



DURBAN 62 Bay Terrace South Beach Durban Tel(031)3010649 Fax(031)3010814	RICHARDS BAY AVKN Complex 41 Dollar Drive Richards Bay Tel(035)7891275
WhatsApp: 066 092 4470	

Website:

www.maritimebusinessinstitute.co.za Email: reception@maritimesc.com Postal address: P.O. Box 3645, Durban, 4000

REGISTRATION/ENROLMENT FORM

Date: _____

Course: _____

Branch: Richards Bay Durban

Title	
Learner Name	
Learner Surname	
Identity number	
Contact Number	Cell
	Number
	Work
Email Address	
Fax Number	
Postal Address	
Physical Address	
Gender	
Nationality	
Home language	
Parents Details	
Guardian	
Address	
Contact No	



How did you hear about the institution?

TERM AND CONDITIONS

1. This contract is legal and binding.
2. Registration, once accepted, cannot be cancelled or deferred in any way. Seven (7) working days cooling off period is allowed for all contracts from date of signature. No refunds will be given after this cooling off period has elapsed. A de-registration form must be completed.
3. Should a learner stop attending classes, withdraw, abscond or de-register at any time for any reason, (S)he will be immediately liable for the full outstanding fees.
4. Proof of payment/deposit must be forwarded to the accounts department every month. The institution will not be liable for fees not allocated to students account due to incorrect reference used when making deposit or EFT.
5. The institution reserves the right to amend or cancel the registration of learners in the event of insufficient learners in a particular course.
6. The learner must not permit anyone else access to the study material supplied to them.
7. If the learner is not up to date with their instalments due to the institution, they will not be entitled to write exams or assessment and may also not be allowed to attend lecture.
8. The sole responsibility of certification is relevant awarding body and the learner will have no claim against the institute in this regard.
9. All fees or instalments are due on the 1st of each month (payable in advance)
10. In the case where payments are overdue for two consecutive months then the full amount of outstanding fees will become immediately due and payable.
11. The learner/ Parent/Guardian/Company choose as their (domicilium citandi et executandi), their physical address for serving any notices; court process; and summons.
12. The Learner/Parent/Guardian Company shall liable for all legal costs and charges on an attorney and client scale incurred by MARITIME BUSINESS INSTITUTE.

UNDER NO CIRCUMSTANCES MUST CASH PAYMENTS BE MADE ON PREMISES OR TO COLLEGE STAFF

I _____ (learner name)

_____ (Identity No.) hereby confirm and acknowledge that the above Terms and Conditions has been explained to me in English and that I understand that by signing this registration/ Enrolment Form I agree to abide by and be bound to the above Terms and Conditions



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Learner Signature _____

Date _____

Parent/ Guardian:

Full Name _____

Signature _____

Date _____

ACKNOWLEDGEMENT OF LIABILITY/ DEBT (person responsible for paying the fees

Full name _____

Identity Number: _____

Address: _____

Contact Numbers: _____

Email _____

Relation: _____

Hereby agree to be liable for the full course fees, subject to the policy and conditions stipulated above.

I further acknowledge that if the student fails to attend lectures, I will STILL BE liable for the full course fees incurred from this contract and full amount will immediately become due & payable.

Signature _____ Date _____

Witness

Full Name

Signature



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FOR OFFICE USE ONLY (DOCUMENTATION – TICK AT ATTACHED)

2 x CERTIFIED COPIES OF NATION SENIOR CERTIFICATE

PROOF OF RESIDENCE

2 X CERTIFIED COPIES OF LEARNER IDENTITY DOCUMENT

2 X IDENTITY PHOTOS

PROOF OF PAYMENT (DEPOSIT & REGISTRATION FEE)

BANKING DETAILS -Durban campus

BANK: Nedbank

ACCOUNT NAME: Maritime Business Institute (Pty) Ltd

ACCOUNT NUMBER: 1001825640

BRANCH CODE: 148-626 (Victoria Street – Durban)

ACCOUNT TYPE: CURRENT

REFERENCE: Student ID Number

REQUIREMENTS *(Please provide the following documents during registration)*

- 2 X Certified Copies of your National Certificate
- Proof of Residence
- 2 X Certified copies of learner Identity Document



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- 2 X Identity Photos
- Proof Payment (Registration fee/ Deposit)

FEE STRUCTURE				
COURSES	REG /FEE	DEPOSIT	MONTHLY INSTALMENT	TOTAL
TRANSPORT, LOGISTICS & SHIPPING	NON-REFUNDABLE		12 Months	
International Trade NQF level 2	R500	R2500	R1625	R22500
Freight Handler NQF level 3	R500	R2500	R1750	R24000
Clearing & Forwarding Agent NQF Level 5	R500	R2500	R1850	R25200
ENGINEERING STUDIES	NON-REFUNDABLE		12 Months	
NATIONAL N DIPLOMA Electrical Engineering N4-N6	R500	R2500	R1250	R18000
NATIONAL N DIPLOMA Mechanical Engineering N4-N6	R500	R2500	R1250	R18000
NATIONAL N DIPLOMA Chemical Engineering N4-N6	R500	R2500	R1250	R18000
NATIONAL N DIPLOMA Civil Engineering N4-N6	R500	R2500	R1250	R18000
ADMINISTRATION & MANAGEMENT	NON-REFUNDABLE		18 Months	
NATIONAL N DIPLOMA Business Management N4-N6	R500	R2500	R1050	R21900
NATIONAL N DIPLOMA Management Assistant N4-N6	R500	R2500	R1050	R21900
ACCOUNTING & FINANCIAL MANAGEMENT				
NATIONAL N DIPLOMA Financial Management N4-N6	R500	R2500	R1050	R21900
HUMAN RESOURCE				
NATIONAL N DIPLOMA Human Resource Management N4-N6	R500	R2500	R1050	R21900
MARKETING				



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NATIONAL N DIPLOMA Marketing Management N4-N6	R500	R2500	R1050	R21900
PUBLIC MANAGEMENT				
NATIONAL N DIPLOMA Public Management N4-N6	R500	R2500	R1050	R21900
PUBLIC RELATION				
NATIONAL N DIPLOMA Public Relations N4-N6	R500	R2500	R1050	R21900
TOURISM & HOSPITALITY				
NATIONAL N DIPLOMA Tourism N4-N6	R500	R2500	R1050	R21900
EDUCATION				
NATIONAL N DIPLOMA EducareN4-N6	R500	R2500	R1050	R21900
SOCIAL SCIENCE & COMMUNITY SERVICE	NON-REFUNDABLE		12 Months	
Social Auxiliary Worker NQF Level 5	R500	R2500	R1825	R24900
LOCAL GOVERNMENT STUDIES	NON-REFUNDABLE		12 Months	
NATIONAL DIPLOMA Municipal Finance Management NQF LEVEL 5	R1000	R4000	R2500	R35000
CERTIFICATE Public Finance Management and Administration NQF LEVEL 6	R1000	R3500	R2125	R30000
SHORT COURSES	NON-REFUNDABLE		2 Months	
	R500	R2000	R2500	R5000



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ENGINEERING

National N Diploma: NQF level 6 - Theory

- Civil Engineering
- Chemical Engineering
- Electrical Engineering
- Mechanical Engineering

TRANSPORT OPERATIONS AND LOGISTICS STUDIES

International Trade Level 2

Freight Handler level 3

Clearing & Forwarding Agent level 5

HUMAN & SOCIAL STUDIES

Social Auxiliary Worker NQF Level 5

LOCAL GOVERNMENT STUDIES

Certificate: Municipal Financial Management- NQF level 6

National Diploma: Public Finance Management and Administration NQF level 6

BUSINESS STUDIES

National N Diploma: NQF level 6 - Theory

- Business Management N4-N6
- Financial Management N4-N6
- Human Resource Management N4-N6
- Management Assistant N4-N6
- Marketing Management N4-N6
- Public Management N4-N6
- Public Relations N4-N6
- Tourism N4-N6
- Edu-care N4-N6

SHORT COURSES MARITIME AND LOGISTICS

Port Operations

Movement of Dangerous Goods

Financial Aspects of Shipping



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Supply Chain Management

Warehousing Stock Taking

BUSINESS SHORT COURSES

Leadership Management

Customer Service

OCCUPATIONAL SHORT COURSE

Health & Safety at the Workplace