



# Johannesburg Polytechnic

## CIMA ADVANCED DIPLOMA: Management Accounting

### COURSE SUMMARY

SAQA ID: 20400

NQF Level: 7

\*Duration: 1 Year part-time or 6 Months Full-time

Examinations: Paper Based Examinations (3 Modules)  
Advanced Diploma in Management Accounting  
Managerial Level in **May** and **November** at  
Designated Exam Centres in various cities by CIMA

Course Starting Date: Full Time: 02<sup>nd</sup> February 2015  
Part Time: Saturdays (7 February 2015)  
Part Time: Evenings (02<sup>nd</sup> February 2015)

Examinations: Examined by 2 hour examination set by the Chartered Institute of  
Management Accountants (CIMA) UK and an Integrated Case Study  
through PearsonVue CBA Centres

**Progression:**

- CIMA Strategic Level NQF
- 3 Years work experience (PER)
- CGMA- **Chartered Global Management Accountant (CGMA)**

### MINIMUM ENTRY REQUIREMENTS?

The learner must have **Passed or Exempted** from the five modules in the **CIMA Certificate in Business Accounting as well as the 3 modules in the CIMA Diploma in Management Accounting (operational Level)**. Please check your current qualification in the [CIMA Database](#). Please note that if you have been given exemptions, you still have to pay for them as if you did the actual examination.

The Advanced Diploma in Management Accounting course has **Three (3) Modules**; you can undertake these modules in any way you want. **Johannesburg Polytechnic** is a listed tuition provider for this programme. The Chartered Institute of Management Accountants provides the syllabus and the examination. Certification is done by **CIMA** which is a QAP-Quality Assurance Partner of **FASSET** Seta

Office : +27 011 4032625

Fax : 086 653 8029

Email : [info@polytechnic.co.za](mailto:info@polytechnic.co.za) | Web: [www.polytechnic.co.za](http://www.polytechnic.co.za)

# ABOUT CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

## Introduction:

- CIMA is the world's largest and leading professional body of management accountants. It has 172,000 members and students in 165 countries.
- CIMA members and students work in industry, commerce and not for profit organizations.
- CIMA has strong relationships with employers, and sponsors leading research.
- CIMA constantly updates its qualification, professional experience requirements and CPD programme. This ensures that CIMA members and students are first choice for employers who are recruiting financially trained business leaders.
- CIMA is committed to upholding the highest ethical and professional standards, and to maintaining public confidence in management accounting.

## Who is this course intended for?

- Accountants who do not have any formal qualifications
- School Leavers who want to cut a career in Management Accounting
- Accounting Practitioners
- Management Accountants
- Book Keepers aspiring to become Chartered Management Accountants
- Internal Auditors
- Tax Practitioners
- Finance Directors
- Anyone who have strong numerical (mathematics) skills and would like to have a progression in accounting field

## COURSE DELIVERY

<b>On Campus:</b>	<b>Johannesburg Polytechnic Campus. Formative Assessments will be delivered on Campus. Final Assessment is done by CIMA through a PearsonVue Testing Centre countrywide. Johannesburg Polytechnic is a Test Centre for this examination.</b>
<b>On Work Site:</b>	<b>Company works out a delivery site where employees can learn on Saturdays or After Hours* A facilitator will be sent to the site. Formative Assessments will be delivered on Site. Summative Assessments will be delivered by CIMA in various CBA Exam Centres throughout South Africa. Johannesburg Polytechnic is a Test Centre for CIMA</b>
<b>Home Study:</b>	<b>We courier the study materials, assignments will be available on our student portal for download. You will be required to have a Personal Computer with Microsoft Office Installed. PCs are available at R3500.00 while Laptops are Available at R4500.00. These are not included in the fees. Internet Access will also be required, to download extra study materials and accessing the student portal.</b>
<b>Course Commencement Dates:</b>	<b>Full Time: 02nd February 2015 Part Time: Saturdays (7 February 2015) Part Time: Evenings (2 February 2015)</b>

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### On Campus/On Company site\*

Description	Tuition Fee On Campus	Examinations
E2 Enterprise Management (Pass Mark Objective Test 70%)	R 4900.00	GBP 70.00
F2 Financial Management (Pass Mark Objective Test 70%)	R 4900.00	GBP 70.00
P2 Performance Management (Pass Mark Objective Test 70%)	R 4900.00	GBP 70.00
<i>Managerial Integrated Case Study (Pass Mark Case Study 60%)</i>	-	<i>GBP 115.00</i>
<b>SUB TOTAL</b>	<b>R 14700.00</b>	<b>GBP 252.00</b>
<b>REGISTRATION FEE (R1000.00) ONCE OFF</b>	<b>R 1000.00</b>	<b>GBP 75.00</b>
<b>STUDENT CARD</b>	<b>R 200.00</b>	
<b>TOTAL</b>	<b>R 15,900.00</b>	<b>GBP 400.00</b>
<b>GRAND TOTAL: TUITION + EXAMINATIONS + CIMA REGISTRATIONS*</b> <i>1 GBP= R 20.00 (GBP 400.00 X 20.00 = R 8000.00)</i>	<b>R 23,900.00</b>	<b>=R8000.00</b>
<i>Kaplan Study Books 3 x R 995.00</i>	<i>R 2,985.00</i>	
<i>Kaplan Revision Kits 3 x R 895.00</i>	<i>R 2,685.00</i>	
<b>TOTAL FOR FULL COURSE (Excluding CIMA Annual Subscription)</b>	<b>R 29, 570.00</b>	
CIMA ANNUAL SUBSCRIPTION GBP 106 x R20.00	R 2, 120.00	GBP 106.00
<b>GRAND TOTAL (R 28070.00-R1500.00 + R2120.00) EXCL. CIMA REGISTRATION. INCLUDING CIMA ANNUAL SUBSCRIPTION.</b>	<b>R 31, 690.00</b>	

*\*On Company Site: an extra fee will be charged for logistics and transport.*

#### BANKING DETAILS: FIRST NATIONAL BANK

OR

#### STANDARD BANK

ACCOUNT:	JOHANNESBURG POLYTECHNIC PTY LTD	JOHANNESBURG POLYTECHNIC PTY LTD
BANK:	FIRST NATIONAL BANK -SOUTH AFRICA	STANDARD BANK
BRANCH:	BRAAMFONTEIN	BRAAMFONTEIN
ACCOUNT:	62389074677	202688011
AC TYPE:	CHEQUE-CURRENT ACCOUNT	CHEQUE-CURRENT ACCOUNT
CODE:	251905	004805
*SWIFT CODE:	FIRNZAJJ	SBZAZAJJ
* Important for International Students who may need to do Swift Transfer		
BANK ADDRESS:	92 - 94 Jorissen Street, Braamfontein, 2001	76 Jorissen Street, Braamfontein, 2001
REF:	QUOTATION NUMBER OR YOUR NAME AND SURNAME	QUOTATION NUMBER OR YOUR NAME AND SURNAME

PLEASE FAX YOUR DEPOSIT /EFT COPY TO US ON 086 653 8029 OR SCAN TO EMAIL TO [info@polytechnic.co.za](mailto:info@polytechnic.co.za)  
FOR MORE INFORMATION PLEASE CONTACT JOSEPH ON: Tel: 011 403 2625 OR 083 204 4773

## EXAMINATIONS: PASS MARKS

The CIMA Advanced Diploma has 3 Objective Tests and an Integrated Case Study. You must pass the 4 papers before continuing with the Strategic Level. All papers are available from the Computer Based Assessment Centre.

- E2 Enterprise Management (Pass Mark Objective Test 70%)
- F2 Financial Management (Pass Mark Objective Test 70%)
- P2 Performance Management (Pass Mark Objective Test 70%)
- *Managerial Integrated Case Study (Pass Mark Case Study 60%)*

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## CIMA REGISTRATION AND SUBSCRIPTION FEES

	FROM 1 JANUARY 2014
Registration/Subscription	GBP 75.00 APPROX R 1500.00*

\*exchange rate taken at R20.00 per GBP

### INCLUDED IN THE FEES

1 Kaplan Study Text per module (995)*	1 Examination Kit per module (R895)*
2 Interim Examinations per module	1 Mock Examination per module (2 weeks before examination)
Face to Face Tuition Support	Email and Telephonic Support
NB: CIMA REGISTRATION AND SUBSCRIPTION ARE NOT INCLUDED IN TUITION FEES* THEY ARE QUOTED SEPARATELY DUE TO EXCHANGE RATE FLUCTUATIONS.	

### WHAT NEXT?

- Read the course brochure and decide whether this course is right for you.
- **Register with CIMA as a student on [www.cimaglobal.com](http://www.cimaglobal.com) you can also request us to assist you with the registration. Note that if you decide to register this year you will not pay subscription next year. This is a promotion for new students from CIMA. Registration fee will be required while registering, please have a VISA or MasterCard.**
- Select at least 2 or 1 modules (if you are working) or 3-5 modules if you are full time student
- Company Sponsored students can pay all the modules at the same time
- Fill in the registration form attached.
- Fax or Email back to us (0866538029) [info@polytechnic.co.za](mailto:info@polytechnic.co.za)
- Attach a copy of ID/Passport/Refugee ID/ Asylum Seekers Permit
- Send us R1000.00 Registration fee + R200.00 Student Card= R1200.00
- 1 Passport size photo for you student card

#### Once we receive the documents:

- We will Invoice you with the amount for the course. You have the option of paying it:
  - In full -All the amount for the courses / Modules you have selected
  - In three 3 Installments: 40% of the Fees on registration, 3 by 20% installments of the remainder on the 1<sup>st</sup> of every month for the next 3 Months
- Examinations are undertaken in **May** and **November** at a designated centre by the CIMA
- Please read the rules and regulations of the college on Fees.

#### Need more information on this programme?

**Contact:** **Joseph K Kamau**  
**Training Coordinator**  
**Johannesburg Polytechnic**  
 Tel: +27 11 403 2625/ +27 11 403 0087  
 Fax: +27 11 403 2625 / 086 653 8029  
 Email: [info@polytechnic.co.za](mailto:info@polytechnic.co.za)  
 Web: <http://www.polytechnic.co.za/cima/>

**CIMA: CIMA Southern Africa**  
 PO Box 745, Northlands 2116  
 South Africa  
 Office address:  
 1st Floor, South West Wing  
 198 Oxford Road, Illovo, South Africa  
 T. +27 11 788 8723/ 0861 CIMA SA  
 F. +27 11 788 8724  
 E. [johannesburg@cimaglobal.com](mailto:johannesburg@cimaglobal.com)  
 Web: [www.cimaglobal.com](http://www.cimaglobal.com)

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# Johannesburg Polytechnic-*Imagine the Possibilities!*



**Education:** "...that which reveals to the wise, and conceals from the stupid, the vast limits of their knowledge." **Mark Twain**

**Braamfontein Campus:**

P.O. Box 31938 Braamfontein,  
2017 South Africa

**Physical Address:**

No. 19 Ameshoff Street , 13<sup>th</sup> Floor Rennie Building  
Braamfontein 2001 South Africa

**Contacts:**

**Tel:** +27 11 403 0087 **Fax:** 086 653 8029

**Hotline:** +27 83 204 4773

**Email:** [info@polytechnic.co.za](mailto:info@polytechnic.co.za) **Web:** <http://www.polytechnic.co.za>

**CIPC REG: 2012/171502/07 MICT SETA ACCREDITATION NO: ACC/2013/07/932**

## COURSE REGISTRATION FORM

PLEASE PRINT AND FILL THE SPACES PROVIDED IN BLOCK LETTERS. RETURN OR FAX BACK USING THE 086 653 8029 WHEN IN SOUTH AFRICA OR +27 11 403 0087 WHILE OUTSIDE SOUTH AFRICA OR SCAN AND EMAIL THE JPEG/TIFF/PDFIMAGE TO: [info@polytechnic.co.za](mailto:info@polytechnic.co.za)

### PART A: PERSONAL INFORMATION

TITLE: MR  MISS  MRS  MS

SURNAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

DATE OF BIRTH: / / (dd/mm/yyyy date/month/year) NATIONALITY: \_\_\_\_\_

\*RACE: BLACK  WHITE  INDIAN  COLOURED  ASIAN  (required only for demographic stats only)

HOME LANGUAGE: \_\_\_\_\_ OTHER LANGUAGES: \_\_\_\_\_

GENDER: MALE  FEMALE

MARITAL STATUS: SINGLE  MARRIED  DIVORCED  WIDOWED

SOUTH AFRICAN ID / FOREIGN PASSPORT NUMBER/ REFUGEE PERMIT / ASYLUM SEEKERS PERMIT NUMBER:  
(Attach a certified copy)

EXPIRY DATE (FOREIGN PASSPORT & PERMIT HOLDERS ONLY)					D	D	M	M	Y	Y	Y	Y

HAVE YOU EVER BEEN ADMITTED TO JOHANNESBURG POLYTECHNIC? YES  NO

IF YES ENTER STUDENT NUMBER: \_\_\_\_\_

HOME PHYSICAL ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

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

POSTAL CODE: \_\_\_\_\_

TEL (HOME): \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

CELL/TELEPHONE OF NEXT OF KIN: \_\_\_\_\_

**PART B: EDUCATIONAL BACKGROUND**

LAST HIGH SCHOOL ATTENDED: \_\_\_\_\_

EXAM: \_\_\_\_\_

*E.g. Senior Certificate, O' Level, A Level, KCSE, GCE, etc*

SUBJECTS DONE:

SUBJECT	GRADE OR MARK	SUBJECT	GRADE OR MARK
ENGLISH			
MATHEMATICS			
ACCOUNTING			

COUNTRY: \_\_\_\_\_

*e.g. South Africa, Malawi, Kenya, Britain etc.*

1.0 TERTIARY INSTITUTION: \_\_\_\_\_

*e.g. UNISA- South Africa*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

*e.g. BCom Hons in Accounting*

2.0 TERTIARY INSTITUTION: \_\_\_\_\_

*e.g. Oxford Brooks University - UK*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

*e.g. BCom Hons in Accounting*

3.0 TERTIARY INSTITUTION: \_\_\_\_\_

*e.g. University of Zimbabwe - Zimbabwe*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

***e.g. BCom Hons in Accounting***

**PROFESSIONAL QUALIFICATIONS**

1.0 INSTITUTION: \_\_\_\_\_

*e.g. Institute of Certified Bookkeepers South Africa*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

*E.g. Technical Diploma in Financial Accounting NQF Level 5*

2.0 INSTITUTION: \_\_\_\_\_

*e.g. Technical Diploma in Financial Accounting NQF Level 5*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

*E.g. Technical Diploma in Financial Accounting NQF Level 5*

3.0 INSTITUTION: \_\_\_\_\_

*e.g. Chartered Institute of Management Accountants- UK*

YEAR GRADUATED: \_\_\_\_\_

FINAL QUALIFICATION OBTAINED: \_\_\_\_\_

*e.g. CIMA Advanced Diploma in Management Accounting*

**PART C: COURSE SELECTION INFORMATION:**

COURSE APPLYING FOR:

ACCA  CIMA  MICT  SHORT COURSE

WHEN DO YOU INTEND TO START CLASSES (please tick appropriately):

JULY  FEBRUARY

YEAR: \_\_\_\_\_ (e.g. 2013)

APPROXIMATE END OF COURSE (please tick appropriately):

JUNE  DECEMBER

YEAR: \_\_\_\_\_ (e.g. 2013)

WHO IS RESPONSIBLE FOR FEES PAYMENTS?

SELF SPONSORED (myself)

EXTERNAL SPONSOR / PARENTS / GUARDIAN OR COMPANY

CONTACT NAME IF NOT SELF SPONSORED

POSTAL ADDRESS OF SPONSOR:

TEL/CELL CONTACT NUMBER:

(start with country code e.g. +27(0)73 252 5225):

EMAIL ADDRESS:

ARE YOU REGISTERED WITH ACCA/CIMA/MICT SETA/ICSA/IMM AS A STUDENT? (Please Cross Out inapplicable )

YES  NO

IF YES PLEASE PROVIDE THE STUDENT REG NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(e.g. ACCA Student No.: 065656)

IF NOT PLEASE STATE WHETHER YOU'D LIKE OUR HELP IN REGISTRATION AND PAYMENTS ONLINE: YES  NO

**PART D: EXTERNAL EXAMINATIONS RESULTS CIMA/ACCA/CAT/ICB/ICSA STUDENTS**

I hereby accept Exam Results from external examiners (ACCA/CIMA/ICSA/IMM/CAT/ICSA/ICB) released to Johannesburg Polytechnic. The Polytechnic may access your external examinations through the respective external examinations portal for purposes of gauging the effectiveness of tuition provided by the lecturers.

This duly signed by:

(Students Initials and Surname e.g. J K Smith)

Date:

(dd / mm / yyyy e.g. 22/09/2011)

Guardian signature:

Guardians name:

(where the student is under 21 years)

**ACCA – ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS**

CODE	PAPER DESCRIPTION	AMOUNT	TICK✓
F1	Accountant in Business		
F2	Management Accounting		
F3	Financial Accounting		
F4	Corporate and Business Law (English/Global)		
F5	Performance Management		
F6	Taxation (South Africa/UK)		
F7	Financial Reporting		
F8	Audit and Assurance		
F9	Financial Management		
P1	Governance Risk and Ethics		
P2	Corporate Reporting		
P3	Business Analysis		
P5	Advanced Performance Management		
P6	Advanced Taxation		
P7	Advanced Financial Management		
<b>SUBTOTAL (SUM OF ALL COURSES TICKED)</b>			
<b>TOTAL ( SUBTOTAL + R1000.00 REGISTRATION FEE)</b>			

<b>CERTIFIED ACCOUNTING TECHNICIAN (FIACAT)</b>			
FA1	Recording Financial Transactions		
MA1	Management Information		
FA2	Maintaining Financial Records		
MA2	Managing Costs and Finances		
FAB	Accountant in Business		
FMA	Management Accounting		
FFA	Financial Accounting		
FTX	Foundations in Taxation		
FAU	Foundations in Audit		
FFM	Foundations in Financial Management		
<b>SUBTOTAL (SUM OF ALL COURSES TICKED)</b>			
<b>TOTAL ( SUBTOTAL + R1000.00 REGISTRATION FEE)</b>			

<b>CIMA-CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTING</b>			
C01	Fundamentals of management accounting		
C02	Fundamentals in Financial Accounting		
C03	Fundamentals of business mathematics		
C04	Fundamentals of business economics		
C05	Fundamentals of ethics, Corp Gov & bus law		
E1	Enterprise operations		
P1	Performance operations		
F1	Financial operations		
E2	E2: enterprise management		
P2	P2: performance management		
F2	F2: financial management		
E3	Enterprise strategy		
P3	Performance strategy		
F3	Financial strategy		
<b>SUBTOTAL (SUM OF ALL COURSES TICKED)</b>			
<b>TOTAL ( SUBTOTAL + R1000.00 REGISTRATION FEE)</b>			

<b>MICT FULL COURSES- ONE YEAR</b>		
COURSE DESCRIPTION	AMOUNT	TICK✓
National Certificate: Technical Support NQF Level 4		
REGISTRATION FEE		
STUDENT CARD		
TOTAL		
National Certificate: Information Technology NQF Level 3		
REGISTRATION FEE		
TOTAL		

SUPPORTED DISTANCE LEARNING FEE IS THE CURRENT FEE LESS R600.00

**SHORT COURSES ON CAMPUS**

	DURATION	AMOUNT	TICK✓
COMPUTER CONCEPTS			
MICROSOFT WORD LEVEL 1			
MICROSOFT EXCEL LEVEL 1			
MICROSOFT POWERPOINT LEVEL 1			
MICROSOFT ACCESS LEVEL 1			
MICROSOFT OUTLOOK LEVEL 1			
MICROSOFT WINDOWS LEVEL 1			
INTERNET & COMMUNICATION LEVEL			
MICROSOFT PROJECT LEVEL 1			
TOTAL			

**BANKING DETAILS:**

FIRST NATIONAL BANK OF SOUTH AFRICA		STANDARD BANK OF SOUTH AFRICA	
ACCOUNT NAME:	JOHANNESBURG POLYTECHNIC PTY LTD		JOHANNESBURG POLYTECHNIC PTY LTD
BANK:	FIRST NATIONAL BANK		STANDARD BANK
BRANCH:	BRAAMFONTEIN		BRAAMFONTEIN
ACCOUNT:	62389074677		202688011
AC TYPE:	CURRENT ACCOUNT		CURRENT ACCOUNT
CODE:	251905		004805
*SWIFT CODE:	FIRZAJJ		SBZAJJ
<i>* Important for International Students who may need to do Swift Transfer</i>			
ADDRESS:	92 - 94 Jorissen Street, Braamfontein, 2001		76 Jorissen Street, Braamfontein, 2001
REFERENCE:	QUOTATION NUMBER OR YOUR NAME AND SURNAME		QUOTATION NUMBER OR YOUR NAME AND SURNAME

*\*The above fees exclude exams, subscriptions and registrations with external Examination Bodies like ACCA, CIMA, ICSA IMM, ICB, MICT Seta etc. It also excludes Student Card and other Incidentals. Please request for a full Quotation to include these.*

*Please Fax Deposit Slip to us on 086 653 8029 or scan to email to [info@polytechnic.co.za](mailto:info@polytechnic.co.za)*

*\*Fees Exclude Exams, Subscriptions and Registrations with External Examination Bodies like ACCA, CIMA, ICSA IMM, ICB, MICT Seta etc. It also excludes Student Card and other Incidentals*

**BOOKS AND STUDY MATERIALS**

**NB: BOOKS AND EXAMINATION FEES: TEXT BOOKS WILL BE QUOTED SEPARATELY FOR YOU AND WILL BE INCLUDED IN THE PRO-FORMA INVOICE. BOOKS FOR ACCA AND CIMA COST R995.00 WHILE REVISION KITS ARE R895.00 EACH. MICT FULL UNIT STANDARDS BOOKS ARE R550.00 EACH**

**COURSE DELIVERY MODE:** Please TICK✓ your preferred course delivery mode for the course(s) you have selected above.

TICK✓	COURSE DELIVERY MODE
	FULL TIME: MONDAY-FRIDAY (8.00AM-5.00PM)
	PART-TIME: EVENING MONDAY: MONDAY-FRIDAY (6.30PM-8.30PM)
	PART-TIME: SATURDAY (8.00AM-6.00PM)
	SUPPORTED DISTANCE LEARNING (BOOKS, PAST PAPERS AND STUDY PLAN)

Please note: Classes may be transferred from full time to part-time depending on the number of students registered.



## **PART E: ENROLMENT DECLARATION**

I,

(Full name and surname)

The undersigned hereby enroll for the course(s) listed above as supplied to me in the terms of the prospectus for the academic year. I understand that all lectures will be in English and that all course material will be in English. I also commit to PAY ALL course fees applicable and understand that fees once paid is not refundable under no circumstances but can be used to undertake the same course or transferred to another course by myself or another person that I will introduce provided that the same person will accept the terms and conditions that I undersign and is qualified to undertake the course under minimum requirements as well as specific faculty requirements of the intended course, subject to regulations governing course deregistration I will also abide to the RULES AND REGULATIONS of the college.

**PLEASE READ THESE RULES AND REGULATIONS CAREFULLY BEFORE APPENDING YOUR SIGNATURE AT THE BOTTOM AND SENDING IT BACK TO US.**

### **PREAMBLE:**

This contract forms the basis of our contract between you, hereby referred to as "The Student" and Johannesburg Polytechnic Pty Limited **HEREBY REFERED TO AS "The Polytechnic"**

### **Conduct while at the College:**

1. **No dangerous weapons** allowed in the premises e.g. Guns, knives, machetes, pen knives etc
2. **No drugs** allowed in the premises, this includes smoking in public areas, marijuana and any form of narcotics.
3. **Drinking** alcoholic drinks while on campus is strictly prohibited.
4. **Pornography** is strictly prohibited in the college premises. Illegal gaming, internet fraud, fraud and paedophiles will lead to deregistration and a report to the SAPS.
5. **Smoking** is restricted to designated places. No smoking in the toilets. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms.
6. **Punctuality:** Avoid spending more time in the computer and other facilities to the detriment of others after your time is over. Always carry your student card to be allowed to use the college facilities. Cell phone communication while in the class is strictly prohibited. Cell phones must be off at all times during the classes.
7. **Language:** uncouth language towards other students and lecturers and making excessive noise, etc are not allowed, racial and derogatory terms including xenophobic terms, meant to humiliate sections of the community in a discriminative way are strictly prohibited. Johannesburg Polytechnic is a diverse, multi-national institution which promotes a non-racial, non-sexist, non-discriminative and non-xenophobic society where no one is discriminated on whatever grounds.

### **LECTURE ATTENDANCE**

8. You must attend all lectures registered for before graduating. In case of absence without leave of absence, a doctor's certificate must be provided. International students must show cause why they should not attend courses for more than 7 days, in the event that an international student does not attend classes we have the obligation to inform the Department of Home Affairs and the relevant consulate.

### **FORMATIVE AND SUMMATIVE ASSESSMENTS**

All Assignments, Formative Assessments and Summative Assessments **MUST** be handed on by the due dates for one to get a mark on a module. Please note that there are strict deadlines for Formative Assessments as well as for Summative Assessments to be handed in. Failure to adhere to the rules will result in a zero score.

### **FEES PAYMENTS AND REFUNDS**

9. Fees are payable up-front on or before the 1<sup>st</sup> day of every month (*i.e. for students with payment arrangements*).
10. Fees once paid are not refundable. **Fees to external examination bodies** are not received at the polytechnic and hence are not included in the tuition fees. Tuition fee does not include study texts. A separate Schedule of books should be requested. Where a student is on arrears by the 2<sup>nd</sup> of every month, the student will be refused from attending lectures and fees will attract a 10% interest per month. Classes not attended **WILL NOT** be refunded nor redone.
11. In case of cancellations by the college, all efforts will be made to make a remedial class available to the student, if it is not possible due to problems beyond the control of the polytechnic, we will endeavour to defer the class to the following semester, however if the student feels that the class completion dates are way too far, we will do a refund of the course based on calculations for Clause 18.

### **INTERNATIONAL STUDENTS:**

12. Must pay fees equivalent to 6 papers in Advance before issue of a **PROVISIONAL LETTER OF ADMISSION**. International Students with Work Permits/Refugee Permits/Asylum Seekers Permits/Business Permit can register for individual papers without seeking a student permit so long as they attend part-time.
13. Dishonoured Cheques/Debit order/Standing Order: payments made to our account and not honoured due to whatever circumstances will in addition to clause 11.0 attract a penalty fee of R100.00 which must be paid before classes resume.

### **REFUNDS TO PROSPECTIVE LOCAL AND INTERNATIONAL STUDENTS**

14. Fees once paid and a **PROVISIONAL LETTER OF ADMISSION** has been issued **WILL NOT** be refunded under any circumstances except for under clause 18 below. Please note that once you accept and sign this application your space has been booked. In the event that you cannot attend the course you must apply for course deferment/transfer to another course using the standard form downloadable from our website and available at the office of the registrar within 30 days.
15. Please note that course deferment can only be requested by students who are already registered for a particular course. This however **DOES NOT** affect students denied Permits under clause 18.00 below.
16. **Course deferment:** course deferment/deregistration can only be done if there is a reasonable explanation why a student cannot undertake the course at a particular time e.g. a doctor's letter or a delayed student permit.
17. Subject to Clause 16 above, if the course fees increases during the following semester of the deferment, the student will have to pay for the increase.
18. **Prospective International Students Denied Permit:** In case a Prospective student permit has been denied by the relevant authority i.e. department of home affairs in South Africa or South African Consular services in your country, a full **REFUND** will be given less the following:
  - Banking Charges – for transmission to your bank account
  - Registration Fee = R1000.00
  - 35% Course Cancellation Fee

The student must fill a course cancellation / deferment form within 30 days (**1 MONTH**) of such refusal giving us the circumstances for cancellation, a copy of the passport showing a stamp for denial should be attached.

19. Please note that it will take **3 Months for processing refunds** since we have to investigate whether you applied for a student permit and you were refused at the relevant department. Please note that in case you are found that you have already been issued with a student permit, you will **FORFEIT** all the fees paid and we will also forward your cancellation to the consulate or department of home affairs for cancellation of the permit. Cancellations after 30 days upon refusal will not be accepted and the student will **FORFEIT** all the fees.
20. **CHANGING COLLEGES:** International Students are **NOT allowed under any circumstances to change from Johannesburg Polytechnic for any course they are registered for, for the duration of their permit. Please note that NO refunds will be given to you should you intend to change from Johannesburg Polytechnic to another Tuition Provider. Should you also fail to inform us of such change, we will report to the Consulate and the Department of Home Affairs of the Breach of Permit terms. Any change must be in agreement with Johannesburg Polytechnic and a letter of transfer will be issued to the Department of Home Affairs informing the circumstances requiring such a change.**
21. **COURSE DEFERMENT:** you can defer your course only once during the course duration. Please note that if you defer for more than one semester, any fee increases will be borne by yourself in the coming academic semester. All course deferments must be filled in the **COURSE DEFERMENT FORM** and must be approved by the course coordinator.
22. **Student Accommodation:** The Polytechnic does not offer accommodation but may refer prospective students to third party service providers for accommodation. Please note that such a referral does not form part of this contract and the student must negotiate such services on his/her own. In case of failure by the service provider to render the services, the Polytechnic will not accept liability.
23. A student will remain designated as non-active for 1 month after failing to attend lectures. Thereafter deregistration and forfeiture of any fees paid will follow without any further correspondence
24. **Indemnity:** I hereby indemnify Johannesburg Polytechnic, Strathrand Technology cc, its workers, employees, management and agents from any legal costs which may arise due to any risk due to negligence, damage of property, accidents, loss of property or loss of life including death whilst I am in the their Polytechnic premises. I further indemnify Johannesburg Polytechnic Pty Limited, its agents, workers, employees and management against any Legal costs whatsoever emanating from denied access to the Polytechnic due to any "acts of God" including civil disobedience, civil strife, flooding, inaccessibility due to any negligence of the owners of the premises and their third party agents and not limited to any legal process or insolvency.
25. **All applications must be accompanied by:**
  - Copy of Identity Document (SA ID Book/Refugee Card/Asylum Seekers Permit or Copy of Valid Passport (not necessarily having a visa/permit))
  - Application fee: R1000.00 non-refundable
  - Filled and Signed Application form (for Under 21 years a guardian signature and copy of Identity document is required)
  - CIMA / ACCA / ICSA/ IMM/ ICB/MICT Seta Registration number if available
  - Copies of relevant academic or professional qualifications
  - 1 Passport/ID size Photo

26. **Data Protection:** Johannesburg Polytechnic uses the best practices with regards to privacy of information. We endeavor to use data captured either via the website or via application forms only for internal use. Where such information may be required for external use or legally required, the student hereby expressly **allows** the Polytechnic to give out such information. We may also contact you from time to time to give updates on polytechnic news and offers from relevant third parties.

**DECLARATION**

I hereby accept to abide by the rules and regulations which may be published from time to time. I also declare that the information provided above is true and correct to the best of my knowledge.

Students Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Guardian signature: \_\_\_\_\_ (Where the student is under 21 years)

Guardians name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Where the student is under 21 years)

Guardians ID /Passport Number: \_\_\_\_\_ (Please attach a copy of the identity document)

**FOR OFFICE USE ONLY:**

Course Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Course Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

General comments about the student:

Outcome: \_\_\_\_\_

Archived / scanned by: \_\_\_\_\_ Archival File Name/Index: \_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Media, Information and Communication Technologies  
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1 April 2014 – 31 March 2015



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