



ALISHA TRAINING CONSULTANTS
IMPACT | SUCCESS | LEGACY

ALISHA TRAINING CONSULTANTS

ENROLLMENT FORM ATC/RF

STUDENT NO:0/0/2020

IDENTITY NUMBER/PASSPORT	
TYPE OF IDENTITY DOCUMENT	
DATE OF BIRTH	
TITLE	
SURNAME	
OTHER NAMES	
INITIALS	
NATIONALITY	
GENDER	
HOME LANGUAGE	
DISABILITY	
PROVINCE	
PHYSICAL ADDRESS	
EMPLOYED / UNEMPLOYED	
COMPANY NAME / NUMBER / FAX	
CELLPHONE NUMBER	
ALTERNATIVE NO.	
EMAIL ADDRESS	

OFFICE USE ONLY

COURSE DESCRIPTION	
COURSE DURATION	
COURSE TITLE UNIT STANDARD	
INVOICE NO	

STUDENTPAYMENTS

DATE	COURSE	COURSE FEE	DEPOSIT	BALANCE	SIGNATURE

This form should be submitted together with the following documents: **-2 ID photos:Certified ID copy: Certified copy of results/Academic Transcripts and proof of residence.**All must becertified before attached.

RULES OF REGISTRATION

1. Once a learner is registered by Alisha Training he/she is bound and cannot cancel the registration unless it is cancelled by the Academic Director and a fee of 50% will be charged.
2. If a learner stops attending classes for any reason whatsoever, he/she will be liable for the full payment of fees unless a notice is made in writing within 7 working days of the first month of attendance. After 3 Three Months of non-attendance all Payment will be forfeited.
3. A non-refundable registration fee is payable on all courses.
4. Learners may not start attending classes until they pay a deposit amount stated for a course
5. Alisha Training Reserves the Right to admit a learner in the institution respectively.
6. As training service provider, all Short skills courses offered by Alisha Training Consultants are SETA accredited.
7. Learners will not be allowed to conduct practical assessments without full payment.
8. Alisha Training Consultants has no Refunding process where payment has already been made either cash or deposited into the bank account.
9. No cash is allowed at A.T.C premises except registration fee only. All payments are deposited into the bank. BANKING DETAILS: Bank: FNB A/C Name: ALISHA INVESTMENTS A/C Number: 62830254786

CODE OF CONDUCT

1. No alcohol allowed within the premises of the institution
2. No engagement of learners in any kind of violence, threats or carrying of any weapon.
3. No eating, drinking or smoking in classes
4. Mishandling of Alisha Training property and building or damage is prohibited.
5. Verbal abuse to a staff member or learner is not allowed.
6. Medium of instruction during classes is strictly English.
7. It is the condition of enrolment that the learners abide A.T.C code of conduct.
8. Learners must approach the Campus administrator/lecture in case of any uncertainty
9. Learners shall not consume alcohol on campus or have such substances as illegal drugs in their possession
10. Learners using any computers or other facilities must be done with the supervision of Campus/Course administrator.

AGREEMENT

1. This document is a full agreement between the parties and no indulgences granted by A.T.C will be deemed to be a waiver of any rights of A.T.C or operate as estoppels.
2. No variation or consensual cancellation of this agreement will have any force or effect unless reduced to writing and signed by all parties.
3. The learner/PARENT/Guardian shall be liable for all legal costs and charges on an attorney and clients scale incurred by A.T.C.
4. In the event of any court proceeding being instituted by A.T.C, against the learner then, by the signature hereto, the learner consents to any proceedings which may be instituted in the Magistrate court which has the jurisdiction
5. A.T.C reserves the right cedes the debt and collection of fees to a Finance House or other institution.

DECLARATION

I..... the undersigned hereby declare that the information given on this registration form is true/valid and will not change under any circumstances. I agree that the institution may according to its policy take the necessary step against if the information is invalid.

Signature of Learner.....Signed at.....

Date..... Time.....