

REGISTRATION FORM: BUSINESS STUDIES (N4-N6)**1. APPLICANT DETAILS**

NAMES: _____ SURNAME: _____

ID NUMBER: _____ EMAIL ADDRESS _____

ADDRESS: _____

NEAREST POSTNET (TO COURIER STUDY MATERIAL) _____

TEL/CELL: _____ ALTERNATIVE CELL: _____

2. PARENT/GUARDIAN/NEXT OF KEEN (IF APPLICABLE)

INITIALS & SURNAME: _____ OCCUPATION: _____

CELL: _____ SIGNATURE: _____

3. EXAMINATION SUBJECTS

	SUBJECTS REGISTERING	N-Level	TICK EXAM BLOCK
1			June <input type="checkbox"/> November <input type="checkbox"/>
2			June <input type="checkbox"/> November <input type="checkbox"/>
3			June <input type="checkbox"/> November <input type="checkbox"/>
4			June <input type="checkbox"/> November <input type="checkbox"/>
5			June <input type="checkbox"/> November <input type="checkbox"/>

4. REGISTRATION FEE: R700 NON-REFUNDABLE; EXAM FEE: R700 PER SUBJECT**5. TERMS AND CONDITIONS**

- A copy of **ID document** and signed **fees form** must accompany the registration form.
- Registration fees are non-refundable; exam fee is non-refundable once student registered.
- Half of the total fees payable (inclusive of registration and exam fees) must be paid before receiving textbooks, assignments). Monies paid non-refundable once you receive study material.
- Full payment to be made before receiving exam permit.
- Final exams for N1-N6 are written in Krugersdorp Gauteng (Westrand) branch. Inquire further if needing clarity.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

BUSINESS STUDIES N4-N6 CORRESPONDENCE-2023

- REGISTRATION FEE: R700 NON-REFUNDABLE**
- EXAM FEE: R700 PER SUBJECT NON-REFUNDABLE**
- FEES STRUCTURE & EXAMINATION SUBJECTS**

SUBJECTS REGISTERING	BREAKDOWN OF FEES			TOTAL PAYABLE (FULL AMOUNT)	PAYMENT OPTION IF UNABLE TO PAY FULL AMOUNT		TICK
	REGISTRATION FEE	EXAM FEE	STUDY MATERIAL AND ASSIGNMENTS FOR TERM MARK		FIRST PAYMENT (TO RECEIVE STUDY MATERIAL INCLUDING REGISTRATION AND EXAM FEE)	OUTSTANDING PAYMENT (PAYABLE BEFORE EXAM)	
1 SUBJECT	R700	R700	R2 200	R3 600	R2 500	R1 100	
2 SUBJECTS- <i>advisable</i>	R700	R1 400	R2 662	R4 762	R3 431	R1 331	
3 SUBJECTS	R700	R2 100	R3 236	R6 036	R4 418	R1 618	
4 SUBJECTS- <i>great saving</i>	R700	R2 800	R3 932	R7 432	R5 466	R1 966	
5 SUBJECTS	R700	R3 500	R5 324	R9 524	R6 862	R2 662	

BANKING DETAILS: EKURHULENI TECHNICAL COLLEGE

NAME OF BANK	ACCOUNT NUMBER	BRANCH CODE	REFERENCE
First National Bank	62824338942	250241	Your Name and Surname

MARK WITH AN X SUBJECTS CHOSEN

	Human Relations Management (HR)	N4	N5	N6
1	Management Communication	✓		
2	Entrepreneurship & Business Management	✓		
3	Personnel Management	✓	✓	✓
4	Computer Practice	✓	✓	✓
5	Personnel Training		✓	✓
6	Labour Relations		✓	✓

	Management Assistance (N4-N6)	N4	N5	N6
1	Entrepreneurship & Business Management	✓	✓	✓
2	Office Practice	✓	✓	✓
3	Information Processing	✓	✓	✓
4	Communication	✓	✓	✓

	Business Management	N4	N5	N6
1	Public Relations		✓	✓
2	Entrepreneurship & Business Management	✓	✓	✓
3	Management Communication	✓		
4	Financial Accounting	✓	✓	✓
5	Computer Practice	✓		
6	Sales Management		✓	✓

	Educare	N4	N5	N6
1	Day Care Personnel Development	✓		
2	Educare Didactics: Theory and Practical	✓	✓	✓
3	Education	✓		
4	Child Health	✓		
5	Day Care Management		✓	✓
6	Day Care Communication		✓	✓
7	Educational Psychology		✓	✓

TERMS & CONDITIONS

Please note: Very important before you make any payment

- All registration forms need to be completed and emailed together with copy of ID, proof of payment and your previous results.
- We use Postnet Courier Services. Study material is sent to your nearest Postnet. In exceptional circumstances sending to your personal address will mean extra payment of courier fees on your part
- Half of the total fees payable for study material (inclusive of registration and exam fees) must be paid before receiving textbooks, assignments and videos). Refer table of FEES above. *(Discount given if you have your own textbooks.)*
- **FEES PAID ARE ONLY VALID FOR THE SEMESTER YOU ARE REGISTERING FOR AND MUST BE SETTLED IN FULL. FAILURE TO DO SO WILL FORFEIT YOUR FEES.** If not clear please call us for further information.
- Final outstanding fees are to be paid before the candidate receives their exam permit. No permit will be issued when the candidate has not settled their outstanding balances. No permit means no exam.
- Small monthly payments can also be made during the course of the studies and send proof of payment.
- **REGISTRATION AND EXAM FEES ARE NON-REFUNDABLE. ALL MONIES PAID CANNOT BE REFUNDED ONCE STUDENT HAS RECEIVED STUDY MATERIAL AND STUDENT MUST SETTLE THE FULL AMOUNT.**
- Study material is printed in black and white.
- **ALL EXAMS ARE WRITTEN IN KRUGERSDORP-GAUTENG (WESTRAND) AND CANNOT BE CHANGED**
- Failure to attend your exam day will automatically forfeit your exam fee. However registration for the next exam is still possible upon paying the exam fee **ONLY**
- Students must submit assignments before sitting for final exam. The assignment **ONLY** serves to qualify you for final exam.
- Your assignment mark is valid only for two consecutive exam sittings upon which you need to submit new assignments should you want to re-write. New assignments will result in extra assignment fee applicable at the time.
- Failure to submit assignments will mean no term mark. **NO** term mark means **NO** exam.
- Certification for **N1, N2 & N3 is done by Umalusi** and for **N4-N6 done by QCTO**. Each certificate cost R300 excluding courier. Upon passing and qualifying for your studies, we will apply you for your complete certificate which will cost R300 payable upon collection of the certificate.

STUDENT RESPONSIBILITIES

- Ensure that you qualify for the course before making any payment. Please inquire further if not sure whether you meet the requirements
- Check that you received correct study material.
- Check that you are enrolled for your exams 1 week before closing date
- Submit your assignments on time. **Good assignment mark does NOT guarantee a PASS.** Assignment first and foremost qualifies you to sit for final exam.
- Request for exam tentative dates
- Enquire about your exam time table/ permit three days before final exam

STUDENT SIGNATURE: _____ DATE: _____

If acknowledging please sign and send back and initial every page