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|--|----|------------------------------|-------------------|----------------------------|--|------------------------|------------------|--------------|--------|
| Please indicate which component(s) you wish to attend: | | Component I (lecture series) | | | Component I AND II (including learning trip to China) (it is compulsory to attend component I if you wish to attend component II) | | | | |
| Title: | Mr | Mrs | Ms | Dr | Surname: | | | First names: | |
| Name called by: | | | | Date of birth: | | | Age (in years): | | |
| Identity no / Passport no: | | | | Nationality: | | | Gender | Male | Female |
| Please attach copy of ID (RSA resident) or Passport (Outside RSA) | | | | Home language: | English | Afrikaans | Other (mention): | | |
| Student number (if you already have one) | | | | | | | | | |
| Tel (home): | | | | Fax (home): | | | E-mail: | | |
| Tel (work): | | | | Fax (work): | | | Cell: | | |
| Physical address: | | | | | | | | | |
| Postal address: | | | | | | | | | |
| Special dietary requirements: | | None | Vegetarian | Halaal | Diabetic | Other (please specify) | | | |
| Who will be responsible for payment? | | Employer | Employer and self | | Self | | | | |
| <i>If your employer is responsible for payment, written confirmation from your employer is required on a company letterhead, together with the company VAT and registration numbers.</i> | | | | | | | | | |
| Name of employer: | | | | | | | | | |
| Employer's physical address: | | | | | | | | | |
| Employer's postal address: | | | | | | | | | |
| Information about academic and other qualifications (e.g. certificates achieved): | | | | | | | | | |
| Institution | | Other qualifications | | | Major(s) | | Year achieved | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| Work experience (starting with current position) | | Current | | | 1 | | 2 | | |
| Employer | | | | | | | | | |
| Industry (e.g. Agriculture) | | | | | | | | | |
| Job title (e.g. Accountant) | | | | | | | | | |
| Work area (e.g. Finance) | | | | | | | | | |
| Department/Division (e.g. Production) | | | | | | | | | |
| Working period (from start to finish) | | | | | | | | | |
| How did you find out about this programme at USB-Executive Development (please choose one of the options bellows): | | | | | | | | | |
| USB-ED Marketing Consultant (name?) | | | | Brochure | | | | | |
| Current student | | | | Alumnus | | | | | |
| Internet (please specify where): | | | | Employer (please specify): | | | | | |
| Advert in media (please specify publication): | | | | | | | | | |
| I certify that, to my knowledge, the information on this form is correct and complete. | | | | | | | | | |
| Signature of applicant: | | | | | Date: | | | | |
| (if completing electronically, please just fill in full name , designation and date) | | | | | | | | | |
| POLICY FOR CANCELLATION OF PROGRAMMES | | | | | | | | | |
| It is of utmost importance that USB-ED will be notified in the case of cancellations. The following rules will strictly be applied for cancellations: | | | | | | | | | |
| Failure to attend programme 100% of fees | | | | | | | | | |
| Notification less than one week before commencement of the programme 50% of fees | | | | | | | | | |
| In a case of illness or death of a close family member. Exemption will be considered with the submission of the relevant documentation. | | | | | | | | | |
| Unfortunately, it is not possible to transfer a participant from one programme to another within the four-week period preceding the start of the programme without extra cost. At this stage, it is seldom possible to arrange a replacement participant, therefore an administration fee of 10% of the programme fee plus VAT will be charged for such a request. Should a participant decide to withdraw after such a transfer has been made, the full programme fee will be charged. We would, however, be prepared to accept a substitute replacement from the same company if he/she has comparable experience and development objectives and provided that there is sufficient time for the new participant to complete any pre-programme preparation work required. | | | | | | | | | |