

<b>Public Relations Institute of Southern Africa</b>  Tel: (011) 326 1262. Fax: 326 1259 PO Box 2825, Pinegowrie 2123 108 Bram Fisher Drive, Ferndale, Randburg	<b>Professional Development courses application form</b>  FRM-02-13	 <b>P R I S A</b> Public Relations & Communication Management ESTABLISHED 1957
<b>APPLICATION FORM 2018 - MNGT, PRAC, WRITING</b>		

**Have you attached copies of the following?** *(We cannot process your application without them)*

- Your CV
- Your ID
- Metric certificate
- A letter from your manager if your company is paying
- Relevant qualifications (diplomas or degrees)

Date of application: \_\_\_\_\_ PRISA Course Co-ordinator: Claudia Brittoe

Title: \_\_\_\_\_ First names (in full): \_\_\_\_\_ Preferred name: \_\_\_\_\_

Surname: \_\_\_\_\_ Maiden name: \_\_\_\_\_

Street address: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Your ID number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home telephone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Business telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Home Language: \_\_\_\_\_

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Dietary requirements: \_\_\_\_\_ Vegetarian  Non-vegetarian

**Fees are inclusive of assessment fees, catering, programme manuals**

Are you a member of PRISA?	Yes	No
<b>PLEASE INDICATE BELOW WHAT PROFESSIONAL DEVELOPMENT PROGRAMME YOU ARE APPLYING FOR</b>		
	<b>PROFESSIONAL DEVELOPMENT PROGRAMME IN PUBLIC RELATIONS PRATICE R 18 108 Incl. VAT</b>	Please tick
2018PJ2 (Johannesburg)	28 May-1 June 2018 week one AND 23-27July 2018 week two.	

**Our banking details: PRISA, Nedbank, Randburg – Account number: 196 520 6298  
(Branch code – 198765).**

Please use your invoice number as reference when making payment. Proof of payment needs to be e-mailed/faxed to us prior to the workshop date.

**Who will be paying for the programme?**

Yourself  Your employer/sponsor:   
All company payments need an official order, company VAT registration number, as well as a letter from the relevant manager indicating that the company takes full responsibility for the payment of your studies.  
Single payment system:  (Full fee due on registration)   
Deferred payment system:  (Deposit of 50% is due on registration.   
Balance payable before second week starts)

**Account payer's details:**

Company/sponsor/parent name: \_\_\_\_\_ Order number: \_\_\_\_\_

Company VAT registration number: \_\_\_\_\_

Manager / supervisor name: \_\_\_\_\_ Work telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_ SDL number: \_\_\_\_\_

Street address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

**Undertaking** (to be completed by the learner in block letters):

I \_\_\_\_\_

of \_\_\_\_\_

**accept that, having agreed to join a Public Relations Institute of Southern Africa programme priced at \_\_\_\_\_, I am fully liable for the full payment of the total registration fee, whether I choose to complete the programme or not. I understand that, should I default on any of the payments, I will be excluded from the programme entry or assessment sessions.**

Dated this day \_\_\_\_\_ of \_\_\_\_\_ 2018

Signature  
of  
learner

Signed  
witness for  
PRISA

**TERMS AND CONDITIONS**

1. The account payer agrees to pay the cost of the learning skills programme in accordance with the payment option selected.
2. Learners will not be allowed to receive notes or attend lectures until the full deposit has been paid.
3. The contract cannot be cancelled or transferred to another person.
4. No certificate will be issued until the full balance due to the Centre has been paid.
5. Failure to attend training sessions will not reduce liability for the total cost of the learning unit programme and the account payer shall not be entitled to any credit or reduction.
6. No fees are re-fundable in the case where learners do not abide by prescribed academic guidelines and programme rules.
7. Once an agreement has been signed with the Centre, fees are not refundable.

8. All overdue accounts will incur interest of 1.5 % per month.
9. The date and time of rescheduled training sessions due to late attendance or absence is at the discretion of the Centre.
10. The Centre reserves the right to reschedule any training session at its discretion.
11. Learners should attend all training sessions. Should a learner be absent for more than 10 percent of the training sessions, s/he will not be allowed to complete the programme.
  - Ensure that your account is settled before the second week commences.
  - It is mandatory a minimum payment of 50% is made before the course start.
12. It is a specific programme requirement that all learners become members of PRISA, except for Community Relations and Development Communication. Please complete the membership form. If we do not receive the completed form your application can not be processed.

**You may cancel your registration, in writing, up to five (5) working days before the learning programme commences, should you cancel your booking (5) five working days prior to the workshop date, you will be liable to pay 20 % (twenty percent) cancellation fee.**

**Please note all signatures must be present before your application will be processed.**

I, \_\_\_\_\_ (Above mentioned account payer), confirm that I have read this contract and consider myself bound by the terms herein.

Name and signature of learner: \_\_\_\_\_ Date: \_\_\_\_\_

Name and signature of guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name and signature of account payer: \_\_\_\_\_ Date: \_\_\_\_\_

All company payments should have an official order as well as a letter from the Manager indicating that the company will take full responsibility for the payment.

will consider being associated with our institute, which is dedicated to promoting professionalism in the practice of public relations and communication throughout Southern Africa.

PRISA is recognised by the South African Qualifications Authority (SAQA) as the professional body for public relations and communication and in accordance with the Rules, you are required to divulge information on the registration form. Please