

THE SOUTH AFRICAN

BANK DETAILS:



THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

SCHOOL OF PARALEGAL STUDIES
GAUTENG

STANDARD BANK CARLETONVILLE
ACCOUNT NO. 022902325
ACB CODE 016141
Ref. Name and Surname

Tel: 018 7861872
Fax: 018 7873155

SHORT CERTIFICATE COURSES

R	700.00	Registration
R	170.00	Notes + Course Material
R	1,200.00	Lectures
R	380.00	Examination
R	2,450.00	NETT
R	343.00	VAT
R	2,793.00	TOTAL

PAYMENT OPTIONS: (Please tick the appropriate on the registration form)

Option 1 (R 2,450.00 excl. VAT) (R 2,793.00 incl. VAT)

* Full payment on date of registration

Option 2 (R 2,550.00 excl. VAT) (R 2,907.00 incl. VAT)

- 1 Registration fee R 700.00 + R 100.00 handling fee + R 357.00 VAT (= R 1,157.00 total) on date of registration.
- 2 Course material R 170.00 + lecture fees R 1,200.00 (= R 1,370.00) on date of 1st lecture
- 3 Examination fee of R 380.00 one week prior to examination.

SENIOR PARALEGAL DIPLOMA & COMMERCIAL LAW DIPLOMA

R	2,100.00	Registration
R	1,020.00	Notes + Course material
R	7,050.00	Lectures

R 2,280.00 Examination
R 12,450.00 NETT
R 1,743.00 VAT
R 14,193.00 TOTAL

PAYMENT OPTIONS: (Please tick the appropriate on the registration form)

Option 1 (R12,450.00 excl. VAT) (R14,193.00 incl. VAT)

* Full payment on date of registration

Option 2 (6 x Short Certificate Courses =
R 14,700.00 excl. VAT + **R 2,058.00** = **R 16,758.00**)

1 At registration

R 2,100.00 Registration fee

R 2,058.00 VAT

= R

4,158.00

2 At the start of each course

R 170.00 course material

R 1,550.00 lectures = R 1,720.00

3 One week prior to examination = R 380.00 = R 2,100.00 x 6 = R

12,600.00

TOTAL R

16,758.00



THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

SCHOOL OF PARALEGAL STUDIES
KARRIDENE 131 CC
NORTH WEST
CARLETONVILLE
4057305087

ABSA BANK
ACCOUNT NO.
ACB CODE 334141
Ref. Name and Surname

Tel: 018 7861872
Fax: 018 7873155
(PLEASE TICK)

- Senior Paralegal Diploma*
- Commercial Law Diploma*
- Short Certificate Course

* The Senior Paralegal or Commercial Law Diploma reflects a record of all six short learning programmes successfully completed.

Please indicate the subjects and terms with which you will commence your studies.

Subject	Term	Subject	Term
Property Law & Conveyancing*		Debt Collecting	
Civil Litigation		Business Law	
Criminal Law & Procedure		Wills and Estates	
* When doing Property Law and Conveyancing, <i>I would like to do the free Introductory Workshop to Ghost Convey</i>			Yes / No

Surname (Mr/Mrs/Ms/Miss) _____ First name(s) _____

Date of birth _____ Country of birth _____

ID No. _____ Age: _____ Gender: female male

Note: Compulsory to supply certified copy of ID and Matric Certificate with enrolment form.

South African Citizens & Permanent Residents: Please complete following information required by government for statistical purposes. Please tick the relevant block. Your Race: African Coloured Indian White

Street Address _____ Postal Code _____

Postal Address _____ Postal Code _____

Tel: _____ Fax: _____ E-mail: _____

To whom must the invoice be addressed?

Is the recipient of the invoice registered for VAT • Yes Your Vat Reg. Nr. _____

• No

Company name + address

Tel: _____ Fax: _____ E-mail: _____

Position at employment/Short description of current duties/Person you report to

Address to which correspondence shall be sent: Home: • Business: • (Please tick)

OPTION FOR PAYMENT ___ 1 ___ 2
TERMS OF AGREEMENT

1. I acknowledge that I am fully aware of and understand the details contained in the course brochure.
2. I understand that notice of cancellation of this registration must be given in writing. If such notice is received by the School no later than two weeks before the start of the course, the registration fee is non-refundable. If such notice is received later than two weeks before the start of the course I will be liable for the full registration, notes, course and exam fees whether or not I attend the course or I attend all the lectures.
3. I agree, that should any of the amounts due remain unpaid, my full fees shall become payable immediately and interest at 18% will be levied thereon and I may forfeit my right of attendance until arrears have been settled.
4. I understand that the Senior Paralegal or Commercial Law diploma must be completed within 21 months and should any courses be postponed beyond this time by agreement, the fees will increase to the official fees applicable for that time period.
5. I understand that I remain liable for the full fees in the event that the person/entity named above to which the invoice is to be addressed will not pay, regardless the reasons.
6. I understand that in the event of any legal action being taken against me to claim outstanding fees, I shall be liable for the costs of such action on an attorney and client scale together with collection commission and interest.
7. For any additional copy of our course notes the school will charge a set amount.
8. The rules regarding examinations set out by the Principal are binding. The decision of the examiner(s) pertaining to the results are final. Students who fail are permitted to rewrite, but only when the next exam for the respective course is run again; a further exam fee will be payable.
9. I choose my domicilium at my home address as indicated above.

Signed at: _____ On: _____ Signature: _____
