A picture containing text, clipart

Description automatically generated

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| --- | --- |
| **Office use only** | |
| PS no. |  |
| Student no. |  |
| Class no. |  |

Contact course Registration form 2022

Email to Gratia Nelson ([gratia@mediationinmotion.com](mailto:gratia@mediationinmotion.com)) or Paula Allen ([paula.allen@uct.ac.za](mailto:paula.allen@uct.ac.za)) or Donnaleen Coue ([don.coue@uct.ac.za](mailto:don.coue@uct.ac.za)).

**Closing date for registrations:** One week (seven days) before the course starts.

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| --- | --- | --- | --- | --- |
| **Course name Course date** | | | | |
|  | | | |  |
| **Personal details** | | | | |
| Surname: | | First / preferred name: | | |
| Full names to appear on certificate: | | | | |
| SA ID no. / passport no.: | | Date of birth: **DD** / **MM** / **YYYY** | | |
| Gender:  M  F | | UCT student number: | | |
| Occupation: | | Company: | | |
| **Contact details** | | | | |
| Postal address: | | | | |
|  | | | | Postal code: |
| Work tel: | | Cell: | | |
| Email: | | | | |
| **Payment** | | | | |
| You, as the registered short course student, are PERSONALLY liable for the payment of the short course fee, irrespective of whether your employer or any third party has offered to sponsor your attendance.  Please note that we need to receive a minimum number of registrations for a course to be economically feasible for us. Once we have confirmed that a course can go ahead, we will contact you with payment instructions.  If a tax invoice is required, please complete the details below: | | | | |
| Contact person to whom the invoice should be emailed: | | | | |
| Email: | | Tel: | | |
| Company name: | | VAT registration number: | | |
|  | | | | |
| **Office use only** | | | | |
| G Drive | * Date: | Payment info sent | * Date: | |
| Contacted | * Date: | * Date: |  |  |

**Miscellaneous**

|  |  |  |
| --- | --- | --- |
| Do you have any special dietary requirements? (Only religious reasons or allergies can be catered for.) Please be specific. | | |
| Do you have any other special requirements that we should be made aware of? Please provide details. | | |
| Do you require parking on campus? | * Yes | * No |
| Do you need information about accommodation?  *You will be responsible for making your own bookings and settling your accounts, but we can send you a short list of accommodation options available in the area.* | * Yes | * No |
| How did you hear about this course?   * Law@work email  Law@work website  Legalbrief email  Facebook  Twitter  LinkedIn * Skills Portal  Bizcommunity  SAFLII advert  Print advert in ………..………..………………………………… * Other: ………..………..………………………………………………………………………………………………………………………………………… | | |
| If you are not already on our mailing list, may we add your email address to receive notification of further courses? | * Yes | * No |
| Are you an alumnus of the UCT Faculty of Law? | * Yes | * No |

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| **Terms and conditions** |
| We will acknowledge receipt of your registration form. If there are no available spaces, you will receive notice of this and your name will go on a waiting list.  The closing date for registrations is one week before the start of a course.  Fees are due one week before the start of a course, unless otherwise arranged with the finance officer. You, as the registered short course student, are PERSONALLY liable for the payment of the short course fee, irrespective of whether your employer or any third party has offered to sponsor your attendance.  You will be emailed a course information letter one week before the start of the course.  If you wish to deregister, you must cancel in writing at least one week before the start of the course **or you will be charged the full fee**.  UCT reserves the right to take any legal proceedings to recover the full fees payable, and to recover the costs in connection with such recovery.  Certificates (where applicable) will be issued in the name supplied on the registration form. Where possible, certificates will be handed out at the final lecture. If not, they will be posted via registered mail to the address on this form. Please note that no certificate will be issued without full payment having been received.  UCT reserves the right to cancel the course if insufficient registrations are received, in which case the course fee will be refunded in full if already paid. |
| **I have read and accept these terms and conditions.** |
| Signature: Date: |

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