

Title:	Mr	Mrs	Ms	Dr	Surname:	First names:		
Name called by:				Date of birth:		Age (in years):		
Programme for which application is made: (Please specify EXACT programme name and starting dates)								
Identity no / Passport no:				Nationality:		Gender	Male	Female
Please attach copy of ID (RSA resident) or Passport (Outside RSA)				Home language:	English	Afrikaans	Other (mention):	
Student number (if you already have one)								
Tel (home):				Fax (home):		E-mail:		
Tel (work):				Fax (work):		Cell:		
Physical address:								
Postal address:								
Special dietary requirements:		None	Vegetarian	Halaal	Diabetic	Other (please specify)		
Who will be responsible for payment?		Employer	Employer and self		Self			
<i>If your employer is responsible for payment, written confirmation from your employer is required on a company letterhead, together with the company VAT and registration numbers.</i>								
Name of employer:								
Employer's physical address:								
Employer's postal address:								
Information about academic and other qualifications (e.g. certificates achieved):								
Institution		Qualification		Major(s)		Year achieved		
Work experience (starting with current position)		Current		1		2		
Employer								
Industry (e.g. Agriculture)								
Job title (e.g. Accountant)								
Work area (e.g. Finance)								
Department/Division (e.g. Production)								
Working period (from start to finish)								
How did you find out about this programme at USB-Executive Development (please choose one of the options bellows):								
USB-ED Marketing Consultant (name?)				Brochure				
Current student				Alumnus				
Internet (please specify where):				Employer (please specify):				
Advert in media (please specify publication):								
I certify that, to my knowledge, the information on this form is correct and complete.								
Signature of applicant:				Date:				
(if completing electronically, please just fill in full name , designation and date)								
POLICY FOR CANCELLATION OF PROGRAMMES								
It is of utmost importance that USB-ED will be notified in the case of cancellations. The following rules will strictly be applied for cancellations:								
Failure to attend programme 100% of fees								
Notification less than one week before commencement of the programme 50% of fees								
In a case of illness or death of a close family member. Exemption will be considered with the submission of the relevant documentation.								
Unfortunately, it is not possible to transfer a participant from one programme to another within the four-week period preceding the start of the programme without extra cost. At this stage, it is seldom possible to arrange a replacement participant, therefore an administration fee of 10% of the programme fee plus VAT will be charged for such a request. Should a participant decide to withdraw after such a transfer has been made, the full programme fee will be charged. We would, however, be prepared to accept a substitute replacement from the same company if he/she has comparable experience and development objectives and provided that there is sufficient time for the new participant to complete any pre-programme preparation work required.								