



Registration Form

Student No (Office Use) : _____

First name : _____

Surname: _____

Birthday (Day/Month/Year) _____

Sex: Male Female

Nationality : _____

First Language _____

Passport Number/I.D _____

Visa type You Will Study On:

Student Visa Visitor Visa
 Working Holiday Visa Other _____

Need a Legal Advisor ? Yes No

Need Agent To Apply for VISA (R11000 to R16000)? Yes No

Address _____

Country : _____ Postal Code: _____

Telephone: _____ Email: _____

Fax: _____

Emergency Contact Person In Home Country

Name: _____

Telephone Number: _____

Address: _____

Email: _____

Social Media Profiles (You can earn commission for referring students)

Facebook _____

Twitter: _____

Instagram : _____

Gaurdian/Sponsor

Name _____

Email Address _____

Telephone _____

Cell Phone _____

Physical Address _____

How did you find out about us?

Agent (name?) _____

Word of Mouth (name?) _____

Advertisement (in which publication?) _____

Website (which one?) _____ Other _____

Courses

Rate Your English Ability

English Speaking Ability Low Medium High Very High

Programme ((Check brochure for fees and course availability)

Course Details

- ICB Accounting Programme (ICB Reg. Fee R330 & R50 Bank Charges)
- ICB Management Programme Programme (ICB Reg. Fee R330 & R50 Bank Charges)
- ICB Entrepreneurship Programme (ICB Reg. Fee R330 & R50 Bank Charges)
- ICB Office Administration (ICB Reg. Fee R330 & R50 Bank Charges)
- ITHSA/CTH Internationally Recognised Tourism & Hospitality Courses (ITHSA Reg. Fee R320 & R50 Bank Charges)
- Non-Credit Bearing Short Hospitality Qaulifications
- English as a Foreign Language: Foundation Level
- English as a Foreign Language : Intermediate Level
- English as a Foreign Language: Advanced Level
- CompTIA Professional Information Technology Qaulifications

SELECTED COURSE: _____

COURSE FEE (OFFICE USE): _____

REGISTRATION FEE (OFFICE USE): _____

Start Date (OFFICE USE): _____

Accomomodation

Accomodation Required Yes No

Availability Date: _____

Departure Date: _____

Additional Information

Do you have any allergies? Yes No

Do you have any health problems Yes No

If YES, give details

Do you have any special dietary requirements?

Do you smoke Yes No

Interests _____

Flight Bookings

Do you require to book a flight Yes No

Airline: _____

Arrival Date: _____

Arrival Time: _____

Declaration

I have read and agree to the terms and conditions above

Name (Print) _____

Signature _____

(Signature of applicant, or parent if applicant is under 18)

Consultant Name: _____

Consultant's Signature: _____

Date: _____

THE INSTITUTE OF HOSPITALITY AND COMMERCIAL STUDIES (PTY) LTD

Registration Number: 2018/116307/07

36 On Long Building, 36 Long Street, 1st Floor, Unit 103
Cape Town, 8000

Tel: 021-422 2227 Cell: 087 700 4469

REGISTRATION TERMS AND CONDITIONS

1. Course Fee

- a) The registration fee, accommodation fee, flight booking fee, agent fee & legal fees paid is non-refundable.
- b) Should the sponsor cancel the sponsorship, the student is liable for the settlement of the full course fee.
- c) Full course fee is payable as soon as student attends lectures.

2. Cancellations

- a) Cancellation must be applied for 7 days (1week) before the commencement of the course.
- b) Amount paid, excluding non-refundable registration fee will be refunded within 30 days of successful application
- c) Cancellation applied for after commencement of class will require an administration fee of R 250.

3. Deferral/Postponement

- a) Application to defer or postpone course must be made 7 days (1weeks) before commencement of the course.
- b) Proof of reason to postpone or defer the course must be submitted.
- c) Deferral/postponement applied for after commencement of class will require an administration fee of R 250

4. Student Replacement

- a) Should a student be unable to attend the registered course, a replacement student can be sent.
- b) R 250 administration fee will be charged.

5. Early Bird

- a) Students applying and paying a deposit in previous year for following year, will be exempt from the new year's price increase and will be invoiced for the old price.

6. Attendance

- a) Every student to be on time, attend every lesson and do all their homework. Latecomers are not allowed into class.
- b) 80% attendance is compulsory; students who do not comply will forfeit their exam.
- c) Students that are absent for more than 4 days in a week must provide a doctors certificate or letter.
- d) If a student is absent for 6 consecutive days or more, or is repeatedly absent (e.g. 1 or 2 days per week), without authorisation, they will be reported to Home Affairs or VFS if they are a VISA national and to their sponsor if they are a sponsored student and they may be asked to leave the school.
- e) Students will only receive a letter of release if their attendance has been 80% or more, to qualify to write the

exams, the students must at least have 80% attendance.

7. Additional Fees

- a) Additional fees may apply when registering for a course accredited by an external institute.

8. Campus Rules

- a) No smoking in the building.
- b) No eating and drinking in classrooms.
- c) Cellphones to be switched off or put on silent during lectures.
- d) Keep class rooms and all surrounding areas clean and throw all trash in the recycle bin.

STUDENT DECLARATION (IF UNDER 18 TO BE COMPLETED BY PARENT/GAURDIAN)

Full Name

(Print): _____

Signature:

(Signature of applicant, or parent if applicant is under 18)

Consultant Name: _____

Consultant's Signature: _____

Date: _____