

APPLICATION FOR ADMISSION

Name of the Programme/Workshop

Photograph

NB Read this before completing the form

- Please complete this form WITH A BLACK PEN AND WRITE IN BLOCKLETTERS.
- Provide proof of education, and a copy of your identity document. (All documents certified)

1. Surname, Initials, Title (e.g. Smith, RJ, Mr.)															
2. (i) Full name(s)															
(ii) Preferred first name															
3. Maiden name and/or previous surname															
4. Date of birth					YY	MM	D								
										5. Male			Female		
6. Identity number															
7. Physical disabilities (i) None (ii) Other (specify)															
8. Telephone numbers															
Home ()															
Work ()															
Cell Phone ()															
E-mail address:															
Please complete 9(i) and 9(ii). NB: All correspondence will be mailed to 9(i)															
9.(i) POSTAL ADDRESS AND CODE (Print, omitting your surname, initials and country)															
										Postal Code					
9.(ii) PERMANENT RESIDENTIAL ADDRESS															
										Postal Code					
10. Suburb in which you reside										11. Postal code of					
12. Employer										13. Job title					
14. Country of your postal address (if not SA)															
15. Examination centre															
16. Home language															
YOUR REPLIES TO QUESTION 17-20 ARE REQUIRED FOR STATISTICAL PURPOSES ONLY															
17. Nationality															
18. Race group															
19. Occupation															
20. Industry sector															
21. Have you registered previously at GBIML or any other institution(s) for further study?												Yes	No		
22. Highest qualification(s) attained (please enclose proof)															
Institution(s) (e.g. Unisa, UP, etc)			Degree(s)/Diploma(s) (e.g. BA, BA HONS, HED, Certificate)			Year(s) (e.g. 79-81)		Student number(s)		If completed, state year(s)					

23. DECLARATION BY PARTICIPANT

I, (full name(s) and surname)

hereby apply for registration, tuition and examination in the **Programme.**

I declare that I comply with all the admission requirements and accept the rules, regulations and decisions of the institute GBIML . I accept that the programme is presented in English, as explained in the programme brochure. I hereby authorise the GBIML to furnish (upon request) progress reports to any person or firm who sponsors me. I undertake to respect the copyright of GBIML and under no circumstances make the study material available to anyone else.

SIGNATURE **DATE**

NB: No faxed application forms will be accepted. Courier or personal deliveries must be sent to the physical address.

ADMISSION APPROVED _____	DATE _____
FOR OFFICE USE _____	

TERMS AND CONDITIONS

PAYMENTS / FEES

1. Payment required 10 days before commencement of the programme.
2. Payment terms may be negotiated with Fundi.
3. The following methods of payment are accepted:
EFT or Direct Deposit.
Cash payments cannot be accepted.
4. Should an EFT (Electronic Fund Transfer) or Direct Deposit be made, kindly provide proof of payment: Quote the **invoice number** and **e-mail** a copy of the EFT /Deposit Slip to GBIML Finance office to finance@gbiml.com

CANCELLATION

1. Cancellation by delegate/sponsor, within 10 days or less prior to start date, will result in liability for a cancellation fee of 50% of the course fee.
2. Cancellation by delegate after commencement of a course will result in liability for the full course fee.
3. In case of lack of demand, GBIML reserves the right to postpone or cancel, at short notice, any course offered.
4. In the event of postponement or cancellation of a course, by GBIML, all fees will be refunded in full, to the delegate or sponsor by whom payment was made.
5. GBIML will not accept liability for any costs incurred by delegates/sponsors due to cancellation of travel arrangements and/or accommodation reservations as a result of any postponement or cancellation.

DOCUMENTATION REQUIRED FOR SUBMISSION

1. Certified copy of Identity Document
2. Certified copy of Senior Certificate or equivalent

LEGAL DECLARATION OF INDEMNITY I, the applicant and I/we the sponsor of the applicant,

1. Acknowledge that GBIML does not accept responsibility for loss of or damage to any property of the applicant or sponsor, brought to the premises of GBIML by the participant.
2. Undertake, unconditionally, to pay all fees payable to GBIML .

TERMS OF ENROLMENT / ADMISSION

1. Non-attendance by delegate will not result in a reduction of fees, nor will it absolve the delegate, or other signatories, from liability for the payment of fees.
2. No alterations or amendments may be made to the registration contract without the written consent of GBIML .
3. GBIML reserves the right to change course commencement dates, timetables, postpone or cancel tuition in any course offered or advertised, due to lack of demand, or on any other reasonable ground.
4. The delegate agrees to be bound by the rules of due performance. GBIML reserves the right to exclude a delegate from any examination or to withhold examination results, if due performance requirements have not been met, without in any way detracting from the rights of GBIML to recover any fees payable.

All travel to and from the venue and accommodation cost is the responsibility of the delegate

NAME OF HUMAN RESOURCES DIRECTOR / MANAGER :

FULL NAME _____

MOBILE NO. _____

I, the undersigned, hereby certify that the information provided in this contract is complete and correct in all respects. I confirm that I (the delegate)/sponsor have read and understand the terms and conditions of this contract and agree to be bound by them.

SIGNATURE OF APPLICANT

DATE

**SIGNATURE OF HR
Director SPONSOR/**

DATE

Account: Global Business Institute of Management & Leadership GBIML (Pty) Ltd
Bank: First National Bank
Account Number:
Branch Number: