

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

**1. APPLICANT DETAILS**

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

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

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

NEAREST POSTNET (TO COURIER STUDY MATERIAL): \_\_\_\_\_

TELL/CELL: \_\_\_\_\_ ALTERNATICE CELL: \_\_\_\_\_

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

INITIALS & SURNAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ 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"/>

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### 4. REGISTRATION FEE: R800 NON-REFUNDABLE

### 5. EXAM FEE: R800 PER SUBJECT

### 6. TERMS AND CONDITIONS

- A copy of an **ID document** and signed **fees form** must accompany the registration form.
- **Registration** and **exam fees** are non-refundable once a student is registered.
- Half of the total fees are payable (inclusive of registration and exam fees) must be paid before receiving textbooks and assignments).
- There is no refund once a student has received study material.
- Full payment needs to be made before receiving an exam permit.
- Final exams for N4-N6 are written in Krugersdorp Gauteng (Westrand) branch. Enquire for further Clarity.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUSINESS STUDIES N4-N6 CORRESPONDENCE-2025**

- REGISTRATION FEE: R800 NON-REFUNDABLE:**
- EXAM FEE: R800 PER SUBJECT NON-REFUNDABLE**

SUBJECTS REGISTERING	BREAKDOWN OF FEES			TOTAL PAYABLE (FULL AMOUNT)	PAYMENT OPTION IF UNABLE TO PAY FULL AMOUNT		TICK
	REGISTRATION FEE	EXAM FEE	STUDY MATERIAL AND ASSIGNMENTS FOR TERM MARK		FIRST PAYMENT (TO RECEIVE STUDY MATERIAL INCLUDING REGISTRATION AND EXAM FEE)	OUTSTANDING PAYMENT (PAYABLE BEFORE EXAM)	
1 SUBJECT	R800	R800	R2 300	R3 900	R2 750	R1 150	
2 SUBJECTS- <i>advisable</i>	R800	R1 600	R2 762	R5 162	R3 781	R1 381	
3 SUBJECTS	R800	R2 400	R3 336	R6 536	R4 868	R1 668	
4 SUBJECTS- <i>great saving</i>	R800	R3 200	R4 032	R8 032	R6 016	R2 016	
5 SUBJECTS	R800	R4 000	R5 424	R10 224	R7 512	R2 712	

**BANKING DETAILS: EKURHULENI TECHNICAL COLLEGE**

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

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**MARK WITH AN X SUBJECTS CHOSEN**

	<b>Human Relations 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 Assistance (N4-N6)</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**

**Please note: Very important before you make any payment**

- All registration forms need to be completed and emailed together with a copy of ID, proof of payment and your previous results.
- We use POSTNET Courier Services. Study material is sent to your nearest POSTNET. In exceptional circumstances sending to your personal address will mean extra payment of courier fees on your part.
- Half of the total fees payable for study material (inclusive of registration and exam fees) must be paid before receiving textbooks, assignments and videos). Refer table of FEES above. (*Discount given if you have your own textbooks.*)
- **FEES PAID ARE ONLY VALID FOR THE SEMESTER YOU ARE REGISTERING FOR AND MUST BE SETTLED IN FULL. FAILURE TO DO SO WILL FORFEITING YOUR FEES.** If it is not clear, please call us for further information.
- Final outstanding fees are to be paid before the candidate receives their exam permit. No permit will be issued when the candidate has not settled their outstanding balances. No permit means no exam.
- Small monthly payments can also be made during the studies, and they send proof of payment.
- **REGISTRATION AND EXAM FEES ARE NON-REFUNDABLE. ALL MONIES PAID CANNOT BE REFUNDED ONCE STUDENT HAS RECEIVED STUDY MATERIAL AND STUDENT MUST SETTLE THE FULL AMOUNT.**
- The study material is printed in black and white.
- **ALL EXAMS ARE WRITTEN IN KRUGERSDORP-GAUTENG (WESTRAND) AND CANNOT BE CHANGED**
- Failure to attend your exam day will automatically forfeit your exam fee. However, registration for the next exam cycle is still possible upon paying the exam fee **ONLY**.
- Students must submit assignments before sitting for final exam. The assignment **ONLY** serves to qualify you for final exam.
- Your assignment mark is valid only for two consecutive exam sittings upon which you need to submit new assignments should you want 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 **QCTO**.
- Upon passing and qualifying for your studies, the college will apply for your complete certificate which will cost R350 payable upon collection of the certificate.

## **STUDENT RESPONSIBILITIES**

- Ensure that you qualify for the course before making any payment. Please inquire further if you are not sure whether you meet the requirements
- Check that you received correct study material.
- Check that you are enrolled for your exams 1 week before the closing date
- Submit your assignments on time. **Good assignment marks do NOT guarantee a PASS.** Assignment qualifies you to sit for final exam.
- Request for exam tentative dates
- Enquire about your exam time table/ permit three days before final exam

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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