

**REGISTRATION FORM: BUSINESS STUDIES (N4-N6) 2025**

**1. APPLICANT DETAILS:**

NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

NEAREST POSTENT ADDRESS: \_\_\_\_\_

TEL/CELL: \_\_\_\_\_ ALTERNATIVE CELL: \_\_\_\_\_

**2. PARENT/ GUARDIAN/NEXT OF KIN DETAILS:**

SURNAME AND INITIALS: \_\_\_\_\_

CELL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**3. EXAMINATION SUBJECTS:**

SUBJECTS OF CHOICE	N- Level	TICK EXAM BLOCK	
1.		June <input type="checkbox"/>	November <input type="checkbox"/>
2.		June <input type="checkbox"/>	November <input type="checkbox"/>
3.		June <input type="checkbox"/>	November <input type="checkbox"/>
4.		June <input type="checkbox"/>	November <input type="checkbox"/>
5.		June <input type="checkbox"/>	November <input type="checkbox"/>

**FEES FORM****BUSINESS STUDIES (N4-N6) FULL TIME COURSES-2025**

**N.B. THE REGISTRATION FEE OF R500 IS NON-REFUNDABLE**

PROGRAMME	DURATION	REGISTRATION FEE	TUITION FEES (Textbooks included)	TOTAL PAYABLE	DEPOSIT	MONTHLY INSTALLMENTS (X5)
Human Resource Management N4	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Human Resource Management N5	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Human Resource Management N6	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Management Assistant N4	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Management Assistant N5	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Management Assistant N6	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Business Management N4	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Business Management N5	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Business Management N6	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Educare N4	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Educare N5	6 Months	R500	R13 210	R13 710	R5 000	R1 742
Educare N6	6 Months	R500	R13 210	R13 710	R5 000	R1 742

**BANKING DETAILS: EKURHULENI TECHNICAL COLLEGE**

NAME OF BANK	ACCOUNT NUMBER	BRANCH CODE	REFERENCE
First National Bank	62824338942	250241	Your Name and Surname

**TERMS AND CONDITIONS**

- The registration and deposit fees must be settled before receiving the study material and attending classes.
- Tuition fees are payable over a period of 5 months and they must be settled in full before the final exam commences.
- The prescribed textbooks are included in the tuition fees.
- The total payable amount is the sum of the registration, deposit and tuition fees.
- Students are advised to pay monthly fees according to their course of choice and duration.

**Entry requirements for N4-N6:****Entry requirements for N4 Studies:**

- Grade 12 / Equivalent Qualification
- N3 National certificate
- NCV Level 4

**Entry requirements for N5 Studies:**

- N4 National certificate under similar studies

**Entry requirements for N6 Studies:**

- N5 National certificate under similar studies

**MODULES (N4-N6)-CHOOSE FOUR SUBJECTS: TICK ON YOUR CHOICE OF SUBJECTS**

	<b>HUMAN RESOURCE MANAGEMENT (HR)</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Management Communication	✓		
2	Entrepreneurship & Business Management	✓		
3	Personnel Management	✓	✓	✓
4	Computer Practice	✓	✓	✓
5	Personnel Training		✓	✓
6	Labour Relations		✓	✓

	<b>MANAGEMENT ASSISTANT</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Entrepreneurship & Business Management	✓	✓	✓
2	Office Practice	✓	✓	✓
3	Information Processing	✓	✓	✓
4	Communication	✓	✓	✓

	<b>BUSINESS MANAGEMENT</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Public Relations		✓	✓
2	Entrepreneurship & Business Management	✓	✓	✓
3	Management Communication	✓		
4	Financial Accounting	✓	✓	✓
5	Computer Practice	✓		
6	Sales Management		✓	✓

	<b>EDUCARE</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Day Care Personnel Development	✓		
2	Educare Didactics: Theory and Practical	✓	✓	✓
3	Education	✓		
4	Child Health	✓		
5	Day Care Management		✓	✓
6	Day Care Communication		✓	✓
7	Educational Psychology		✓	✓

**IMPORTANT NOTES:**

- All registration forms need to be completed and emailed together with a certified copy of your **ID, Proof of Payment** and **your previous results**.
- Textbooks must be collected at the Ekurhuleni Technical College Administration Office or alternatively delivered to your nearest postnet at your own cost.
- A discount will be calculated if you have your own textbooks.
- Final outstanding fees are to be paid before the candidate receives their exam permit. Therefore, a permit will not be issued if the candidate has not settled their outstanding balance. No permit means no exam.
- Students are encouraged to make monthly payments during the course of their studies.
- **Registration and deposit fees are non-refundable** once the student has received textbooks.
- Failure to attend your exam will result in forfeiting your exam fee. However, registration for the next exam cycle is still possible upon paying the registration and exam fees.
- Students must submit their assignments before sitting for the final exam. The assignment mark **ONLY** serves to qualify you for the final exam.
- Your assignment mark is valid for only two consecutive exam sittings (12 months), upon which you need to re-submit the assignments should you wish to re-write. New assignments will result in an extra assignment fee applicable at the time.
- Failure to submit assignments will mean no term mark. NO term mark means NO exam.
- Certification for N4-N6 is done by the QCTO.
- Upon passing all your modules, the College will apply for your complete certificate from the DHET which will cost R350, payable upon collection of the certificate.

**STUDENT RESPONSIBILITIES:**

- Ensure that you qualify for the course before making any payment. Please enquire further if you are not sure whether you meet the requirements or not.
- Check that you have received the correct study material.
- Check that you are enrolled for your exams 1 week before the closing date.
- Submit your assignments on time. A good assignment mark does NOT guarantee a PASS. Assignments qualify you to sit for the final exam.
- Request for exam tentative dates upon registration.
- Enquire about your exam time table/ permit three days before the final exam.

**STUDENT SURNAME & INITIALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Please sign the above to acknowledge the mentioned Terms and Conditions.