

E-Mail address:

Study leader:

Cell phone no:

Postal address:

Street address:

*PO Box/Private Bag:*

*Street:*

*Suburb:*

*Suburb:*

*City:*

*City:*

*Postal code:*

*Postal code:*

*Country:*

*Country:*

Highest academic qualification:

Qualification institution:  Year achieved:

### TERMS AND CONDITIONS

#### Cancellations

- 1.1 If you want to cancel your short course attendance, you must do so in writing at least seven days before the start of the course. Your course fees will be repaid to you minus a 5% administration fee.
- 1.2 If you cancel your attendance less than seven days before the start of the course, a cancellation fee of 15% will be deducted from your course fees to pay for the costs that the University has incurred in preparation for your attendance.
- 1.3 If you cancel your attendance less than 24 hours before the start of the course, only 10% of your course fees will be repaid to you.
- 1.4 The abovementioned deductions will also apply if your employer or another company or institution paid for your fees.
- 1.5 There may be instances where the University decides that your circumstances made it impossible for you to attend and will waive the deductions. This will be entirely the University's decision and you may be required to provide supporting documentation.

## 2 Exclusion of the University's liability

The following terms are very important, because they limit your ability to bring a claim against the University if a short course is cancelled or postponed or if you are injured or your property lost or damaged while you are on University property.

- 2.1 The University may decide to postpone or cancel any short course because of insufficient demand or on any other reasonable grounds. You have no claim against the University except for the repayment of any course fees that you have already paid.
- 2.2 The University will not be responsible for any harm to you or your property except for claims that fall under 2.3. This means that the University will not be liable to you or your dependants even while you are:
  - 2.2.1 on University property;
  - 2.2.2 participating in any activity relating to your studies or training;
  - 2.2.3 participating in any other recreational activities;
  - 2.2.4 using any of the University's premises, buildings, equipment or facilities; or
  - 2.2.5 staying in or visiting at any University residence or other accommodation.
- 2.3 You will only be able to bring a claim for harm to you or your property if the harm is caused because you had access to property or equipment that was defective or unsafe, or if you were not given proper instructions. In other words, you can only bring a claim that falls within Section 61 of the Consumer Protection Act 68 of 2008.

### I declare that:

- I have read these terms and conditions and that I understand my responsibilities.*
- Where I did not understand the terms and conditions I have asked for an explanation.*
- I have made sure that all the information provided on this form is correct.*

Signature of applicant:

Date: