



SCHOOL OF DESIGN

OFFICE USE ONLY	
	Registration Payment
	Acceptance Documentation
	International Learner
	International Documentation
	Accounts Documentation

## Short Course Enrolment Form 2011

Section A: Personal information of Applicant					
Surname				Title	
Full names					
Identity Number				Gender	F
Address					
If not South African citizen, specify nationality:			Passport number		
Home tel.	code		Work	code	
Fax no	code		Mobile	code	
E-mail address					
Section B: Short Course Options & Dates 2011					
Interior Decorating	<input type="checkbox"/> 26 Feb		<input type="checkbox"/> 04 June	<input type="checkbox"/> 03 Sept	
2D AutoCAD	<input type="checkbox"/> 26 Feb	<input type="checkbox"/> 07 May		<input type="checkbox"/> 01 Oct	
3D AutoCAD				<input type="checkbox"/> 13 Aug	
InteriCAD			<input type="checkbox"/> 25 July		
Photoshop CS	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 04 May		<input type="checkbox"/> 10 Aug	
Presentation Drawing	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 04 May		<input type="checkbox"/> 10 Aug	
Sketch Up	<input type="checkbox"/> 01 March	<input type="checkbox"/> 10 May	<input type="checkbox"/> 5 July	<input type="checkbox"/> 06 Sept	
Section C: Course Requirements					
Interior Decorating:	No minimum requirement			12 Sessions over 3 months	
2D AutoCAD:	Basic computer literacy			6 Sessions over 6 weeks	
3D AutoCAD:	Proficient in 2D AutoCAD			6 Sessions over 6 weeks	
Presentation Drawing:	Basic draughting skills			8 Sessions over 8 weeks	
Photoshop CS:	Basic computer literacy			6 Sessions over 6 weeks	
Sketch Up:	Basic computer literacy			6 Sessions over 3 weeks	
Marketing: Where did you hear about BHC School of Design?					

BHC School of Design (Pty) Ltd. is provisionally registered with the Department of Higher Education and Training until 31 December 2013 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2010/HE07/003

Short Course Enrolment Form 2011 - Rev 1. 09.2010

P.O. BOX 13696 - MOWBRAY - 7705  
 The Old Biscuit Mill - 375 Albert Road - WOODSTOCK  
 TEL/FAX: + 27 (0) 21 447 7288  
 E-mail – info@designschool.co.za  
 MANAGING DIRECTOR – Jeremy Volkmann  
 DIRECTOR – Heidi Jaeger

## Section D: Short Course Dates, Fees & Payment options

Course	Date	Course Code	Course Fee
Interior Decorating	26 Feb 2011	DEC 1	Registration: R750
	04 June 2011	DEC 2	Tuition Fee: R4050
	03 Sept 2011	DEC 3	<b>TOTAL: R4800</b>
2D Auto CAD	26 Feb 2011	2D CAD 1	Registration: R750
	07 May 2011	2D CAD 2	Tuition Fee: R2000
	01 Oct 2011	2D CAD 3	<b>TOTAL R2750</b>
3D Auto CAD	13 Aug 2011	3D CAD 1	Registration: R750 Tuition Fee: R2000 <b>TOTAL R2750</b>
InteriCAD	25 July 2011	I CAD 1	Registration: R750 Tuition Fee: R2000 <b>TOTAL R2750</b>
PhotoShop CS	23 Feb 2011	PS 1	Registration: R750
	04 May 2011	PS 2	Tuition Fee: R2000
	10 Aug 2011	PS 3	<b>TOTAL R2750</b>
Presentation Drawing	23 Feb 2011	PD 1	Registration: R750
	04 May 2011	PD 2	Tuition Fee: R2000
	10 Aug 2011	PD 3	<b>TOTAL R2750</b>
Sketch Up	01 March 2011	SU 1	Registration: R750
	10 May 2011	SU 2	Tuition Fee: R2000
	5 July 2011	SU 3	<b>TOTAL R2750</b>
	06 Sept 2011	SU 4	

### Payments

A registration fee of R750 is payable on application. Please note that no application will be processed without payment. 50% of the Tuition fee is payable on commencement of the course, the balance is due on the 4th lesson of the course. Please note that learners will not be permitted to attend classes if any fees are outstanding.

*See Short Course handbook for additional fees & stationery requirements.*

### Banking Details

Account name: BHC School of Design (Pty) Ltd  
 Bank: First National Bank Account number: 50240051818  
 Branch: Sea Point (201809)  
 Reference: [Your Name] [Course code, see below]  
*Please fax or e-mail your proof of payment with your application form.*  
 Fax number: (021) 44 77 2 88 OR  
 E-mail: [shortcourses@designschool.co.za](mailto:shortcourses@designschool.co.za)

## Section E: Foreign learner information

**All foreign learners must meet the following requirements in order to secure their position on the course:**

- Certified copy of passport (Identification page)
- Certified copy of study permit / other applicable permit (to be submitted upon receipt of letter of acceptance)
- Proof that you are financially able to pay your tuition fees and have adequate means of support
- A written undertaking that you will return to your country of residence/ origin after completing your studies (study permit holders only)
- Proof of accommodation for duration of studies
- **Pay the foreign learner levy of R 380.00**

## Section F: Terms & Conditions

- The learner must comply with the Rules and Regulations of BHC School of Design (Pty) Ltd and ensure the highest possible standard of conduct at all times.
- BHC School of Design (Pty) Ltd reserves the right to decline an application without furnishing an explanation.
- The registration fee is non-refundable, unless the application was unsuccessful. Registered learners are liable for full course fees.
- Private tuition can be arranged at an additional fee per lecture per learner. Dates and times will be organized and confirmed by the lecturer involved.
- All learners enter the premises of BHC School of Design (Pty) Ltd at own risk.
- The learner will be liable for any damaged caused to any of the college property.
- Course dates may change due to enrolment numbers or holidays.

*See Short Course handbook for additional terms & conditions.*

**I have read and I do agree with the terms and conditions.**

**SIGNED: APPLICANT**

**Date**

**COURSE FEE**

Please note: Processing of Application takes approximately 7 working days

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