

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		Qualifications		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 belows):							
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.							