



## SHORT LEARNING PROGRAMME REGISTRATION APPLICATION FORM

**SECTION A: APPLICATION CHECKLIST** *(Please complete the section below to avoid any delays due to missing documents).*

<b>Programme</b>		
<b>Documents to be submitted</b>	Completed and signed application form	TICK
	Curriculum vitae	TICK
	Three (3) colour passport photographs	TICK
	Certified copy of identity or passport document	TICK
	Certified copy of matric certificate	TICK
	Certified copies of qualifications and transcripts	TICK
<b>Student number</b>		

**SECTION B: APPLICANT DETAILS** *(Please complete the details below in full)*

<b>Title</b>	Mr	TICK
	Mrs	TICK
	Ms	TICK
	Dr	TICK
	Prof	TICK
<b>Surname</b>		
<b>First name/s</b>		
<b>Preferred name</b>		
<b>ID/Passport number</b>		
<b>Date of birth</b>		
<b>Gender</b>	Male	TICK
	Female	TICK
<b>Race</b>	Black African	TICK
	Black Coloured	TICK
	Black Indian	TICK
	White	TICK
<b>Nationality</b>		
<b>Country of permanent residence</b>		
<b>Citizen status</b>	D-Dual (SA plus other)	TICK
	O-Other	TICK
	PR-Permanent resident	TICK
	SA-South Africa	TICK
<b>Home language</b>		

<b>Disability status</b>	01 -Sight (even with glasses)	TICK
	02- Hearing (even with hearing aid)	TICK
	03- Communication(talk/listen)	TICK
	04- Physical (move/stand etc.)	TICK
	05- Intellectual (learn etc.)	TICK
	06- Emotional (behavioural/psych)	TICK
	07- Multiple	TICK
	09- Disabled but unspecified	TICK
	N- None	TICK
<b>Postal address</b>		
<b>Physical address</b>		
<b>Contact details</b>	<b>Work</b>	
	<b>Home</b>	
	<b>Cell</b>	
	<b>Email</b>	

**SECTION C: NEXT OF KIN DETAILS** *(Please complete the details below in full)*

<b>Surname</b>		
<b>First name/s</b>		
<b>Relationship</b>		
<b>Physical address</b>		
<b>Contact details</b>	<b>Work</b>	
	<b>Home</b>	
	<b>Cell</b>	
	<b>Email</b>	

**SECTION D: WORK EXPERIENCE** *(Please complete the details below in full)*

<b>Present employer</b>		
<b>Nature of employer's business</b>		
<b>Employer's physical address</b>		
<b>Contact details</b>	<b>Work</b>	
	<b>Home</b>	
	<b>Cell</b>	
	<b>Email</b>	
<b>Designation</b>		
<b>Date of appointment</b>		
<b>Briefly describe your current duties and responsibilities, and describe any major achievements in this role</b>		

**SECTION E: QUALIFICATION DETAILS** *(Please complete the details below in full)*

Institution	Qualification	Course duration	Completed		Year
			Yes	No	
			TICK	TICK	
			TICK	TICK	
			TICK	TICK	
			TICK	TICK	
			TICK	TICK	

**SECTION F: MOTIVATION** *(Please complete the details below in full)*

<p><b>In support of your application please provide a brief motivation as to why you should be selected as well as what you hope to achieve from a programme of this nature (word limit= max 300)</b></p>

**SECTION G: ADDITIONAL INFORMATION** *(Please complete the details below in full)*

<b>Dietary requirements</b>		
<b>Allergies/medical conditions</b>		
<b>Has your employer given support to this application</b>	Yes	TICK
	No	TICK
<b>Please indicate who will be responsible for fees</b>	Company	TICK
	Self	TICK
<b>Percentage split (if shared)</b>		
<b>Do you wish your company to be invoiced</b>	Yes	TICK
	No	TICK
<b>Company contact name and address for invoice (if applicable)</b>		
<b>Purchase order number</b>		

## SECTION H: TERMS AND CONDITIONS AND AUTHORISATION

By submitting this application form, I confirm that the above-mentioned information submitted is accurate and I, on acceptance, guarantee the payment of the fee before the programme commences.

I further understand, acknowledge and agree to the terms and conditions below:

- Cancellation 14 days prior to the commencement of the programme will result in a 70% refund.
- Cancellation 7 days prior to the commencement of the programme will result in a 50% refund.
- All cancellations made within the last 7 days will result in no refund.
- MANCOSA will not be held responsible for any cancellation or postponement of the programme due to circumstances beyond its control.
- Programme prices may change due to currency fluctuations.
- On acceptance, delegates will be required to sign an indemnity form.
- Delegates will be subject to South African laws, which might differ significantly from those in their home countries.
- Prior to applying for the programme, delegates are to ensure that they are physically/medically able to participate in the programme activities.
- Aspects, including but not limited to the price, format etc. of the programme are subject to change.

<b>Name and surname</b>	
<b>Signature</b>	
<b>Date</b>	

*\*Please refer to the programme brochure regarding due dates for registration and payment of fees.*