



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

## Short Course Enrolment Form 2009

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 2009				
Interior Decorating	<input type="checkbox"/> 07 March	<input type="checkbox"/> 06 June	<input type="checkbox"/> 05 Sept	
2D AutoCAD	<input type="checkbox"/> 07 March		<input type="checkbox"/> 11 July	<input type="checkbox"/> 07 Nov
3D AutoCAD		<input type="checkbox"/> 06 June	<input type="checkbox"/> 19 Sept	
Photoshop CS	<input type="checkbox"/> 25 Feb	<input type="checkbox"/> 13 May	<input type="checkbox"/> 08 July	<input type="checkbox"/> 30 Sept
Presentation Drawing	<input type="checkbox"/> 25 Feb	<input type="checkbox"/> 13 May	<input type="checkbox"/> 08 July	<input type="checkbox"/> 30 Sept
Handy Hansens' DIY	<input type="checkbox"/> 07 March		<input type="checkbox"/> 11 July	<input type="checkbox"/> 31 Oct
SketchUp	<input type="checkbox"/> 21 April	<input type="checkbox"/> 23 June	<input type="checkbox"/> 18 Aug	

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
Handy Hansens DIY:	No minimum requirement	6 Sessions over 6 weeks
Photoshop CS:	Basic computer literacy	6 Sessions over 6 weeks
SketchUp:	Basic computer literacy	6 Sessions over 3 weeks

**Marketing:** Where did you hear about BHC School of Design?

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

Course	Date	Course Code	Course Fee
Interior Decorating	07-Mar-09	DEC 1	Registration:R750
	06-Jun-09	DEC 2	Tuition Fee: R4050
	05-Sep-09	DEC 3	<b>TOTAL: R4800</b>
2D Auto CAD	07-Mar-09	2D CAD 1	Registration: R750
	11-Jul-09	2D CAD 2	Tuition Fee: R2000
	07-Nov-09	2D CAD 3	<b>TOTAL R2750</b>
3D Auto CAD	06-Jun-09	3D CAD 1	Registration: R750
	19-Sep-09	3D CAD 2	Tuition Fee: R2000
PhotoShop CS	25-Feb-09	PS 1	Registration: R750
	13-May-09	PS 2	Tuition Fee: R2000
	08-Jul-09	PS 3	<b>TOTAL R2750</b>
	30-Sept-09	PS 4	
Presentation Drawing	25-Feb-09	PD 1	Registration: R750
	13-May-09	PD 2	Tuition Fee: R2000
	08-Jul-09	PD 3	<b>TOTAL R2750</b>
	30-Sept-09	PD 4	
SketchUp	21-April-09	SU 1	Registration: R750
	23-June-09	SU 2	Tuition Fee: R2000
	18-Aug-09	SU 3	<b>TOTAL R2750</b>
Handy Hansens' DIY	07-Mar-09	DIY 1	Registration: R750
	11-Jul-09	DIY 2	Tuition Fee: R750
			<b>TOTAL R1500</b>

**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: 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