

THE SOUTH AFRICAN

BANK DETAILS:



# THE SOUTH AFRICAN SCHOOL OF PARALEGAL STUDIES

SCHOOL OF PARALEGAL STUDIES  
NORTH WEST

KARRIDENE 131 CC  
**ABSA BANK CARLETONVILLE**  
ACCOUNT NO. 4057305087  
ACB CODE 334141  
**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
<b>R</b>	<b>2,450.00</b>	<b>NETT</b>
R	343.00	VAT
<b>R</b>	<b>2,793.00</b>	<b>TOTAL</b>

**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 1<sup>st</sup> 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**



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**(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

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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: \_\_\_\_\_

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