



## Faculty of Health Sciences Continuing Education Unit

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[www.ceuhealth.uct.ac.za](http://www.ceuhealth.uct.ac.za)



FOR OFFICE USE ONLY	
PS ID:	Course Code:
Student No.	Class:

### REGISTRATION FORM

Please complete and return your registration form to [ce.administration@uct.ac.za](mailto:ce.administration@uct.ac.za) or fax +27 (0)86 549 4228.

<b>Course Name:</b>	<b>Course Date:</b>
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#### Personal Details

Title (e.g.: Dr / Mr / Mrs / Miss):	
First Names:	Surname:
Full Name to appear on certificate:	
Student Number (if previously registered with UCT):	
ID Number / Passport Number:	Date of Birth:
Nationality:	
Highest Educational Qualification:	HPCSA / SANC Number:
Occupation:	Company:

**The following information is required for UCT reporting purposes:**

Gender (please select)	M	F	Race:	
Disability (please select)	No	Yes	If yes, please specify:	
How did you hear about this course?	Faculty Infomailer	CEU Health Email	CEU Website	UCT Calender
Bizcommunity	Facebook	Twitter	Word of Mouth	Other:

#### Contact details

Postal address:	
Postal Code:	Country:
Home Tel:	Cell:
Work Tel:	Fax:
Email:	

#### Miscellaneous

Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for). Please be specific. NB: Not applicable for online courses.		
<b>Halaal</b>	<b>Kosher</b>	<b>Vegetarian</b>
<b>None</b>	<b>Allergies (please advise):</b>	
Do you have any other special requirements that we should be made aware of? If yes, please provide details	Yes	No
May we add your name to our mailing list to receive notification of future courses?	Yes	No

**PAYMENT INFORMATION:** *for individuals and companies*

**Who is paying for you to attend this course?**

**My employer/company is paying** – please complete the following section “Invoices”

**I am paying for myself** – please use banking details in Section A below for EFTs and deposits and proceed to the final section “Terms and Conditions”

**Please note: Tax invoices are only issued to companies.** Individuals paying privately must use the banking details in Section A below for payment. The correct reference must be used as indicated. Please **do not** complete Section B if you are paying as an individual.

**Please ensure you complete the information on Section B as it should appear on the invoice.**

Invoices will be emailed to the contact person indicated below. Please ensure you give the correct person’s details.

You should receive an invoice within 10 working days from the date of request. If payment is unlikely to reach us before the start of the course, we require a letter from your company stating their intention to pay the fee on receipt of an invoice.

**Once payment has been made, proof of payment must be emailed to [ce.administration@uct.ac.za](mailto:ce.administration@uct.ac.za).**

**A. Electronic Transfers and Direct Deposits for Individuals and Companies:**

Account name: UCT-FHS Electives and Short Courses  
Bank Name: Standard Bank of South Africa  
Bank Address: Riverside Centre, Main Road, Rondebosch, 7700, South Africa  
Account number: 071424547  
Branch Code: Rondebosch Branch, 051001 (SWIFT Code: SBZAJJ)  
Reference: *(for individuals)* 233514 [Your Initial & Surname] e.g.: 233514**PJones**  
Reference: *(for companies)* 233514 [Invoice Number] e.g.: 233514**123456**

**B. Company Invoice: (NB Payment to be made to the bank details as provided on the invoice)**

**For a company to receive an invoice for its employee/s attending a course, the following information must be completed:**

Name of Company:

Postal Address:

Postal Code:

Street Address:

Postal Code:

VAT registration number:

Purchase Order Number:

Business Sector *(e.g. Commercial, Government, NPO)*:

Industry Type *(e.g. Finance, Electronics, Education)*:

**Contact person *(e.g. Finance officer)* to whom the invoice should be emailed**

Name:

Position:

Email:

Tel:

**Terms & Conditions**

1. We will acknowledge receipt of your registration form. If there are no available spaces, you will be notified.
2. Closing date for registrations is dependent on the particulars of each course. You may not cancel your registration after registrations have closed.
3. Fees are due two weeks before the start of the course, unless otherwise arranged with the Continuing Education Unit.
4. We must be informed of cancellations in writing at least one week before the start of the course or the full fee will be charged.
5. 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.
6. Certificates will be issued according to the official UCT People Soft record or in the name supplied on the registration form if there is no previous record. Certificates will be sent via courier to the address on this form. No certificate will be issued until full payment of the course fee has been received.
7. Certificates will not be issued to any student who is not in financial good standing with UCT.
8. 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.

**I have read and accept these terms and conditions.**

**Signature:**

**Date:** \_\_\_\_\_