Learner registration form

Reference (office use): _____

Please complete in BLOCK LETTERS and tick the boxes that apply. Sign the declaration, then email the form to admin@techstep.co.za or WhatsApp a clear photo of every page to 078 849 1129. Fields marked * are required.

1. Course

Course you are registering for *

- ☐ Level 1: Computer Foundations (R1,950)
- ☐ Level 2: Office & Business Productivity (R2,950)
- ☐ Level 3: Digital Literacy & AI (R2,950)
- ☐ Level 4: Web & Digital Creation (R3,950)
- ☐ Level 5: Basic Coding & Technology (R4,950)
- ☐ Full pathway: Levels 1 to 5 (R13,950)
- ☐ Private one-on-one lessons (R350 per hour)
- ☐ Corporate or team training (quote)

How will you attend? *

- ☐ In person: Cape Town training venue
- ☐ Live online
- ☐ At my workplace (groups)

Preferred class times *

- ☐ Weekday mornings
- ☐ Weekday afternoons
- ☐ Weekday evenings
- ☐ Saturdays
- ☐ Flexible

Preferred start month

Payment option *

- ☐ Pay in full
- ☐ 50% deposit, balance before the course ends

Who is paying? *

- ☐ Myself
- ☐ My employer
- ☐ Parent or guardian
- ☐ Sponsor or bursary

2. Learner details

First name(s) *

Surname *

Identity document *

- ☐ South African ID
- ☐ Passport

ID or passport number *

Date of birth *

Gender (optional)

- ☐ Female
- ☐ Male
- ☐ Prefer not to say

Home language (optional)

3. Contact details

Cellphone (WhatsApp) *

Alternative number (optional)

Email address *

Street address *

Suburb or town *

City *

Province *

☐ Eastern Cape ☐ Free State ☐ Gauteng ☐ KwaZulu-Natal ☐ Limpopo ☐ Mpumalanga ☐ North West
☐ Northern Cape ☐ Western Cape

Postal code

4. Background

Highest qualification *

☐ Below Grade 12 ☐ Grade 12 (Matric) ☐ Certificate or diploma ☐ Degree or higher

Current status *

☐ Employed ☐ Self-employed ☐ Looking for work ☐ Student ☐ Retired

Computer experience *

☐ None ☐ Beginner ☐ Intermediate ☐ Advanced

Do you have your own laptop? *

☐ Yes ☐ No

Anything we should know? (optional)

5. Emergency contact

Full name *

Relationship to learner *

Contact number *

6. Parent or guardian

Complete only if the learner is under 18.

Parent or guardian full name

Parent or guardian ID number

Parent or guardian cellphone

Parent or guardian email

☐ I am the parent or legal guardian of the learner. I consent to their registration and accept the terms and conditions on their behalf.

7. Company or sponsor billing

Complete only if an employer or sponsor is paying.

Company or organisation

Contact person

Billing email

VAT number (if applicable)

Purchase order number (if applicable)

8. How did you hear about us?

How did you hear about Techstep Academy?

☐ Friend or family ☐ Facebook or Instagram ☐ WhatsApp ☐ Google search ☐ Flyer or poster ☐ Employer

☐ Other

Referral code (if someone referred you)

9. Declaration

Terms and conditions are attached to this form

☐ I have read and agree to the Techstep Academy Terms and Conditions and Refund Policy. *

☐ I consent to Techstep Academy processing my personal information to register me, run my course, issue my certificate and contact me about my studies, as described in the privacy section of the terms. *

☐ I confirm that the information in this form is true and complete. *

☐ Optional: Techstep Academy may use photos taken during classes, in which I appear, for marketing.

☐ Optional: send me news about new courses and offers.

Signature: type your full name *

Date *

FOR OFFICE USE

Received by _____ Date received _____ Invoice no. _____ Payment received _____

Terms and conditions

Last updated 18 November 2026. Also available at www.techstep.co.za/terms

1. Registration and your place

- Registration is complete once we have received your completed registration form and payment (in full, or the deposit).
- Your place in a class is secured on a first-come, first-served basis. Class sizes are limited.
- We confirm your dates, class times and, for in-person classes, the address of the booked training venue before your first class. Techstep Academy is based in Blackheath, Cape Town, and does not have its own classroom.

2. Fees and payment

- Course fees are as published on www.techstep.co.za/pricing at the time you register. Each fee covers one full course, which usually runs over one to two months.
- A 50% deposit is required to secure your booking. The balance must be paid before your course ends.
- We send you an invoice with our banking details. Use the reference on the invoice when you pay.
- Certificates are issued only once the full fee has been paid.
- If an employer or sponsor pays, the learner remains responsible for any amount the employer or sponsor does not pay.

3. Cancellations and refunds

- Refunds are governed by the Techstep Academy Refund Policy at www.techstep.co.za/refund-policy, which forms part of these terms.
- Refund requests must be made in writing, by email or WhatsApp, at least 36 hours before the lesson. For a course, this means 36 hours before the first lesson.
- No refund is given once lessons have begun, or once third parties (such as a venue, equipment hire, software licences or printing) have been booked and paid for your training.
- Bank charges, including the charges of our third-party payment providers, are not refunded and are deducted from any refund.
- If Techstep Academy cancels or postpones a course, you choose between a full refund and a place in the next intake. Approved refunds are paid by EFT within 14 days.

4. Attendance and certificates

- Please arrive on time. Missed sessions are not repeated, but your facilitator will help you catch up where possible.
- To receive a certificate you must attend at least 80% of the sessions and pass the practical assessment.
- Certificates show your full name and, as a security feature, your ID or passport number. Certificates can be verified at www.techstep.co.za/verify.

5. Techstep Career Connect

- Career Connect is a student benefit, not a job placement guarantee. Taking part does not mean you will get a job, an interview, an internship or a placement.
- Full terms: www.techstep.co.za/career-connect (Career Connect terms and conditions), which form part of these terms.

6. Online classes

- For live online classes you need a computer with a webcam and microphone, and a stable internet connection. Data costs are your responsibility.
- Online sessions may be recorded for learners of the same class to review. Recordings are not shared publicly.

7. Conduct, equipment and safety

- Treat fellow learners and staff with respect. Harassment, discrimination or disruptive behaviour may lead to removal from the course without a refund.
- Please bring your own laptop if you have one. Learners who damage equipment provided by Techstep Academy or a venue through deliberate misuse may be asked to pay for repairs.
- You are responsible for your own belongings and personal devices.
- Schedules may change for reasons beyond our control, such as load-shedding or public holidays. We will reschedule missed sessions.

8. Learners under 18

- A parent or legal guardian must complete section 6 of the registration form and accept these terms on the learner's behalf.

9. Privacy (POPIA)

- Techstep Academy collects the personal information in this form to register you, run your course, communicate with you, process payments and issue and verify your certificate.
- We keep your information securely, share it only where needed to deliver your course (for example with an employer who pays for you), and never sell it.

- You may ask to see, correct or delete your personal information, or withdraw optional consents, by emailing admin@techstep.co.za.
- Photos are used for marketing only if you have ticked the optional media consent.

10. General

- Techstep Academy may update these terms. The version that applies to you is the one in force on the date you register.
- Questions? WhatsApp or call 078 849 1129, call 061 652 1156, or email admin@techstep.co.za.

Learner (or parent/guardian) signature: _____ Date: _____