



STUDENT ENROLMENT FORM

STUDENT NO	CBC/ 2023 /0016

IDENTITY NUMBER / PASSPORT	
TYPE OF IDENTITY	
DATE OF BIRTH	
TITLE	
SURNAME	
FIRST NAME	
OTHER NAMES	
GENDER	
NATIONALITY	
HOME LANGUAGE	
DISABILITY	
PROVINCE	
PHYSICAL ADDRESS	
EMPLOYED / UNEMPLOYED	
COMPANY NAME	
LAST SCHOOL ATTENDED	
LAST GRADE PASSED	YEAR:
CELLPHONE NUMBER	
ALTERNATIVE NUMBERS	
EMAIL ADDRESS	
ALTERNATIVE CONTACT PERSON	
CONTACT DETAILS	
RELATIONSHIP	

OFFICE USE ONLY	
COURSE DESCRIPTION	
COURSE DURATION	
COURSE ID	
INVOICE NO	

PAYMENT RECORDS					
DATE	COURSE	COURSE FEE	DEPOSIT	BALANCE	SIGNATURE

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

1. ID SIZE PHOTO
2. COMPREHENSIVE CV
3. CERTIFIED ID COPY
4. CERTIFIED COPY OF QUALIFICATIONS / ACADEMIC TRANSCRIPTS / SCHOOL REPORT

RULES OF REGISTRATION

1. Upon registration a learner is bound and cannot cancel the registration unless it is cancelled by the Academic Director and a fee of 50% will be charged on registration fees.
2. If a learner stops attending classes for reasons unknown, he / she will be liable for the full payment of fees unless a notice is made in writing within 7 working days of the first month of attendance. Should 3 months of non-attendance pass, all payments will be forfeited.
3. A non-refundable registration fee is payable on all courses.
4. Learners may not start attending classes until the deposit and first instalment stated on the course is paid.
5. Cosmetology Beauty College reserves the right to admit a learner in the institute respectively.
6. As a training provider, all short skills courses offered are Seta accredited in association with Gautech Training Institute.
7. Learners will not be allowed to attend classes with outstanding fees for the respective month or any arrangements with the institute.
8. Cosmetology Beauty College has no refund process on payments paid whether in cash or bank payments.
9. No cash is permitted on the premises except registration and learning material fees.

CODE OF CONDUCT

1. No alcohol allowed on the premises during school hours unless as per communication by management.
2. No engagement of learners in any kind of violence, threats or carrying of any weapon.

3. Mishandling or damage of Cosmetology property and building is prohibited.
4. Verbal abuse to a staff member or learner is not allowed.
5. Medium of instruction during classes is strictly English.
6. It is the condition of enrolment that all learners abide with the Cosmetology Beauty College code of conduct.
7. Learners are expected to wear the provided school uniforms or all black at all times.
8. Learners are expected to attend classes as per stipulated hours, failure to do so will result in learners being barred from writing final assessments and will be rendered NOT YET COMPETENT for the course.
9. Learners must approach the Campus Administrator / lecture in case of any uncertainty.
10. Learners are provided with kits and if there is any shortage of products hereafter, students will be expected to replenish at own cost.

AGREEMENT

I,, the undersigned hereby declare that the information given on this registration form is true/valid. I agree that the institute may according to its policy take the necessary step against me if the information is invalid or I go against the code of conduct at any given point during my registration.

Signature of Learner:..... Signed at:.....

Date:..... Time:.....