



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_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**
- Complete the Textbook Order Form **FRM5020_05** (if necessary)
- 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										12 Home Address					Postal Code				
	Where your study material will be posted to																			

General Information B

13 _{ec}	Employment Status	Working Full Time	Not working	Company Name				
		Working Part Time	Retrenched	Job Title				
14 _{ec}	Equity	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⁾						
Certificate in :					Short Course in:						
18 _{ec}	Payment of Study Fees to be made by:		Debit Order	Credit Card	19 _{ec} Registration Fee Payment By: If not paying in Full					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 appropriate option(s)		R630 x 12 months - Diploma 1st or 2nd year enrolment				R420 x 18 months - Diploma 1st or 2nd year enrolment				* R1890 Registration Fee - Diploma 1st or 2nd year enrolment			
		R420 x 12 months - Certificate				R280 x 18 months - Certificate				* R1285 Registration Fee - Certificate			
		R525 x 6 - Single Diploma Subject				R235 x 6 - Single Cert Subject				R335 x 6 - Assessor Course			
Debit Order to be effected on the:		Last working day of every month		15th of every month		25th of every month		If the 15th or 25th falls on a weekend, the Debit Order will be effected on the Friday before the selected date.					

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.

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.			
-----------------------------	--	--	--	------	--	--	--	--	--	--	--

BEST CHOICE PAYMENT SELECTION

- No Interest
- Easy Payments
- Uninterrupted Studies



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_03b²⁰¹⁰

COMMITMENT TO MONTHLY MANUAL PAYMENT 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 form is to be completed for payments to be made by Direct Monthly Deposits, Monthly EFT Payments, Monthly Credit Card Payments.
3. **Section A** of this form must be completed.
4. **Section B** of this form must be completed if study fees will be paid manually on a monthly basis.

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										B
Monthly Manual Payment <i>Please select the appropriate option(s)</i>	R756 x 12 months - Diploma <i>1st or 2nd year enrolment</i>			R546 x 18 months - Diploma <i>1st or 2nd year enrolment</i>			* R1890 Registration Fee - Diploma <i>1st or 2nd year enrolment</i>			
	R504 x 12 months - Certificate			R364 x 18 months - Certificate			* R1285 Registration Fee - Certificate			
	R525 x 6 - Single Diploma Subject			R235 x 6 - Single Cert Subject			R335 x 6 - Assessor Course			
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 Payments		of every month	

☞ 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

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



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_03c²⁰¹⁰

FULL PAYMENT 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. **Section A** of this form must be completed.
3. **Section B** of this form must be completed if study fees will be paid by Credit Card.
4. **Section C** of this form must be completed if study fees will be paid in full.

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

Credit Card Authorisation												B
Account Holder Surname						Initials			Title			
Credit Card Number						Card Type						
Expiry Date			/			CCV Number :			Last 3 numbers on back of card			
Transaction Amount <i>Please select the appropriate option</i>		R 9,450 - Diploma Full Payment			R 1,890 Registration Fee - Diploma			Preferred date of transaction				
		R 6,325 - Certificate Full Payment			R 1,285 Registration Fee - Certificate							
Transaction Option		Short Course Fee (select amount as indicated on latest Fee Schedule Doc5010_03):						R				
		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 card on the preferred date of transaction as indicated above (on behalf of the student as in A above).
Account Holder ID Number												

Full Payment Option:												C	
Full Payment <i>Please select the appropriate option(s)</i>		Diploma Programme Full Payment Full two Year Enrolment:								R 18,900			
		Diploma Programme Full Payment - one year enrolment (First or Second Year):								R9,450			
		Certificate Programme Full Payment								R 6,325			
		Skills Programme, Short Course Full Payment <i>(please copy the amount as indicated on the fee schedule - DOC5010_03)</i>								R			
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:													
Telephone Number:						Fax:							
Manual Full Payment will be made on the:		Proof of payment attached:		15th of this month		25th of this month		Last working day of this month		Specify day of this month			

Manual Payment Agreement and Conditions:

1. By signing this Monthly Manual Payment I agree that I take full responsibility to manually deposit the indicated full payment.
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. **PLEASE NOTE:** Proof of full payment **MUST** be attached to this document, unless an invoice has been requested.
5. If an invoice has been requested full payment **MUST** be effected within 14 days of invoice date.
6. I understand that this 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					
--------------------	--	--	--	--	--	------	--	--	--	--	--

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

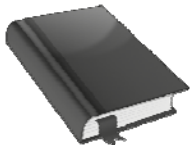


BMT COLLEGE

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_05 2010



Dear Student

The Programme you enrolled for may require certain textbooks. For your convenience you may order these textbooks directly from the College or you may acquire it from a bookstore such as *kalahari.net*. (<http://www.kalahari.net>)

If you wish to order your textbooks from the College, please complete the form below and submit it to the College as soon as possible to prevent any delay on your studies.

PLEASE NOTE: No textbook order will be processed until the **full payment** for the requested textbooks has been received.

Instructions on Completing the Textbook Order Form:

1. Complete the Personal Details - **Section A (Compulsory)**
2. Complete the Textbook Order Details - **Section B (Compulsory)**
 - 2.1 ONLY complete **Quantity** for the Textbooks you wish to order.
 - 2.2 Multiply **Price** with **Quantity** (how many textbooks you wish to order) to get the **Total**.
 - 2.3 Add up the **Total** column for the **Total Amount Due**. *Example:*
3. Complete the Credit Card Authorisation if you wish to pay by Credit Card - **Section C. (Optional)**
4. Deposit the **Total Amount Due** in the College Bank Account using your student number as a reference.
Banking Details: Bank: Nedbank - Branch: Randburg - BranchCode: 1984 05 - Account Number: 1984 388 606
5. This form must be Faxed to: 086 639 4687 **OR**

E-mailed to: info@bmtcollege.edu.za **OR**
Posted to: Private Bag X100, Bryanston, 2021.

TEXTBOOK ORDER FORM

Personal Information **A**

Surname					
Title		Initials		Student Number	
Postal address					
<small>Where the Textbook(s) will be posted to:</small>					Postal Code

Textbook Order Details : **B**

Please select the textbook(s) you wish to order by completing the **Quantity** and **Total** columns:

Qualification	Prescribed Textbook	Publisher	ISBN	Price	Order	Total
Dip Human Resources Dip Business Management	South African Human Resource Management - Theory & Practice	JUTA	0-7021-5845-3	R 495.50	<input type="checkbox"/>	
Cert Project Management	Project Management for Success	Heinemann	0-7962-0137-4	R 434.50	<input type="checkbox"/>	
Dip. Business Management	Management Principles	JUTA	0-7021-7295-2	R 475.50	<input type="checkbox"/>	
Dip. Business Management	Understanding Finance and Accounting	LexisNexis	0-4091-1203-8	R 574.95	<input type="checkbox"/>	
Dip. Business Management	Marketing Management	JUTA	0-7021-7188-3	R 409.95	<input type="checkbox"/>	

TOTAL AMOUNT DUE **R**

Credit Card Authorisation **C**

Only Complete this Section if you want the College to deduct the Total Amount Due in B above from your Credit Card

Account Holder Surname						Initials		Title		
Credit Card Number								Card Type		
Expiry Date		/			CCV Number :	<small>Last 3 numbers on back of card</small>				
Transaction Option	Straight		Budget		over	6	12	18	24	months

Declaration by Account Holder :
I hereby grant BMT College permission to deduct the Total Amount Due in Section B from my Credit Card. (on behalf of the student as in A above).

Signature of Account Holder

Date

Account Holder ID Number																			
---------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--