



Application form

Please complete in **BLOCK CAPITALS**

Please attach two (2) colour passport photographs and a recent CV

1. Personal details

Surname/Family name:	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
First name (s):	Former name: (if changed since obtaining a previous degree)
Date of birth (DD/MM/YYYY):	Male <input type="checkbox"/> female <input type="checkbox"/>
Permanent address:	Postcode:
Tel (including country and city code): Fax (including country and city code):	Email:
Correspondence address (if different):	Postcode:
Nationality:	Country of birth:



2. Course details

What course (s) do you intend to study?

Coaching 101: How to evoke excellence in others

National Certificate in Business Coaching

Practitioner Certificate in Coaching Psychology (Post-Graduate)

Mentor Training workshop

Postgraduate Certificate in Coaching Supervision

Student Support Coaching – Professional Development Students

Project Management PMP Certification Preparation

Certificate in Entrepreneurship

Other (State below)

SHORT COURSES

Financial Literacy Skills workshop

Leadership Powershop



3. Finance

How will you finance your studies? Self <input type="checkbox"/> Employer <input type="checkbox"/> Sponsor <input type="checkbox"/>
If sponsored please complete the following: Name of organisation: Name of authorising manager:
Correspondence/Billing address <div style="text-align: right;">Postcode:</div>
Tel (including country and city code) Fax (including country and city code) E-mail:

<p>To be signed by the sponsor: I hereby declare that i represent the above organisation/sponsor and that I hereby undertake to fulfil all financial obligations with respect to The coaching community academy fees as and when they become due for payment.</p> <p>Signature: _____ Date: _____</p> <p>Print name: _____</p>
<p>Please give details of any scholarship or grants for your proposed study at The coaching community academy that:</p> <p>You have already obtained?</p> <p>Have applied for?</p>



Choose your Payment Plan

	0-60 days (3 months) from date of first payment @ 0% interest	61-120 days (6 months) from date of first payment @ 5% interest	121-180 day (12 months) from date of first payment @ 8% interest
Enter Debit Order Date			

**2015 WRITTEN AUTHORITY /MANDATE FOR DEBIT ORDER INSTRUCTIONS GIVEN TO
PRETORIA CENTRE FOR WORK-BASED LEARNING**

(if you are taking up our Payment Plan, you MUST complete a DEBIT ORDER AUTHORISATION in favour of the Academy. Please complete this form accurately. We reserve the right to validate the details so provided before acceptance)

A. Authority

Given by (Your Names)		ID/Passport no.	
Physical Home Address			
Name of Bank		Branch Code	
Bank Account Number		A/C Type (Cheque/Savings)	
Date			
To	THE COACHING COMMUNITY t-a PRETORIA CENTRE FOR WORK-BASED LEARNING		

This signed Authority/Mandate, refers to our contract dated _____ (enter date of enrolment) with invoice/quote number _____ (enter if you accept the Terms and Conditions)

I hereby authorize you to issue and deliver payment instructions to your Banker for collection against my above-mentioned account at my above-mentioned Bank (or any other Bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will **NEVER EXCEED MY OBLIGATIONS** as agreed to in the Agreement/invoice/quote and commencing on _____ and terminating on _____

In the event the that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very ordinary business day. Furthermore if there are insufficient funds in my account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Payment instructions due in December may be debited against my account on _____



I understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that the details of each withdrawal/debit will be printed on my Bank statement and reference as PCWBL

B. Mandate

I acknowledge that all payment instructions issued by you shall be treated by my above-mentioned Bank as if the instructions have been issued by me personally and that I have lawful authority to debit the provided Bank account.

C. Failed Debit Order/s

I authorise Pretoria Centre for Work-Based Learning to immediately re-run any failed debit orders on any day of their choosing or any date I so provide or do such payment by EFT on demand and for which a charge of R100.00 will be paid for every failed debit order amount.

D. Cancellation

I agree that although this authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts legally owed by you.

E. Assignment

I acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____ Year 2015

Please make sure to initial each page and sign below

(Signature as used for operating on the account)

(Witness)



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3. Work experience (please give details of your employment. You may attach a CV if you wish)

Job title Nature of work experience/employment	Name of organisation	Full-time /part time	From MM/YY	To MM/YY

4. Qualifications: please list all Matric/GCE A level, GNVQ, BTEC, HND, degree or other qualifications including professional qualification in chronological order. If you are awaiting the result of any qualification write pending in the result column. Please ensure you include a certified photocopy of all certificates listed in this section

Qualification	Subject	Month	Year	Place of study	Results (grades or bands)



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NB: Please fax or e-mail this application form and supporting documentation to +27 86 546 8475 or thecoach@thecoachingcommunity.co.za

All applications should be accompanied by the following supporting documents:

- Certified copy of ID document
- Certified copies of relevant qualifications (see entry requirements)
- Proof of payment for any pre-payment that are required
- A compulsory signed declaration (See next page)

Declaration by the applicant:

I _____ (full names and surname of prospective student) declare, agree and undertake towards THE COACHING COMMUNITY ACADEMY (hereinafter "the Academy"), if my registration is accepted by the Academy:

I hereby declare that

1. that I shall acquaint myself with the content of all the rules, regulations and admission requirements of the Academy, that are available upon request and that apply to me as prospective student and as student, to the course or programme for which I am registering,
2. that upon registration and for the entire duration of my studies at the Academy, I legally commit myself to comply with all rules, regulations and admission requirements that are in force, including any amendment thereof or any new rule, regulation or requirement;
3. that non-compliance with these rules, regulations and requirements will not only represent a breach of contract towards the Academy, but may also lead to disciplinary steps, including permanent suspension from the Academy;
4. that I hereby cede and transfer to the Academy my rights and title in respect of any intellectual property, in the widest sense of the word, that I may create or formulate either wholly or in part in the course of any study or research whatsoever I undertake or may undertake at the Academy or develop or may develop with the assistance of Academy equipment, except where otherwise agreed to in writing, and I undertake to sign any document, whenever necessary, to cede and transfer the rights concerned;
5. that the Academy is entitled at any time summarily to cancel my registration should I provide false or incorrect information to the Academy;
6. that I shall make prompt payment of all fees payable in respect of my studies, residence and/or associated costs as determined each year by The Coaching Community Academy;
7. that I shall be held liable for every year that admission is granted to any residence of the Academy, for the full residence fees for the full academic year, even if I leave the residence during the course of



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the academic year, unless an approved substitute can be found in consultation with the Client Service Centre of the Academy;

8. that, in the event of my failure to pay any amount due by me to the Academy on time:

- all outstanding fees owing to the Academy become due with immediate effect;
- the Academy may also claim the following:
 - interest on all payments in arrears calculated as provided for in section 101(1)(d) of the National Credit Act (Act 34 of 2005) at the prime rate, expressed as a percentage per annum, charged by the Academy's bankers, minus 1 per cent, as determined on 31 January of the applicable year;
 - all applicable debt collection costs, as well as legal costs on an attorney and client basis;
 - the Academy may place the student's name on a list of defaulting debtors maintained and published by any credit bureau and report the default to the National Credit Regulator;
 - the Academy may, as part of the debt collection process, request and obtain relevant information from a credit bureau or any other institution;

9. that, should an emergency operation or urgent medical treatment be deemed necessary by a medical doctor, the Academy may at its discretion act in my interests if I cannot take the decision myself, provided that the Academy will not be liable for any fees payable as a result of such medical treatment;

10. that the Academy may also communicate with me via SMS or email;

Yes No

11. that my personal information may be provided to prospective employers if I tick the appropriate "Yes" box;

Yes No

12. that information regarding my fees account and academic progress may be disclosed to the co-debtor, viz. my parent / guardian, if I tick the appropriate "Yes" box;

Yes No

13. that my academic progress may be disclosed to my bursar and/or the person responsible for the payment of any fees on my behalf to the Academy in respect of my studies, accommodation and/or associated costs, if I tick the appropriate "Yes" box;

Yes No

Note: Unless the contrary is indicated, consent is assumed (i.e. the "Yes" box is taken to be ticked.)

14. that the Academy may disclose to my parent or guardian information of any disciplinary steps that may be taken against me by the Academy and that this permission is deemed to be permission as contemplated by the Promotion of Access to Information Act (Act 2 of 2000) insofar as it may be applicable and that disclosure of such information will not be unreasonable as contemplated by the Act;

15. that I shall not hold liable or institute any action against the Academy or any of its employees or any of its representatives for damages or loss of whatever nature that I may incur

- in respect of property owned by me or in my possession;
- I represent the above organisation/sponsor and that I hereby undertake to fulfil all financial obligations with respect to The Coaching Community Academy fees as and when they become due for payment.

16. that the Academy may perform a reasonable search of my personal belongings, including but not limited to, any bag or briefcase in my possession, and/or my person, should the Academy deem it reasonably necessary in the circumstances in order to, inter alia, safeguard its property;



**PRETORIA
CENTRE FOR
WORK BASED
LEARNING**

Where work is learning

1122 Burnett Street
Hatfield Plaza Towers
0080

PO Box 56093
Wierda Park
0018

Tel: +27 12 751 7608

Web: www.thecoachingcommunity.co.za

E-mail: thecoach@thecoachingcommunity.co.za

17. that this contract is valid and enforceable for the entire duration of my registration as student at the Academy and thereafter until I have met all obligations in terms hereof;

18. that this agreement is concluded in Pretoria;

19. that I have read this document and understand the rights and obligations contained therein; and

20. that I have signed this agreement freely and voluntarily.

Signature: _____ Date: _____

Print name: _____

Witness: _____ Date: _____

Print name _____