



APPLICATION FORM

Application and/or Registration Information

(For office use only) Student Number

Course Code

For which course/certificate programme are you enrolling?

Course Date

When do you wish to commence study?

Year

Month

Day

Have you applied to and/or been registered at APS before?

Yes

No

If yes, please provide your student number

Are you currently or previously been a staff member?

Yes

No

If yes, please provide your staff number

Personal details

Surname/Last name

First name/s

Middle/Other name

(the name your friends and family use or the name you prefer to be called)

Marital status

single

married

divorced

widow/er

Title

Mr

Miss

Ms

Mrs

Other

Date of birth

Day

Month

Year

Gender Male

Female

Citizenship Details

South African citizen?

Yes

No

South African ID no.

(Submit a certified copy of South African Identity Document)

If No, are you a South African Permanent resident? Yes If

No

Yes, Permit number and date obtained:

Submit certified copies of Permanent Residence Certificate and Permanent Residence Visa)

If not a South African resident, please state nationality

Passport no.

Date of issue of passport

Day

Month

Year

Expiry date

Day

Month

Year

Classification of VISA

Expiry date

Day

Month

Year

*PLEASE NOTE: Students need to have a certified copy of their Passport and Visa when registering for a short course.

General Background

Population Group *(required by Government for statistical purposes)*

African	Asian	Coloured	Indian	White	Other
---------	-------	----------	--------	-------	-------

Home language Religion

Disability / Special Needs

Contact details

Home Tel Fax Cell

Email

Work Tel Fax

Email

Residential address

Postal Code

Postal address

Postal code

Next- of-kin details

Surname/Last name First name/s

Middle/Other name Marital status single married divorced widow/er
(the name your friends and family use or the name you prefer to be called)

Title Mr Miss Ms Mrs Other Gender Male Female

South African ID no.

Relationship to applicant

Home Tel Fax Cell

Email

Residential Address

Postal Code

How did you hear about Alerts Professional Services?

Newspaper Family/Friend Internet Magazine Social media Other – please specify

▶ Please specify which one

▶ Please specify which one

Promotion code

Referred by

Details of person/company responsible for payment

Company Name

Name and Surname

Position

Contact details: Tel Fax Cell

Email

Contact person

Physical address

Postal code

Postal address

Postal code

Payment details

Once you have been accepted to register for the course, you will receive further details and instructions regarding the required fee payment on an official Tax Invoice.

Proof of payment must be emailed 2 weeks prior to commencement date of the course to GervaseM@alertsprofessionalservices.co.za.

Should a direct deposit and/or electronic transfer be made, please provide proof of payment by quoting "Your ID/Passport number" as a reference.

Declaration

Ihereby certify that the information provided above is accurate and complete in all respects and agree to be bound by it.

I agree to abide by all policies, rules, regulations and procedures of APS School of Accounting.

I confirm that I, *the student and/or sponsor*, have provided accurate information and comply with being a student at APS School of Accounting.

I confirm that, I have read and understood the terms and conditions and the legal declaration of indemnity and undertaking.

I hereby give consent to the processing of my personal information for the purposes pertaining to my application and/or registration at APS School of Accounting.

.....
Signature of student

.....
Signature of the sponsor

.....
Date

.....
Date

Terms & conditions

Fees

- I. All students are required to pay the full fee for the level/course for which they are enrolling, at least two weeks prior to the start of the course.
- II. Private tuition is offered for individuals and small groups of up to 8 students.
- III. A fee per person per hour is charged for students who attend catch up lessons.
- IV. APS reserves the right to withhold examination results until the outstanding accounts are settled in full.
- V. The student is solely responsible for his/her account.
- VI. The following methods of payment are accepted: credit/debit card, bank cheque, direct deposits and electronic payments.
- VII. Should a direct deposit and/or electronic transfer be made, please provide proof of payment as per instruction on the Tax Invoice.

Cancellations and refunds

- I. A student may not cancel his/her enrolment in a course and will not be exonerated from liability for the course tuition fee and course material fee(s).
- II. No refunds are granted to students who fail to attend the course for which they have registered and paid.
- III. Refunds will only be granted under the following conditions:
 - If a student cancels thirty (30) days or more before the course starts, 90% of the course fee will be refunded
 - If a student cancels within thirty (30) days before the course starts, 50% of the course fee will be refunded
 - No refunds will be granted after the start of the course
 - Foreign students need to submit a letter from their embassy confirming the status of their visa application for us to proceed with their refund.
- IV. A student must complete the course for which he/she enrolled within one year of registration.
- V. APS reserves the right to postpone or cancel a course due to lack of demand. In the event of cancellation, as opposed to postponement, all fees paid may be refunded.

Transfer from one course to another

- I. A student who wishes to transfer from one course to another must apply in writing for permission to do so from APS School of Accounting.
- II. APS reserves the right to accept/decline the student's application for the transfer of his/her registration to another course.
- III. The transfer can only occur within the calendar year of the registration, failing which the course fee is forfeited.
- IV. A student will be liable for additional payment for the course material for the course to which he/she is transferring, where applicable.
- V. A student will be liable for the cost of the course material of the original course/registration.

Deferral of courses

- I. A student who wishes to defer his/her enrolment to a commencement date later in the year must apply in writing for permission to do so from APS School of Accounting.
- II. Such application has to be forwarded to APS within fourteen days prior to the commencement of the course.
- III. The deferred course must be done within the calendar year of the date of registration.
- IV. An additional charge may be levied for deferrals at the discretion of APS.

The following material must accompany the application

- I. A certified copy of the front page of student's ID book or both sides of the ID card (if South African citizen), or the passport page with the photo and personal information (if non-South African).
- II. A certified copy of the front page of ID book or both sides of the ID card of person(s) responsible for payment of the account, or the passport page with the photo and personal information (if non-South African).
- III. A certified copy of the student's study permit and relevant page of passport (if non-South African).
- IV. Proof of payment with the correct reference number.

The enrollment will only be considered once the registration form is completed, the correct documentation attached, and the required fee is furnished to APS.

Legal declaration of indemnity and undertaking

I, the applicant, parent/guardian/next-of-kin/sponsor of the applicant:

- I. Acknowledge that APS does not accept responsibility for damage or loss in respect of property of the applicant or in respect of property brought onto the school premises by the applicant.
- II. Do hereby indemnify APS in respect of any damage caused by the applicant to the school property or to the property of third parties, whether on or off the school premises, as a result of the applicant's actions either whilst on the School premises or whilst engaged in any activity related to the school.
- III. Undertake, during the period for which I am a registered student, to be bound by the rules and regulations of the school.
- IV. Certify that the information provided in this form and all supporting documentation is accurate.
- V. Declare that I have furnished the school with all the information required to make an informed decision about my admission.
- VI. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to APS as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of APS.

Terms of enrolment

- I. The non-attendance of classes will not result in a reduction of the student fees, nor will it absolve the other to this registration form from full liability for the payment of fees.
- II. The student cannot cancel this contract without written consent from the school.
- III. This registration or contract is not transferable to another person.
- IV. The School reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any course initially advertised and offered, on the basis of insufficient demand or any other reasonable ground.
- V. The student agrees to be bound by rules of due performance. The School reserves the right to exclude the student from an examination and to withhold a student's examination results if his/her due performance requirements have not been met, without in any way detracting from the right of the School to recover fees payable.
- VI. Fees payable to APS comprise tuition, registration and course material fees. It is the student's responsibility to cover the cost of transport, specialized consumables used during the course, including but not restricted to specialised stationery, stock or any other materials.
- VII. APS chooses as its domicilium citandi et executandi (the residential address) for all purposes arising here:
Alerts Professional Services
17 Rosamond Street
Florida
Johannesburg, 1709.
- VIII. Certificates of Competence and Certificates of Attendance are offered by APS. Please consult APS for details per course.
- IX. A Certificate of attendance requires at least 80% attendance by the student, and a certificate of competence requires the student to pass formative and summative assessments.

For any queries, please contact us: Tel.: +27 11 072 7173:

WhatsApp: +27 72 490 8099; Email:

GervaseM@alertsprofessionalservices.co.za

Thank you for choosing APS School of Accounting.