



REGISTRATION FORM



Surname: _____

ABE Reg #

First Name: _____

Invoice #

Gender: Male Female

Account #

Date of birth:
Date Month Year

Address: _____

Contact No.
Home Cell Work Extension

E-mail address: _____

Company Name: _____

Current Position: _____

Next to kin / _____

Contact person _____
Name Tel Relationship

	CODE	Business/ Marketing/Human Management	G1	G2	Fees	Type
Level 4	DBE	Dynamic Business Environments			22,000.00	Exam
	EO	Enterprising Organisations			22,000.00	Exam
	ES-D	Employability and Self-development			22,000.00	Assignment
	FM	Finance for Managers			22,000.00	Exam
	IE	Introduction to Entrepreneurship			22,000.00	Assignment
	IQM	Introduction to Quantitative Methods			22,000.00	Exam
	PM	Project Management			22,000.00	Exam
	DCT	Dynamic & Collaborative Teams - BM			22,000.00	Exam
	P-HR	Principles of HR - HR			22,000.00	Exam
	P-MP	Principles of Marketing Practice - MM			22,000.00	Exam

Terms and Conditions

Students are required to pay 50% of the fees upon commencement of the tuition and the balance one month after the start of the course. Students are required to attend every classes unless otherwise stated or informed.

Refund Policy

Did not attend any classes **25%**
Attend at least one class **0%**

Cancellation OR Transfer of Course

Where a place had been booked in any one of the courses, students are liable to pay the fees for the entire course. If a course has been terminated by the student, you must contact the office and complete an amendment form,

that will account for the transfer or discharge you of any liability henceforth.

MISCONDUCT

None settlement of fees for services provided can be considered as a breach of ethics and can be rules as a misconduct under the ABE rules of professional conduct. ATC reserves the right to take the necessary action for misconduct and abuse of the institution facilities.

Academic Qualification

Exam	Subjects	Year	Grades

Work Experience

Job Title	Employers	Years

Remarks _____

Before signing this registration form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with ATC, in particular, clauses concerning refunds, deferments, waivers and course transfers. Additionally, students are encouraged to provide feedback as much as possible on any area of interest. A complaint procedure is available to every student should they need to utilize it (see Customer Service for more details).

I declare that the above information given is correct and I accept the terms and conditions where applicable on this the day of, 20

Date	Receipt #	Amount	Remarks

Amendment needed

Signature of Student

On behalf of ATC