Global Business Solutions

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BACHELORS OF COMMERCE (NQF 7) STUDIES

Specialising in Industrial Relations Management

PART A

Please complete the form and submit with the required supporting documentation to:
(PE) 041 364 0039; (EL, CT, JHB & DBN) 043-721 1027
or hand deliver to the address above

In addition to the above please submit: *Applications will not be considered without the following:*

1. Photo (ID size)
2. A copy of the photograph page of your ID or Passport
3. Referee's Reports (in sealed and signed envelopes)
4. Academic Transcripts
5. Other supporting documentation

PLEASE NOTE THERE IS A R 300.00 APPLICATION FEE
PROOF OF PAYMENT MUST ACCOMPANY THIS FORM.
PAYMENTS CAN BE MADE AS PER THE ACCOUNT DETAILS BELOW:

Account Name: Goldberg, De Villiers & Myburgh
Bank: First National Bank
Branch Code: 210 121
Account Number: 52131103063

N.B.: This application and pricing contained herein is only valid for Year 1 of this programme. A new application form will be required for Year 2 and Year 3 respectively. Please contact our offices for a quotation for Year 2 and Year 3 Fees.

1. Personal Details:	
Title	
Surname	
Maiden Name (If applicable)	
Initials	
Name/s	
Preferred Name	
ID Number or Passport Number (Attach a copy of your ID or Passport)	
Date of Birth	
Gender	
Home Language	
Nationality	South African/Non South African
Culture (Required by DOE)	African/White/Asian/Coloured

Religion	
Marital Status	
Dietary Requirements	
Residential Address	Street: Suburb: City & Code:
Postal Address	Street/Box: Suburb: City & Code:
Contact Detail (w) (Including code)	Tel: Fax:
Contact Detail (h) (Including code)	Tel: Fax:
Cellular	
eMail address	

2. Other Details:	
Required Programme of Study	**Bachelors of Commerce (Business Management)**
Year of Registration	
Programme Name	
Company Name	
Application Date	

3. Medical:	
Medical Aid	
Medical Aid Number	
Allergies	
Illnesses	
Disability	Yes/No If yes, please indicate:
Next of Kin	Name: Tel (h): Cell:

4. Academic History: **4.1 Matriculation Info**	
School Matriculated	
Matriculation Board	
Year Achieved	
Certificate Supplied	
University Exemption	

List the academic institutions attended since leaving school and qualifications obtained or entered for. Supply full details. Applicants educated outside South Africa should give qualifications as known in their own country.

4.2 Further Education Info: Academic Institutions **4.2.1 Currently Attending**	
Institution	
Other student number	
Year achieved	
If incomplete, indicate expected date of completion	
Qualification	
4.2.2 Previous Institutions	
Institution	
Other student number	
Year achieved	
If incomplete, indicate expected date of completion	
Qualification	
4.2.3 Previous Institutions	
Institution	
Other student number	
Year achieved	
If incomplete, indicate expected date of completion	
Qualification	
4.2.4 Previous Institutions	
Institution	
Other student number	
Year achieved	
If incomplete, indicate expected date of completion	
Qualification	

Please give details of employment and/or professional experience. ***Note: it is a condition of enrolment for a Da Vinci programme that you be employed throughout the period of your registration.*** **All history is required as 'years experience' are used for screening purposes.**

5. Career History: **5.1 Current Employment**	
Employer	
Position	
Years in current position	
5.2 Past Employment	
Employer	
Position	
Years in position	
5.3 Past Employment	
Employer	
Position	
Years in position	
5.4 Past Employment	
Employer	
Position	
Years in position	

6. English Language Competence:	
Please indicate matriculation mark and grade achieved in English	
Have you been educated in an English speaking environment?	Yes/No If no, please list the formal English language qualifications you have obtained and any that you are planning to take in the near future. Enclose certificates for qualifications obtained. English Qualification: _____ Result: _____ Date: _____

7. Mathematical Competence:			
Please indicate latest mark/ grade achieved in Mathematics / Mathematical Literacy	Please tick relevant subject box and provide latest mark achieved		
	Subject	**Tick appropriate box**	**Mark**
	Mathematics		
	Mathematics Literacy		

8. Finance:	
Person responsible for fees	Self Family Employer Scholarship/Bursary/Grant
If through a scholarship, has it been obtained?	Yes/No
Name of Scholarship	

9. References:

If you do not comply with the minimum requirements (English First language: 50% / English Second language: 60% and Mathematics: 50%), please provide the names and contact details of two referees who can attest to your character.

9.1 Referee 1:	
Name	
Position	
Tell/Cell	
E-mail	
9.2 Referee 2:	
Name	
Position	
Tell/Cell	
E-mail	

10. ACADEMIC INTERESTS AND PURPOSE OF STUDY:

NB: *All applicants must complete this section.*

Please use this space to describe your special academic interests and your purpose and objective in undertaking graduate study. In your own words motivate your reasons for wanting to do this programme and what contribution of real relevance you think you can make to your company or organisation. Tell us what, in a business context, you are passionate about or interested in.

I hereby declare that the above information given is true, complete and correct.

Signed by _____ on _____ at _____.

CHECK LIST OF DOCUMENTATION – TO BE COMPLETED BY STUDENT

Bachelors of Commerch (Business Management)	**Yes/No**
Completed Application Form	
Registration Form Part B (Payment Contract)	
Recent Colour Passport Size Photograph	
Copy of ID	
Copy of Matriculation Certificate	
Copies of qualifications obtained from previous institutions	
Signature: _____ **Date:** _____	

PAYMENT CONTRACT
PART B

Programme Fees:

Cancellation policy: 50% refund if cancelled within 60 days of first registration. No refunds after 60 days

x	OPTION	EXCL. VAT	INCL. VAT
	OPTION A (Full payment in advance) Includes Registration Fee	**R**	**R**
	OPTION B (Monthly payments in advance) Registration Fee 11 x Monthly installments	**R** **R** **R**	**R** **R** **R**
	OPTION C (Full payment in advance) GIMT Diploma Graduate Includes Registration Fee	**R**	**R**
	OPTION C (Full payment in advance) Da Vinci Diploma Graduate Includes Registration Fee	**R**	**R**
	OPTION E (Full payment in advance) Da Vinci Diploma Student (current) Includes Registration Fee	**R** ********	**R** *******

*** Fee to be determined based on number of Assignments successfully completed.**

Cancellation policy: Cancellation must be made in writing and received by Global Business Solutions 21 (twenty one) working days prior to the course/workshop commencement date. Transfer fees may be charged in the case of transfers to another programme.

Any cancellation or transfer instruction received less than at least 21 (twenty one) days prior to the course/workshop start date do not entitle the cancelling or transferring delegate to any refund or credit note and the full fee must be paid. Non-attendance without written cancellation will result in no entitlement to any refund or credit and the company/delegate will liable for the entire programme fee.

I recognise that I will not receive my final results, certificate of qualification, or be permitted to graduate until all outstanding fees and other dues to Global Business Solutions have been paid in full. I understand that should my sponsor fail to pay the due fees and charges I will be personally liable. By signing this fee contract, I acknowledge the above debt and undertake to pay as per the option selected.

Name: _____

Student Signature: _____

Date: _____

Banking Details:

Name: Goldberg, De Villiers & Myburgh
Trading As Global Business Solutions
Bank: First National Bank (FNB)
Branch: East London, Code 210121
Account Number: 52131103063

Please give your full name or invoice number as the reference on your deposit slip and fax a copy of the deposit slip to (PE) 041 364 0039; (EL, CT, JHB & DBN) 043-721 1027.

Invoicing Details – Company Application:

Complete if your company/organisation is paying for the programme

BACHELORS OF COMMERCE (BUSINESS MANAGEMENT)
Specialising in Industrial Relations Management

COMMENCES: _____

Please note:
If you are not paying your academic fees yourself, you must provide full details of the person/organisation responsible for making the payment on your behalf. Incomplete or inaccurate information will make you liable for payment.

Full Company Name: _____

Physical Address: _____

_____Code: _____

Postal Address: _____

_____Code: _____

VAT Number: _____

Purchase Order: _____

Authorising Manager/Person Responsible for Authorising Payment:

_____

Job Title: _____

Telephone (Work): _____
(including code)

Fax (Work): _____
(including code)

eMail address: _____

I confirm that the company/organisation has authorised the employee to attend this programme and that the company will be responsible for payment of the full programme fee.

I further confirm that I have read all terms and conditions of payment. In the event that Global Business Solutions is obliged to take action against the company/organisation, the company/organisation shall be liable for and shall pay all costs, including attorney and client costs and collection commission.

Authorising Manager/Person Responsible for Authorising Payment:

Signature: _____ Print Name: _____ Date: _____
NB: A registration is not valid unless parts A and B have been completed in full and signed by all parties.

Invoicing Details – Private Application:

Complete if you are paying for the programme in your private capacity

BACHELORS OF COMMERCE (BUSINESS MANAGEMENT)
Specialising in Industrial Relations Management

COMMENCES: _____

Full Names and Surname (as per ID document): _____

Physical Address: _____

_____Code: _____

Postal Address: _____

_____Code: _____

VAT Number (if registered VAT Vendor):_____

Payment Option Selected, as per payment contract:

	Please tick
OPTION A (Full payment in advance)	
OPTION B (Monthly payments)	

Telephone (Work): _____
(including code)

Fax (Work): _____
(including code)

eMail address: _____

I confirm that I have read all terms and conditions of payment and that I will be responsible for payment of the full programme fee, as per the payment option agreed upon in the attached payment contract.

In the event that Global Business Solutions is obliged to take action against the learner, the learner shall be liable for and shall pay all costs, including attorney and client costs and collection commission.

Student Name: _____

Signature: _____ Print Name: _____ Date: _____

NB: A registration is not valid unless parts A and B have been completed in full and signed by all parties.