



Regenesys
Business School
Awakening Potential

Regenesys Management
4 Pybus Road,
(cnr. Katherine & Pybus),
Sandton, South Africa

Tel : +27 (0)11 669 5000
Fax : +27 (0)11 669 5001
Email : info@regenesys.co.za
Web : www.regenesys.co.za

REGISTRATION FORM

Referral Code

A) Registration for Academic Course

Name of programme you would like to register for:

Programme Code

Start date of course

(See programme codes below)

Study Mode: Day Evening Weekend Day/Schools Distance

Application Fee

A nominal fee of R500 is required in order for your application to be processed through our system.

Academic Qualifications Description - Contact

| Academic Qualifications Description - Contact | Code |
|---|--------|
| Certificate in Business Management | C-CBM |
| Certificate in Project Management | C-CPRM |
| Certificate in Human Resource Management | C-CHRM |
| Master of Business Administration | C-MBA |
| Certificate in Public Management | C-CPM |
| Postgraduate Diploma in Public Management | C-PDM |
| Master in Public Management | C-MAS |

Academic Qualifications Description - E-learning

| Academic Qualifications Description - E-learning | Code |
|--|--------|
| Higher Certificate in Business Management | D-HCBM |
| Bachelor in Business Administration | D-BBA |
| Bachelor in Business Administration (with contact classes) | C-BBA |
| Master of Business Administration | D-MBA |
| Postgraduate Diploma in Management | D-PDM |

Personal Information

ID number Mandatory field, ID or Passport Number required. (see page 3 for alternative ID code)
Cannot be left blank

Title Surname

First Name Gender M F (Tick applicable box)

Middle Name(s)

Citizenship Nationality

Equity (see page 3 for equity code) Disability

Home Language (see page 3 for disability code)

Highest Education Qualification Socio-economic status (see page 3 for status code)

Special dietary requirements

Special needs or medical requirements

Day time contact number Cell phone

Fax number International dialing code +

E-mail address

Residential address Postal address

Province Province

Country

Code Code

Next of Kin

Full Name Relationship

Day time contact number Cell phone

Interests

Interests Golf handicap (if applicable)



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REGISTRATION FORM

Employer Information

| | | | |
|----------------------------|------------------------|-----------------------|--------------------------|
| Company | <input type="text"/> | Job Title | <input type="text"/> |
| Department | <input type="text"/> | Industry | <input type="text"/> |
| Daytime contact number | <input type="text"/> | Years work experience | <input type="text"/> |
| International dialing code | + <input type="text"/> | Tick if unemployed | <input type="checkbox"/> |

Payment details

Please tick relevant box Self Sponsor Employer
 (If not self, please complete details of responsible person)

| | | | |
|----------------|----------------------|------------------|----------------------|
| Contact Person | <input type="text"/> | Name of Employer | <input type="text"/> |
| Tel number | <input type="text"/> | Postal | <input type="text"/> |
| Fax number | <input type="text"/> | Province | <input type="text"/> |
| E-mail address | <input type="text"/> | Code | <input type="text"/> |
| VAT Reg No. | <input type="text"/> | | |
| Order No. | <input type="text"/> | | |

Payment mode

Academic Course: Upfront Annual Semester Module Monthly

If you are paying yourself and have chosen the monthly or modular payment option please fill-in the following sections

- | | |
|--|------------------------------------|
| 1. Debit Order Instruction form (page 4) | 2. Acknowledgment of Debt (page 5) |
| 3. Income and Expenditure form (page 6) | |

Please provide the following with your application

Loyalty and Alumni

Academic Course

- | | |
|-----------------------------------|--------------------------|
| 1. Three page Curriculum Vitae | <input type="checkbox"/> |
| 2. One page letter of motivation | <input type="checkbox"/> |
| 3. Certified copy of ID document | <input type="checkbox"/> |
| 4. Proof of payment | <input type="checkbox"/> |
| 5. Copy of highest qualifications | <input type="checkbox"/> |

Would you like to join the Regenesys Loyalty Programme?

Yes No

Would you like to become a Regenesys Alumni member?

Yes No

How did you initially hear about Regenesys?

- | | | | |
|------------------------|--------------------------|------------------------------|--------------------------|
| 1. Newspaper Advert | <input type="checkbox"/> | 2. Exhibition/School Visit | <input type="checkbox"/> |
| 3. Magazine Advert | <input type="checkbox"/> | 4. Online Search | <input type="checkbox"/> |
| 5. Outdoor Advertising | <input type="checkbox"/> | 6. Facebook/Twitter/LinkedIn | <input type="checkbox"/> |
| 7. Referral | <input type="checkbox"/> | 8. Other (Please specify) | <input type="text"/> |

I, THE SPONSOR / EMPLOYER, HEREBY ACCEPT AND AGREE THAT: (complete only if not paid by self)

- All the terms and conditions of the agreement between the Student and Regenesys Management shall with necessary modification be binding on me.
- In addition thereto, I hereby bind myself as surety and co-principal debtor for the Student in favour of Regenesys Management for the payment of all sums of money for which the student may now, or in future, become indebted to Regenesys Management arising from whatsoever cause.
- I further confirm that I AM/AM NOT married in community of property.

Signed at _____ on this the _____ day of _____ 20____

As witness 1. _____ 2. _____ SPONSOR/EMPLOYER _____

REGISTRATION FORM

Notification

Faxed copies are acceptable for registration but certified original copies must also be submitted.

We are required to collect information on gender and race for statistical purposes only as required by the Department of Education. Regenesys does not discriminate on the basis of gender, age, disability, race, sexual orientation, colour or ethnic origin. Data collected on this form will be entered into our database.

Please ensure that you read the Terms and Conditions. Signing this form indicates that you have read and understood the Terms and conditions.

Regenesys will from time to time communicate via SMS or e-mail. Please tick to indicate if this is acceptable.

I, _____ hereby confirm that I have read and accepted the Terms and Conditions (page 7) of Regenesys and accept full liability for payment of the course.

Signature

Date

Disclaimer

Neither REGENESYS MANAGEMENT (Pty) LTD nor any of its directors, employees or agents will be held liable for accidents, illness, losses or damage to private property of whatever nature, of registered Regenesys learners.

Codes

| Equity Code | Code |
|----------------|------|
| Black | BA |
| Coloured | C |
| Indian / Asian | I/A |
| White | WH |

| Alternative ID Type | Code |
|--------------------------------|------|
| SAQA Member | 521 |
| Passport No. or Foreign ID No. | 527 |
| Driver's Licence | 529 |
| Temporary ID Number | 531 |
| None | 533 |
| Unknown | 535 |
| Student Number | 537 |
| Work Permit Number | 538 |
| Employee Number | 539 |
| Birth Certificate Number | 540 |
| HRS Registration No. | 541 |
| ETQA Record Number | 561 |
| Refugee Number | 565 |

| Highest Education Qualification | Level |
|---------------------------------|--------|
| Matric | NQF 4 |
| 1st Year (Bachelors Equivalent) | NQF 5 |
| 2nd Year (Bachelors Equivalent) | NQF 6 |
| Bachelors Equivalent | NQF 7 |
| Post Grad | NQF 8 |
| Masters Equivalent | NQF 9 |
| Doctoral Equivalent | NQF 10 |

| Disability Status Code | Code |
|--|------|
| None | N |
| Sight (even with glasses) | 01 |
| Hearing (even with hearing aid) | 02 |
| Communication (talking, listening) | 03 |
| Physical (moving, standing, grasping) | 04 |
| Intellectual (difficulties in learning) | 05 |
| Emotional (behavioural or psychological) | 06 |
| Multiple | 07 |
| Disabled (other) | 09 |

| Citizen Resident Status Code | Code |
|------------------------------|------|
| Unknown | U |
| South Africa | SA |
| Other | O |
| Dual (SA plus other) | D |
| PR Permanent Resident | PR |

| Socio-economic Status Code | Code |
|-----------------------------------|------|
| Employed | 01 |
| Unemployed - Looking for work | 02 |
| Unemployed - Not looking for work | 03 |
| Unemployed - Housewife/Homemaker | 03 |
| Pensioner/Retired | 07 |
| None of the above | 10 |
| N/A: Age <15 | 97 |
| N/A: Institution | 98 |



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TERMS AND CONDITIONS

Definitions

"Management Development Course" shall mean management programmes conducted over a period of 3-5 days. "Short Course" ("Short") shall mean management development courses conducted by Regenesys. These courses may vary in length and are counted in days.

"Academic Programme" (Academic) shall mean certificated courses conducted by Regenesys on its premises or at a client's premises.

"In-house" shall mean a standard Regenesys course, either short or academic, that is conducted as a package for a corporate or organizational client.

"Provisional Registration" or "provisionally registered" shall mean the provisional booking of an individual onto their chosen course. Provisional registration shows intention to commit and pay fees as set out below.

"Registered" shall mean that the individual has provided supporting documentation where necessary and has paid for the course in advance or provided documentation such as government order proving commitment to pay.

Application Fee

A nominal fee of R500 is required in order for your application to be processed through our system. Should you successfully complete the course or qualification this fee will be deducted from your final month's payment.

Course Applications

All Applications submitted by an individual, whether for a short or academic course require a fully committed and signed application form and acknowledgement of Terms and Conditions. All supporting documentation as laid out in the application form should be provided. An application does not constitute full registration on a course. An application is a precursor to provisional registration. An application will be registered once full payment and supporting documentation (where necessary) has been received. Regenesys cannot guarantee places on a particular scheduled course, and reserves the right to reallocate learners and courses if the need arises.

Invoicing and Payment: Management Development Courses

Payment is required in full prior to commencement of the course. Payment may be made in a maximum of two instalments prior to course commencement. The first payment should be at least 50% of the total invoice value. Payment of your course fee may only be made on the day of commencement of the course, if a written form of prior guarantee is provided by your sponsor. This guarantee may be in a form of an order number/form or letter from the sponsor stating that the course fee payments will be settled by them.

Registration

Once an application for any Regenesys programme has been processed and a tax invoice raised, the individual will be deemed to be registered and will be due to attend and to pay the course fees and any other associated costs such as accommodation (subject to the National Credit Act requirements).

Full receipt of the invoice amount, a government order, or 50% upfront payment and a firm written commitment to pay the balance within an agreed time frame prior to commencement will secure a confirmed and registered place on the course. A Regenesys credit application and income/expenditure statement is required for Terms Repayment option.

Cancellation and Postponement

Academic Programmes:

- Should a student want to cancel or postpone their studies for any reason then the following will apply:
- Notice of intention to cancel/postpone needs to be communicated in writing to the Programme Administrator. The full semester fees will still be due and payable; irrespective of mode of payment.
 - If no written cancellation is received, the student will be liable for the following semester's fees.
 - Non-attendance in class, non-submission or failure to write an assessment does not constitute a cancellation and the semester fees are still payable and due.
 - Written acceptance of the cancellation will be submitted to the student by the Programme Administrator
 - Regenesys will not be held liable for failure to receive faxed cancellation notices.

Individual Module:

If you have enrolled for an individual module you will be liable for the full module fee.

Short Courses:

If cancellation of a short course is provided within a minimum of 5 working days or more of the course commencement, a R1,000 cancellation administration fee is payable. If no advance payment or deposit has been made, then the tax invoice issued will be credited and a new tax invoice issued for a full administration fee of R1,000. If cancellation occurs with less than 5 days notice, the full course amount will be due.

Regenesys reserves the right to postpone or cancel a scheduled course due to insufficient learner numbers or any reason deemed fair by Regenesys. Registered applicants will be provided with an alternative course date or offered a refund.

Payment of Study Fees

a. Regenesys Management offers the following payment methods to students:

- i. Monthly (by Compulsory Debit Order)
 - ii. Modular
 - iii. Per Semester
 - iv. Upfront
 - v. Annual
 - vi. Bank Loan through a recognized financial institution
- b. If a student elects to pay on a monthly basis,
- i. The first month's payment must be paid in advance.
 - ii. A signed debit order needs to be completed. Should a payment be returned by the bank, the student needs to reimburse Regenesys within 5 (five) days of being informed thereof. Failure to do so will render the students' studies suspended.
 - iii. Should a monthly debit order be returned by the bank on a second occasion, in addition to reimbursing Regenesys within 5 (five) days, the student's monthly payment arrangements will

immediately be forfeited and the student will then have to pay in advance for each module attended. iv. A returned debit order Administration fee will be charged.

- c. If the student elects to pay for each module separately, payments for these modules have to be made at least 5 (five) days prior to the commencement of the module, failing which, the student will not be allowed to attend class.
- d. If a student elects to pay for each semester, the fee for the semester has to be paid at least 5 (five) days prior to the commencement of the semester, failing which, the student will not be allowed to attend class.
- e. In the case of up-front payments, course fees need to be paid prior to commencement and attendance of the course.
- f. Should the student elect to take a study loan through a recognized financial institution, Regenesys will facilitate the necessary forms and contact details for a select number of these institutions. However, payment for the respective course needs to be received by Regenesys prior to commencement of the course.
- g. If the student is studying through the e-learning portal, access to the portal shall be blocked should a students' fees not be paid as envisaged under points b – f
- h. Should a payment by the student be returned by our bank for any reason, a R 150 administration fee will be charged.

Refund Prepaid Monies

Refund of any deposits and/or advance payments are subject to Regenesys' cancellation terms as set out above. Regenesys will only refund monies to the original source/issuer and reserves the right to refund monies in the same method in which they were received. Regenesys reserves the right to postpone or cancel a scheduled course. Registered applicants will be provided with an alternative course date or offered a refund.

Academic Support and other Charges

Student fees include the cost of one re-assessment and one supplementary examination. Additional services over and above the course costs are applicable as follows and charged per event:

- Assignments – R 500
- Re-assessment request
- Re-submissions (for failed assignments after 1st re-assessment)
- Late submissions (without valid reason – medical/death certificate)

Updates to Terms and Conditions

Regenesys reserves the right to update these Terms and Conditions from time to time. Current terms and Conditions are published on Regenesys' s website and may be viewed via www.regenesys.co.za/terms-and-conditions

- Examinations – R 500
- Re-mark request
- Supplementary (for failed exams after 1st re-write or no valid reason provided for missing original exam)
- Academic Consultation – R 450 per hour
- Assignment/Dissertation support
- Face-to-Face Mentoring and Counselling
- Dissertation – R 5, 000.00
- Re-assessment request
- Re-submission (for failed dissertations after initial feedback on submission of proposal and 1st draft)

Liability Disclaimer

Neither REGENESYS MANAGEMENT (Pty) Ltd nor any of its directors, employees or agents will be held liable for accidents, illness, losses or damage to private property of whatever nature either in South Africa or abroad, of registered Regenesys learners, however arising or caused. Learners are strongly recommended to seek insurance cover for health and accident, lost luggage and/or personal belongings and trip cancellation.

Scheduled Dates and Fees

Annual Increases:

Regenesys reserves the right to increase contracted fees on an annual basis, as well as change scheduled dates.

Penalty Fees:

Should a student not complete the course within the timeframe stipulated in the Academic Rules & Regulations, Regenesys reserves the right to adjust the outstanding module fees to those of the current retail price.

Firearms

Firearms are prohibited in all public areas at Regenesys.

CONSENT CLAUSES

Regenesys Management reserves the right to appoint an agent to collect outstanding monies on their behalf and to institute legal proceedings against the applicant for the recovery of any monies outstanding as a result of default in payment, and in such event the applicant acknowledges that the applicant shall be liable for all legal costs incurred by Regenesys Management in the collection of the outstanding balance on the scale as between attorney or debt collectors and client, including collection of commission on Capital, interest and costs, as well as the tracing and administrative costs incurred by the appointed agent for the recovery of any amounts owing.

The applicant /undersigned hereby chooses email, sms or regular post as the communication method for all accounts and notices for services supplied.

The applicant/undersigned consents that Regenesys Management may use a national credit database for tracing purposes should the applicant/undersigned abscond, or become otherwise untraceable.

The applicant/undersigned consents to Regenesys Management being entitled to obtain credit and related information concerning the applicant/undersigned at any time, and to exchange or lodge and/or disclose such information with any credit bureau without any further notice to the applicant/undersigned.