

REGISTERED
ACCREDITED
APPROVED
NO EXAMS
START ANYTIME

BUSINESS MANAGEMENT TRAINING COLLEGE

SOUTHERN AFRICA'S MOST PRESTIGIOUS DISTANCE EDUCATION BUSINESS COLLEGE

Tel : 011 708 0159 Fax : 086 639 4687 E-mail : info@bmtcollege.edu.za

Post : Private Bag X100, Bryanston, 2021 Web : www.bmtcollege.edu.za



INTRODUCTION

Business Management Training College - BMT College, is Southern Africa's most Prestigious Distance Education Business College, primarily focusing on teaching business management and related subjects.

The College successfully trains Managers, Supervisors and Entrepreneurs for today's market place.

BMT College in association with the Institute of Business Management - IBM, has been established since 1973 and is renowned for its service excellence over the past three decades. Study is by distance education. The Business Management Training College has successfully trained more than one hundred and ten thousand (110,000) Business Managers and Business Leaders.

Students can start with their studies any time since **no nerve wrecking sit-down exams** are required. The College assist students to successfully complete assignments for their pass mark and qualify for certification!

With BMT College you can **START ANYTIME** to

Achieve Success, Build your Career and Become a Manager.

ABOUT THE PROGRAMMES

All the programmes offered at BMT College are through Distance Education or Home Studies. This means that you can complete the qualification at a pace that suits your lifestyle. As a guideline we also provide our students with suggested due dates for assignments.

In order to pass or be *declared competent* for a module, students complete the assignments. This means that you do not need to write tests during your studies or an exam on completion.

This format of studying allows you to **START ANYTIME**.

BMT COLLEGE CREDENTIALS:

- PROGRAMME APPROVAL** from Services SETA, SABPP and ETDP.
- PROVISIONALLY ACCREDITED BY UMALUSI** - Council for Quality Assurance in General and Further Education and Training - FET00013PA - www.umalusi.org.za.
- PROVISIONALLY REGISTERED WITH DoE** (Department of Education) Registration #: 2008/FE07/007 until 31 December 2014 - www.education.gov.za

COMPANY DETAILS:

Registered Name:	Business Management Training College (Pty) Ltd		
Trading as:	BMT College		
Company Reg Nr:	2005/011378/07	NCR Reg Nr:	NCRCP473
DoE Reg. Nr:	2008/FE07/007		
Directors:	Mrs. B.A. van der Linde (Principal)		
	Mr. J.J.J. Poolman (Vice-Principal)		
Bank:	Nedbank	Branch :	Randburg; 198408
Account Type:	Cheque	Acc Nr:	1984 388 606
Tel:	011 708 0159	Fax:	086 639 4687
E-mail:	info@bmtcollege.edu.za	Web:	www.bmtcollege.edu.za

- **Home Studies** allows the student flexibility to study anytime.
- We prepare our students for **advancement and promotion** to new positions. Most of our students get promoted almost immediately after they have completed their studies.
- Students are provided with original textbooks (no badly photocopied pages), professionally printed study guides and programme manuals of high quality.
- The **invaluable skills and knowledge** obtained by BMT students **increase productivity and performance**.
- BMT Students are invited to attend the official Graduation Ceremony upon completion of their studies. Students **celebrate their achievements** with family, friends and fellow graduates in full academic regalia.

*No additional fees will **EVER** be charged for learner support provided!*

- YOU DO NOT PAY** for any online support!
- YOU DO NOT PAY** for any account statement requested!
- YOU DO NOT PAY** for additional results letters!
- YOU DO NOT PAY** for lecture\student contact sessions!
- YOU DO NOT PAY** for assessment feedback reports!
- YOU DO NOT PAY** for SMS notifications such as:
 - SMS upon successful enrolment
 - SMS upon dispatch of parcels
 - SMS reminder to submit assignment
 - SMS upon receipt of assignment
 - SMS of Assignment results
 - SMS notification of important information
 - SMS upon dispatch of qualification certificate

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FULL QUALIFICATIONS

QUALIFICATIONS AND COURSES:

Practical knowledge, realistic skills and functional ability to perform beyond expectations in any profession is a necessity for persons serious about their careers. BMT College offers its students the unique advantage to immediately use and apply the knowledge obtained from their studies in the workplace.

START ANYTIME - NO EXAMS - AFFORDABLE STUDIES

ENROLMENT REQUIREMENTS

NQF 5 Qualifications:

- NQF 4 qualification OR
- Grade 12 certificate OR
- Applicable work Experience*

NQF 4 Qualifications:

- NQF 3 qualification OR
- Grade 11 certificate OR
- Applicable work Experience*

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DIPLOMA IN HUMAN RESOURCES MANAGEMENT

2 YEARS (240 CREDITS - NQF LEVEL 5)

Qualification Overview:

Graduated students who hold this qualification will be able to operate competently across the four main aspects of Human Resources Management.

- Strategic Planning for human resources management and practices
- Acquisition, development and utilisation of people
- Establishment and improvement of labour and employee relations
- Compensation and administration related to human resources

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

1 YEAR (130 CREDITS - NQF LEVEL 4)

Qualification Overview:

- Performing administrative duties related to human resources management and practices.
- Strategic planning for human resources management and practices.
- Acquiring, developing and utilising people.
- People dynamics and impact in the workplace.
- Demonstrating a basic understanding of the functioning of a business and the role and contribution of individuals within an organisation.
- Establishing and improving labour and employee relations.

CERTIFICATE IN PROJECT MANAGEMENT

1 YEARS (130 CREDITS - NQF LEVEL 4)

Ideally the person who enrolls for this programme will be working in or with project teams or use a project approach to a business. The flexibility of the qualification reflects the many job roles, organisational requirements and changing nature of the industry that it allows students to enter into.

- Being an effective project team member.
- Executing projects.
- Providing assistance to a project manager of large projects.
- Performing administrative duties related to a project.
- Projecting financial issues related to budgeting for a project.
- Planning, executing and controlling small, simple projects.

CERTIFICATE IN BUSINESS ADMINISTRATION

1 YEAR (130 CREDITS - NQF LEVEL 4)

All organisations require professional business administration to operate efficiently. Producing accounting reports.

- Recording and processing workplace transactions.
- Assessing legal contract for a business.
- Developing administrative procedures in an organisation.
- Managing administration records.
- Applying efficient time management in an organisation.
- Showing entrepreneurial competence.
- Applying problem solving strategies.
- Applying basic business strategies.



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PROFESSIONAL CERTIFICATES:

START ANYTIME - NO EXAMS - AFFORDABLE STUDIES - CREDIT BEARING

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PROFESSIONAL CERTIFICATE: PRODUCTIVITY MANAGEMENT ^(SCB) 3 MONTHS (46 CREDITS - NQF LEVEL 5)

Improve Productivity:

- Find the root causes for unacceptable levels of productivity
- Prioritise areas for improvement
- Develop and implement a productivity improvement strategy
- Promote a productivity improvement strategy

Monitor and Measure:

- Measure and assess the factors that influence productivity
- Set, monitor and achieve goals

CONDUCT OUTCOMES-BASED ASSESSMENT ^(SCB) 3 MONTHS (15 CREDITS - NQF LEVEL 5)

The Assessor Unit Standard (115753) is for people who assess learners for their achievements of learning. Those who achieve this Unit Standard will be able to conduct assessment in their field of expertise, and register with the relevant SETA as constituent assessors.

- Demonstrate understanding of outcomes-based assessment.
- Prepare for and Conduct assessments.
- Provide feedback and Review assessments.

PROFESSIONAL CERTIFICATE: ADVANCED SUPERVISOR ^(SCB) 6 MONTHS (85 CREDITS - NQF LEVEL 5)

A programme designed to meet the demand of all industries!

The Advanced Supervisor Certificate will prepare a student to effectively plan, organise and allocate work to either individuals or a whole team.

Learn how to improve productivity with strategies and goals and then monitor and measure the effectiveness of an individual or team.

If you are in management or plan to be in management, this skills programme will benefit you and your organisation daily.

PROFESSIONAL CERTIFICATE: TEAM SUPERVISOR ^(SCB) 3 MONTHS (12 CREDITS - NQF LEVEL 4)

Qualification Overview:

- Plan, organise and allocate work
- Manage team processes
- Evaluate Achievements
- Report on Progress
- Identify and rectify problems

PROFESSIONAL CERTIFICATE: LABOUR RELATIONS ^(SCB) DISCIPLINARY PROCEDURES

3 MONTHS (27 CREDITS - NQF LEVEL 5)

Basic Conditions of Employment Act:

working time and leave; particulars of employment; remuneration; termination (*know your rights!*)

Disciplinary Action:

What is a transgression?; Severe transgression ?; How to handle transgressions; Representing employees at a disciplinary hearing

Disciplinary Hearings:

Learn how to chair a disciplinary hearing, Effectively handle and manage a hearing. *witnesses, cross-examination and proper control*

PROFESSIONAL CERTIFICATE: PROJECT MANAGEMENT ^(SCB) 3 MONTHS (14 CREDITS - NQF LEVEL 5)

Learn how to apply project management techniques effectively. Use project tools, skills and knowledge to successfully run Business Projects.

- Supervise Project Teams
- Achieve Goals and Objectives
- Set up, run and close business projects
- Critical Path Method, Pareto Analysis, Gantt Charts, SWOT
- Integrate Project Management into Organisational Management



Fee Schedule : June - December 2010

PAY NO INTEREST - ONLY VALID WITH DEBIT ORDER PAYMENTS

Description	Registration Fee	Monthly Instalment	Months	Total Study Fee
Diploma Qualification - Full Payment : <i>First Year AND Second Year</i>	NONE	R 18,900	1	R18,900
Diploma Qualification - Monthly Debit Order Instalment: Option 1 Debit Order over 36 months <i>First Year AND Second Year enrolment</i>	NONE	525	36	R 18,900
Diploma Qualification - Full Payment per year : <i>First Year or Second Year</i>	NONE	R 9,450	1	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 2 Debit Order over 12 months: <i>First Year or Second Year enrolment</i>	R 1,890	R 630	12	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 3 Debit Order over 18 months <i>First Year or Second Year enrolment</i>	R 1,890	R 420	18	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 4 Debit Order over 18 months <i>First Year or Second Year enrolment</i>	NONE	R 525	18	R 9,450
Human Resources Management, Project Management and Business Administration				
Certificate Qualification - Full Payment	NONE	R 6,420	1	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 1 - (12 months)	NONE	R 535	12	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 2 - (12 months)	R 1,290	R 427.50	12	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 3 - (18 months)	R 1,290	R 285	18	R 6,420
Professional Certificates (Credit Bearing - SCB):				
Conduct Outcomes-based Assessment (COBA) ^(SCB)	NONE	R1,850	1	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 1	NONE	R 370	5	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 2	NONE	R 185	10	R 1,850
Professional Certificate: Labour Relations - Disciplinary Procedure ^(SCB)	NONE	R 2,850	1	R 2,850
Disciplinary Procedure - Monthly Debit Order Instalment: Option 1	NONE	R 570	5	R 2,850
Disciplinary Procedure - Monthly Debit Order Instalment: Option 2	NONE	R 285	10	R 2,850
Professional Certificate: Team Supervisor ^(SCB)	NONE	R 2,850	1	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 570	5	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 2	NONE	R 285	10	R 2,850
Professional Certificate: Productivity Management ^(SCB) and	NONE	R 4,850	1	R 4,850
Productivity Management - Monthly Debit Order Instalment: Option 1	NONE	R 485	10	R 4,850
Professional Certificate: Project Management ^(SCB)	NONE	R 4,850	1	R 4,850
Project Management - Monthly Debit Order Instalment: Option 1	NONE	R 485	10	R 4,850
Professional Certificate: Advanced Supervisor ^(SCB)	NONE	R 5,850	1	R 5,850
Advanced Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 585	10	R 5,850

If you wish to make Debit Order arrangements other than those listed year, do not hesitate to contact the College for your **PERSONALISED DEBIT ORDER OPTION**.





Fee Schedule : June - December 2010

MANUAL MONTHLY PAYMENTS - NON DEBIT ORDER OPTION (DEPOSIT IN ACCOUNT)

Description	Registration Fee	Monthly Instalment	Months	Total Study Fee
Diploma Qualification - Full Payment per year: First Year or Second Year	NONE	R 9,450	1	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 1 Debit Order over 12 months: First Year or Second Year enrolment	R 1,890	R 756	12	R 10,962
Diploma Qualification - Monthly Debit Order Instalment: Option 2 Debit Order over 18 months First Year or Second Year enrolment	R 1,890	R 546	18	R 11,718
Human Resources Management, Project Management and Business Administration				
Certificate Qualification - Full Payment	NONE	R 6,420	1	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 2 - (12 months)	R 1,290	R 513	12	R 7,446
Certificate Qualification - Monthly Debit Order Instalment: Option 3 - (18 months)	R 1,290	R 370.50	18	R 7,959
Professional Certificates (Credit Bearing - SCB):				
Conduct Outcomes-based Assessment (COBA) ^(SCB)	NONE	R1,850	1	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 1	NONE	R 416	5	R 2,080
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 2	NONE	R 208	10	R 2,080
Professional Certificate: Labour Relations - Disciplinary Procedure ^(SCB)	NONE	R 2,850	1	R 2,850
Labour Relations - Disciplinary Procedure - Monthly Debit Order Instalment: Option 1	NONE	R 627	5	R 3,135
Labour Relations - Disciplinary Procedure - Monthly Debit Order Instalment: Option 2	NONE	R 313.50	10	R 3,135
Professional Certificate: Team Supervisor ^(SCB)	NONE	R 2,850	1	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 627	5	R 3,135
Team Supervisor - Monthly Debit Order Instalment: Option 2	NONE	R 313.50	10	R 3,135
Professional Certificate: Productivity Management ^(SCB)	NONE	R 4,850	1	R 4,850
Productivity - Monthly Debit Order Instalment: Option 1	NONE	R 533.50	10	R 5,335
Professional Certificate: Project Management Certificate ^(SCB)	NONE	R 4,850	1	R 4,850
Project Management - Monthly Debit Order Instalment: Option 1	NONE	R 533.50	10	R 5,335
Professional Certificate: Advanced Supervisor ^(SCB)	NONE	R 5,850	1	R 5,850
Advanced Supervisor Certificate - Monthly Debit Order Instalment: Option 1	NONE	R 643.50	10	R 6,435



Please note: BMT College is obligated to inform you that:

**IF YOU CHOOSE TO PAY BY DEBIT ORDER YOU WILL NOT BE PAYING INTEREST.
YOU CAN SAVE UP R2,268* IN INTEREST CHARGES**

***Interest charged on the Diploma in Human Resources paid over 18 months.**





A: Direct Payments: (Full Payments, Deposits or Registration Fees)

Direct deposits and electronic payments must be paid into BMT College's bank account:

Bank : Nedbank
Account number : 1984 388 606
Branch code : 1984 05

1. Student Number or Pre-Registration Number must be used as a reference when making payments.
2. Advise BMT College of any payments made by electronic transfer or bank deposits.
3. Fax the deposit slip or payment confirmation to: 011 708 0170.
4. Payment details will be entered directly into the learner records database and will reflect on the next statement.
5. Monthly deposits are subject to an annual interest charge of 20%.

B: Paying by Debit Order:

1. Ensure that your bank account details are correct.
2. Ensure that the bank account nominated is active.
3. If any banking details are omitted or incorrect your application will be delayed.
4. Note that the monthly debit order deductions for repayment of your study loan will be effected on the **last working day, 15th or 25th** of every month. If the 15th or 25th falls on a week-end, the Debit Order will be effected on the Friday before the occurrence of that date.
5. Always ensure that funds are available when a debit order is presented for payment. The banks charge exorbitant fees when a debit order is reversed (not paid). *The cost will be levied to your account.*

C: Interest Charges:

1. Applicable interest is included in monthly payments.
2. If you intend to pay your study fee in instalments and NOT make use of the Debit Order, ENSURE TO REQUEST THE REVISED STUDY FEE THAT WILL INCLUDE THE RELEVANT INTEREST CHARGES.

BMT College is duly registered with the National Credit Regulator in terms of Act 34 of 2005 as a Credit Provider. Registration Nr. NCRCP473. The rates and terms of repayment of monthly instalments are set out in the Study Fees table above and the Interest Charges table to the right. In terms of the Act, a Credit Provider, in this case BMT College, is compelled by law to determine if a person can afford to get credit. A form for this purpose is compulsory and must be completed together with the other enrolment documentation. (Section F of the application form)

D: Charges:

1. **Study Extensions:** Registration fee applicable at time of requested extension.
2. **Default Debit Order Payment:** R 55.00\occasion. (Unpaid Debit Order)
3. **Replacing Lost or Damaged Qualification (Certificate):** R 165.00
4. **Postage:** Priority Mail can be arranged through the College and will be charged to the learner's account.
5. **Foreign Learner Levy:** Learners outside the borders of South Africa, including South African citizens, will be levied an additional R 850.00

E: No Charges:

1. **Lectures and Study Material:** All the required lectures, and guides are included in the Study Fee. *Textbooks are not included in the study fee and need to be bought separately.*
2. **Study Related Documentation:** Documentation pertaining to your studies can be requested at no additional cost. BMT College will ensure that you have free access to your records at all times. If you've lost a results letter, need a statement or want to replace an Assignment Cover, it will be provided free of charge, given that your account is up to date.
3. **RPL (Recognition of Prior Learning) Assessment:** Enrolled BMT College students can apply for assessment of their experience.
4. **Assessment** of the Portfolio of Evidence per module is included in the study fee.

F: Dispatch of Lectures:

Modules for the programme are not dispatched together . Modules will be dispatched if:

1. Payments are up to date **AND**
2. Current Module is completed successfully (pass mark has been achieved).
3. Module 1 will be dispatched within 21 days after receipt of the full registration fee.

G: Refund policy:

1. The learner will have an opportunity to cancel his/her enrolment contract with the College within 14 days of enrolment in writing that need to reach BMT College before this date either through fax, post or e-mail.
2. No cancellations will be accepted after 14 days of enrolment as study material has been prepared.
3. The registration fee is non-refundable.
4. In the event that you do not complete your studies or wish to cancel the registration for whatever reason, you will not be entitled to any refund of study fees or the registration fees.
5. In the event that you do not complete your studies or wish to cancel the registration for whatever reason, you will still be held liable for full payment of the study fees, as indicated on the enrolment contract.



PRESCRIBED TEXTBOOKS

The following textbooks are required for your studies with BMT College. Please refer to the programme you will be doing and the relevant textbook you need to acquire.

Qualification	Prescribed Textbook	ISBN	Publisher
Diploma in Human Resources	South African Human Resource Management	070258453	JUTA
Certificate in Project Management	Project Management for Success	0796201374	Heinemann
Certificate in Business Administration	Business Management- A Value Chain Approach	062702582X	Van Schaik
Professional Certificate: Project Management	A Guide to Project Management	9780702786876	JUTA
Professional Certificate: Disciplinary Procedures Professional Certificate: Productivity Management Professional Certificate: Advanced Supervisor	South African Human Resource Management	070258453	JUTA

List of textbook suppliers:

Adams & Co Website: www.adamsuniversitybooks.co.za

341 West Str, DURBAN Tel: 0861 341341 Fax: 031 3047308 email: west@adamsbooks.co.za	33 Victoria Street, DURBAN Tel 031 3194400 Fax 031 3077356 education@adamsbooks.co.za	Musgrave Centre, Musgrave Road, DURBAN Tel 031 3194450 Fax 031 2013735 Musgrave@adamsbooks.co.za	230 Church Str, PIETERMARITZBURG Tel: 033 3946830 Fax: 033 3943096 email: pmb@adamsbooks.co.za	Shop 3, Nedbank Building, Heerengracht, CAPE TOWN Tel: 021 4212462 Fax: 021 4182060 e-mail: capcity@adamsbooks.co.za
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Armstrong Booksellers (New 2nd hand books) Website: www.armstrongs.co.za

1 st Floor, Pine Park Place, Cnr 1 st Ave & 6 th Street LINDEN Tel: 011 8886732 / 6129 Fax: 011 8884429 email: info@armstrongs.co.za	Cnr 11 th St & Louis Botha Ave, ORANGE GROVE Tel: 011 4851337 Fax: 011 4851338 email: info@armstrongs.co.za	Ground Floor, 1066 Building, Cnr Harrison & Kerk Street JOHANNESBURG Tel : 011 8360124 Fax: 011 8342684 email: info@armstrongs.co.za
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Juta & Co Website: www.jutabookshops.co.za

Shop 231, Lower level, Carleton Centre, JOHANNESBURG Tel: 011 3315140 Fax: 011 331 5079 email: jhbbooks@juta.co.za	1 st Floor Hatfield Plaza, 1122 Burnett St, HATFIELD Tel: 012 3625799 Fax: 012 3625744 email: ptabooks@juta.co.za	Ground Floor, Sunclare Building, 21 Dreyer St, Claremont, CAPE TOWN Tel : 021 6706680 Fax: 021 6706795 email: claremontbooks@juta.co.za	Shop 45, Shoprite Park Shopping Centre, PAROW Tel: 021 9306202 Fax: 021 9307962 email: pabooks@juta.co.za website
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Van Schaik Bookstore Website: www.vanschaik.com

Protea Hotel Building, Burnett Street, HATFIELD Tel: 012 3625701/ 5669 / 5698 Fax: 012 362-5673 Email: vshat@vanschaik.com	Shop 1, 235 Church Street, PRETORIA Tel: 012 3212442 Fax: 012 3257832 email: vskerk@vanschaik.com	Braamfontein Centre, Jorissen Street, BRAAMFONTEIN Tel: 011 3391711 Fax: 011 3397267 email: vsbraam@vanschaik.com	Shop 10, K90 Centre, Cnr. K90 and North Rand Road, BOKSBURG Tel: 011 8262045 / 3850 Fax: 011 8263663 e-mail: vsboks@vanschaik.com	North West University Grounds, Building Nr. 4, Hendrik van Eck Boulevard, VANDERBIJLPARK Tel: 016 9851144 Fax: 016 9851126 email: vsnwu@vanschaik.com
Shop 242, Maponya Mall, SOWETO Tel: 011 9383460 / 3462 Fax: 011 9383486 email: Soweto@vanschaik.com	Shop 3, Momentum House, Cnr. of Stalwart Simelane and Bram Fisher Streets, DURBAN Tel: 031 332-2009 / 2049 Fax: 031 3322029 email: vsdurban@vanschaik.com	University of KwaZulu-Natal, Golf Road, Scottsville, PIETERMARITZBURG Tel: 033 3869308/9 Fax: 033 3869633 email: Pietermaritzburg@vanschaik.com	KwaDlangezwa Campus, Library Building Basement, KwaDlangezwa Reserve, UNIVERSITY OF ZULULAND Tel: 035 9026103 Fax: 035 9026101 email: vsunizul@vanschaik.com	Parow Centre, Voortrekker Road, PAROW Tel: 021 9302480 Fax: 021 9393767 email: vsparow@vanschaik.com
26 Main Road, RONDEBOSCH Tel: 021 6894112 Fax: 021 6863404 email: vsrbosch@vanschaik.com	22 Long Street, Shop No 1, Cnr Strand & Long Street, CAPE TOWN Tel: 021 4180202 Fax: 021 4180212 email: capetown@vanschaik.com	Sanlam Student Village, Nelson Mandela Metropolitan University, Summerstrand, PORT ELIZABETH Tel: 041 5833171 Fax: 041 5832418 email: vspe@vanschaik.com	31B Caxton House, 35 Terminus Street, EAST LONDON Tel: 043 7225926/34 Fax: 043 7226117 email: vsel@vanschaik.com	49B Schoeman Street, POLOKWANE Tel: 015 2959040 / 9090 / 9306 Fax: 015 295-9099 email: vspol@vanschaik.com
Shop 52, The Promenade, NELSPRUIT Tel: 013 7527623 / 7860 Fax: 013 752-7659 email: vsnel@vanschaik.com	19 O R Thambo Avenue, EMALAHLENI Tel: 013 6902796 Fax: 0880 136 902 978 email: vswitbank@vanschaik.com	Cachetpark Centre, Steve Biko Avenue, POTCHEFSTROOM Tel: 018 2948875 Fax: 018 2944445 email: vspotch@vanschaik.com	9 Park Road, Willows, BLEOMFONTEIN Tel: 051 4476685 Fax: 051 4477837 email: vsbloem@vanschaik.com	Ou William Pescott, Room B.2, 31 Scanlan Street, New Park, KIMBERLEY

University of Namibia, 340
Mandume Ndemufayo Avenue,
Pionierspark, Windhoek
NAMIBIA
Tel: +264 61 2063364
Fax: +264 61 2063040
email: vsunam@vanschaik.com

Kalahari.net Website: www.kalahari.net Tel: 021 4688035



BMT COLLEGE

Business Management Training College of Southern Africa

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Private Bag X100, Bryanston, 2021

FRM5020_01 2010

LEARNER ENROLMENT CONTRACT

Page 1 of 2

Instructions for completing this contract:

- Complete this enrolment contract completely. **Section A, B, C, F - Page 1 and 2.** Section D **MUST** be completed if a Monthly installment option is chosen.
- Complete **ONLY** the **RELEVANT PAYMENT Form**:
 - Debit Order Instruction (Preferred Payment) : **FRM5020_03a**
 - Commitment of Monthly payment form: **FRM5020_03b**
 - Full Payment Form: **FRM5020_03c**
- Post, Fax or E-mail** this contract together with the Payment Instruction Form and Textbook Order Form to BMT College.

ENSURE that 1_{ec} - 23_{ec} IS COMPLETED BEFORE SUBMITTING THIS CONTRACT

Personal Information A

1 _{ec}	Surname																				
2 _{ec}	First Names																				
3 _{ec}	Title					4	Initials					5	Date of Birth								
6 _{ec}	ID or Passport number										7	Gender		Male	Female	8	Language				
9 _{ec}	Telephone numbers (dialing code, number, extension)					Home					Work										
						Fax					Mobile										
10 _{ec}	Email address										Send me SMS notifications and the College newsletter					Yes	No				
11 _{ec}	Postal address <i>Where your study material will be posted to</i>										12 Home Address										
																					Postal Code

General Information B

13 _{ec}	Employment Status <i>Please tick the appropriate block</i>		Working Full Time		Not working		Company Name					
			Working Part Time		Retrenched		Job Title					
14 _{ec}	Equity <i>Statistics required by the Department of Education</i>		Black		Indian		Disability		No	Yes	Status	
			Coloured		White		Previous Std #					
15 _{ec}	Where did you hear about BMT College?		Sowetan		Rapport		Internet		Colleague		Family Member	
			Jet Club		City Press		Friend		Other (Specify)			
16 _{ec}	Highest Qualification		Year Completed			School Name						

Programme Details : C

17 _{ec} . Indicate the Programme enrolling for													
First Year enrolment for Diploma in Human Resources Management						Second Year enrolment for Diploma in Human Resources Management ⁽ⁱⁱⁱ⁾							
Full Certificate in :						Professional Certificate in:							
18 _{ec}	Payment of Study Fees to be made by:		Debit Order		Credit Card		19 _{ec} Registration Fee Payment By: <i>If not paying in Full</i>					Cheque or Proof of payment attached	
			Cheque - (attached to application)				Debit Order			Credit Card			

Credit Assessment D

20 _{ec} This Section needs to be completed if monthly installments were selected in Section C in terms of the National Credit Act 34 of 2005											
Monthly Income	R		Will you be able to afford the selected monthly installments?	Yes		Do you still have outstanding fees with BMT College?	Yes				
Current Monthly Expenses	- R			No			No				
Amount Available	= R			Don't Know			Don't Know				

Credit Terms:

- Interest Chargeable for Deposit Payments**
 - Account settled within 3 months from registration - No Interest
 - Account settled 3 - 6 months from registration - 10% interest
 - Account settled 6 - 12 months from registration - 20% interest
 - Account settled 12 - 18 months from registration - 30% interest
- Interest Rate :**
 - The interest charged on the Study Fee may be adjusted in terms of the Reserve Bank Prime Rate.
 - If such an adjustment is unavoidable, BMT College will duly notify the person or entity responsible for paying the Study Fee of the adjusted monthly installment.

PLEASE NOTE : Monthly installments as set out in Section C include the interest amount.

BMT College is registered with the NCR in terms of Section 40 of the National Credit Act, No34 of 2005, as a credit provider. Registration Nr. NCRCP473

21_{ec} Initial:



BMT COLLEGE

Business Management Training College of Southern Africa

Tel : 011 708 0159

Fax : 086 639 4687

E-mail : info@bmtcollege.edu.za
Private Bag X100, Bryanston, 2021

FRM5020_03a 2010

DEBIT ORDER INSTRUCTION FORM

Information and instructions on completing the Payment Instruction Form:

1. Complete the following payment instruction form together with the Learner Enrolment Contract - FRM5020_01.
2. This Payment Instruction Form instruct Business Management Training College (Pty) Ltd, herein further referred to as BMT College or the College or BMTc, to deduct payments towards the study fees payable by the student as indicated in A below.
3. **Section A** of this form must be completed.
4. **Section B** of this form must be completed if study fees will be paid by Debit Order.

Student Information												A
Surname				Title				Initials				
Programme Enrolling For						ID or Passport number						
Office Use Only:		Student Number:		2	0	0		-			/	

Debit Order Authorisation (valid for SA and Namibian account holders only)												B
Account Holder Surname						Initials			Title			
Account Number						Account Type						
Branch Code						Branch Name			Bank			

Debit Order Payments											
Please select the repayment term for your intended studies											

Full Qualifications:			
Diploma Qualification 1st AND 2nd Year		R787.50 x 24 months NO REG FEE	R525 x 36 months NO REG FEE
Diploma Qualification 1st OR 2nd Year	R525 x 18 months NO REG FEE	R1890 Reg Fee x 1 month + R630 Study Fee x 12 months	R1890 Reg Fee x 1 month + R420 Study Fee x 18 months
Certificate Qualification	R535 x 12 months NO REG FEE	R1290 Reg Fee x 1 month + R427.50 x 12 months	R1290 Reg Fee x 1 month + R285 x 18 months

Professional Certificates (Short Courses):			
Conduct Outcomes Based Assessment	R1850 x 1 month	R370 x 5 months	R185 x 10 months
• Labour Relations - Disciplinary Procedures OR • Team Supervisor	R2850 x 1 month	R 570 x 5 months	R285 x 10 months
• Productivity Management OR • Project Management	R4850 x 1 month	R970 x 5 months	R485 x 10 months
Advanced Supervisor	R5850 x 1 month	R1170 x 5 months	R585 x 10 months
Debit Order to be effected on the:	Last working day of every month	15th of every month	25th of every month
PLEASE TICK THIS BOX IF YOU HAVE ALREADY PAID THE REGISTRATION FEE (if applicable)			

Debit Order Agreement and Conditions:

1. By signing this Debit Order Authorisation I agree that BMT College may start deductions from my account, irrespective of whether I have received confirmation of enrolment or not.
2. I agree that the first deduction will be on the first occurrence of the day selected above.
3. I agree that BMT College may start with the deductions, irrespective of whether I have paid the Registration Fee or not.
4. * I agree that if BMT College has not yet received proof of payment for the registration fee at least 5 days prior to the first deduction, BMT College may deduct the applicable Registration Fee for the programme I enrolled for directly from my account.
5. I understand that this Debit Order Agreement and Conditions does not in any way absolve me from the Terms and Conditions of Enrolment as indicated on the Enrolment Contract - FRM5020_01.
6. If the 15th or 25th falls on a weekend, the Debit Order will be effected on the Friday before the selected date.

Signature of Account Holder		Date	Declaration by Account Holder : I hereby grant BMT College permission to deduct the indicated installments from my bank account (on behalf of the student as in A above) and submit to the Debit Order Agreement and Conditions.
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<p align="center">BEST CHOICE PAYMENT SELECTION</p> <p align="center"><input checked="" type="checkbox"/> No Interest</p> <p align="center"><input checked="" type="checkbox"/> Easy Payments</p> <p align="center"><input checked="" type="checkbox"/> Uninterrupted Studies</p>
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BMT COLLEGE

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FRM5020_03b²⁰¹⁰

COMMITMENT TO MONTHLY MANUAL PAYMENT FORM (DEPOSIT IN ACCOUNT)

Information and instructions on completing the Payment Instruction Form:

1. Complete the following payment instruction form together with the Learner Enrolment Contract - FRM5020_01.
2. This form is to be completed for payments to be made by Direct Monthly Deposits, Monthly EFT Payments, Monthly Credit Card Payments.

Student Information															A
Surname					Title					Initials					
Programme Enrolling For										ID or Passport number					
Office Use Only:		Student Number:		2	0	0		-			/				

Monthly Manual Payment Commitment (Deposit in Account)															B
Monthly Manual Payment Please select the appropriate option(s)	Diploma (1st or 2nd year) R9450 x 1 month					Diploma (1st or 2nd year) R1890 Reg Fee x 1 month + R756 Study Fee x 12 months									
	Diploma (1st or 2nd year) R1890 Reg Fee x 1 month + R546 Study Fee x 18 months					Diploma (1st or 2nd year) R945 Reg Fee x 2 months + R546 Study Fee x 18 months									
	Certificate R6420 x 1 month					Certificate R1290 x 1 month + R513 x 12 months									
	Certificate R1290 x 1 month + R370.50 x 18 months					Certificate R645 x 2 months + R370.50 x 18 months									
	Conduct Outcomes Based Assessment - R1850 x 1 month					Conduct Outcomes Based Assessment - R416 x 5 months									
	Disciplinary Procedures or Team Supervisor Professional Certificate - R627 x 5 months					Disciplinary Procedures or Team Supervisor Professional Certificate - R627 x 5 months									
	Productivity Management or Project Management Professional Certificate - R533.50 x 10 months					Productivity Management or Project Management Professional Certificate - R533.50 x 10 months									
	Advanced Supervisor Professional Certificate - R643.50 x 10 months					Advanced Supervisor Professional Certificate - R643.50 x 10 months									
Manual payments will be made on the:	Last working day of every month		15th of every month		25th of every month		Specify preference date for Manual Payment(s)			of every month					
Payment to be made by:	Student		Company			Sponsor			Other						
Please issue an invoice for the outstanding amount	YES	NO	Invoice to be issued to:												
Address:											Postal Code:				
E-mail Address:						Fax:			Tel:						

Credit/Debit Card Authorisation															C
Account Holder Surname					Initials					Title					
Credit/Debit Card Number										Card Type					
Expiry Date			/		CCV Number :			Last 3 numbers on back of card							
Transaction Amount as indicated in B Above Please select the appropriate option										Preferred date of transaction					
Transaction Option		Straight		Budget		over		6	12	18	24	months			
Signature of Account Holder					Date					Declaration by Account Holder : I hereby grant BMT College permission to deduct the indicated amount from my credit/debit card on the preferred date of transaction as indicated above (on behalf of the student as in A above).					
Account Holder ID Number															

Monthly Manual Payment Agreement and Conditions:

1. By signing this Monthly Manual Payment I agree that I take full responsibility to manually deposit the indicated monthly payments for the period selected, until my study fee with the applicable interest has been paid in full, irrespective of whether I stop or cancel my studies for any reason.
2. I understand that I will be held liable for the full study fee amount with the applicable interest and applicable additional charges until such time that my account has been paid in full.
3. I agree that the first payment will be on the first occurrence of the day selected above.
4. I understand that this Monthly Manual Payment Agreement and Conditions does not in any way absolve me from the Terms and Conditions of Enrolment as indicated on the Enrolment Contract - FRM5020_01.

Signature of Payee										Date				
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BMT College Banking Details: Nedbank, Randburg, Account Number: 1984 388 606; Branch Code: 198405
REMEMBER: Always fax or e-mail proof of payment to 086 639 4687 or info@bmtcollege.edu.za

CHOOSE TO PAY BY DEBIT ORDER AND AVOID PAYING INTEREST!
YOU CAN SAVE UP R2,268* IN INTEREST CHARGES

*Interest charged on the Diploma in Human Resources paid over 18 months.