



Johannesburg Polytechnic

ACCA: Intermediate Certificate in Financial and Management Accounting

-Tel: +27 11 403 0087

COURSE SUMMARY

SAQA ID:	20397
NQF Level:	5
*Duration:	4 Months – 1 Year
Examinations:	<ul style="list-style-type: none"> • Computer Based Examinations (2 Modules) or • Paper Based Examinations at Designated ACCA Centres
Course Start Dates and Modes:	Full Time: 02 nd February 2015 13 th July 2015 Part Time: Saturdays (7th February 2015) 18 th July 2015 Part Time: Evenings (02 nd February 2015) 13 th July 2015
Ending Dates:	1 st Semester: 31 st May 2015 2 nd Semester: 31 st October 2015
Examinations:	Examined by 2 hour examination set by the Association of Chartered Certified Accountants- UK via Computer Based Examination or Paper Based Examinations
Progression:	<ul style="list-style-type: none"> • ACCA Intermediate Certificate in Financial and Management Accounting • ACCA Diploma in Accounting and Business (3 Papers) • ACCA Certified Accounting Technician* Optional 2 Papers • ACCA Advanced Diploma in Accounting and Business (6 Papers) • ACCA Professional Scheme (5 Papers- 3 Core 2 Options)

MINIMUM ENTRY REQUIREMENTS?

Whilst there are **NO minimum entry requirements** for this course under the **Foundations in Accountancy**, and everybody who has adequate numeracy at Grade 10 Level with good command of English can do it, we encourage that you should have attempted Grade 12 (Matric) or O' Level and should have at least done English and Mathematics or Mathematical Literacy.

The Intermediate Certificate in Financial and Management Accounting is awarded on the completion of exams Maintaining Financial Records (FA2) and Managing Costs and Finance (MA2) and Foundations in Professionalism.

The Intermediate Certificate in Financial and Management Accounting is broadly equivalent to A level.

The ACCA Intermediate Certificate in Financial and Management Accounting is an ACCA Foundations in Accountancy (FIA) qualification which aims are:

- To develop knowledge and understanding of the underlying principles and concepts relating to Maintaining Financial Records and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.
- To develop knowledge and understanding of how to prepare, process and present basic cost information to support management in planning and decision-making in a variety of business contexts.

Office: +27 011 403 0087

Fax : 086 653 8029

Email : info@polytechnic.co.za | Web: www.polytechnic.co.za

NB: If you would like to undertake the full ACCA programme without undergoing the FIA route, you need to have South African Senior Certificate with 5 subjects including passes in Maths and English. Under this route you will undertake the ACCA without having to first but you may have to still undertake these modules if you have not been exempted. Please call our offices for more information.

HOW LONG IS THE PROGRAMME?

This programme will be 4 months, however if you are taking 1 module per semester, you will take the course in one (1) year. The ACCA has a 10 year policy to finish your full ACCA Course (14 modules). Please note that this course does not give any credits towards the ACCA Qualification as it is a Foundations in Accountancy Course (FIA)

ABOUT ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

Introduction:

Rated at level 8 under the SAQA National Qualifications Framework, the ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practicing in accounting firms, or pursuing a career in business. In order to qualify as an ACCA member, you will complete:

- 14 exams (nine of which are eligible for exemption)
- Relevant practical experience, with a minimum of three years
- A Professional Ethics module.

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
- Junior Clerks
- Tax Practitioners
- Anyone who have strong numerical (Mathematics) skills and would like to have a progression in accounting field

Johannesburg Polytechnic is a tuition provider and Examination Centre for this programme. The Association of Chartered Certified Accountants provides the syllabus and the examination. Certification is done by ACCA which is a QAP-Quality Assurance Partner of FASSET Seta.

COURSE DELIVERY

On Campus:	Johannesburg Polytechnic Campus. Formative Assessments are Delivered on Campus. On demand Computer Based Exams are available throughout the year. Paper Based Exams as per ACCA designated centres
Course Commencement Dates:	The first 7 modules are available all the time. You can start at any time as examinations are ON DEMAND. The 2 modules can be done in any order and examinations are done in our COMPUTER BASED EXAMINATIONS CENTRE IN BRAAMFONTEIN.

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JOHANNESBURG POLYTECHNIC TUITION FEES

Subjects:

- FA2- Maintaining Financial Records (Tuition, Books, Computer Based Exams, ACCA Registration)
- MA2- Managing Costs and Finance (Tuition, Books, Computer Based Exams, ACCA Registration)

Access to computers for the Foundations in Professionalism online module: *Free**

Description	Amount	Total
Tuition	R 4100 per subject x 2 Subjects	R 8200.00
Kaplan Study Text	R 995.00 x 2 Subjects	R 1990.00
Kaplan Revision Kit	R 895.00 x 2 Subjects	R 1790.00
Kaplan Pocket Notes	R 250.00 x 2 Subjects	R 500.00
Computer Based Exams	R 1400.00 x 2 Subjects	R 2800.00
Computer Based Exams Centre Fee	R 300.00 Per year	R 300.00
Registration with ACCA	GBP 79.00** = R1700.00	R 1700.00
ACCA Annual Subscription	GBP 83**= R 1800.00	R 1800.00
Course Application Fee	R 1000.00	R 1000.00
Student Card	R 200.00	R 200.00
Total		R 20, 280.00

Easy Payments Schedule: 40% upfront followed by 3-4 Equal Instalments:

Deposit: R 8112.00; then R 3042.00 x 4 monthly instalments * Subject to contract agreement

- **Computer Lab Access is subject to demand; a schedule is available from the helpdesk.*
- ***Current Exchange Rate 1 GBP=R20.00 A Bank Surcharge of R140.00 is added for processing your payments to ACCA in Sterling Pounds.*

INCLUDED IN THE TUITION FEES

2 Interim Examinations per module	1 Mock Examination per module (2 weeks before examination)
Face to Face Tuition Support (for On Campus and On Company Site)	Email and Telephonic Support
NB: ACCA REGISTRATION AND SUBSCRIPTION ARE NOT INCLUDED IN THE TUITION FEES	

ACCA REGISTRATION, SUBSCRIPTION AND EXAM FEES

REGISTRATION AND SUBSCRIPTION FEES

You will be asked to pay an initial registration fee when you apply. In addition to this, an annual subscription fee will be due on 1 January each year you are registered as a student. The following fees apply from 9 November 2015 (and are subject to change without written notice):

ACCA Qualification	
Initial registration	£79
Annual subscription	£83
Re-registration fee	£79 + Unpaid fees

Additional fees may apply to register with the relevant Joint Examination Scheme partner - please contact the Joint Exam Scheme partner for details.

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EXAM ENTRY

If you would like to undertake paper based examinations rather than CBE, you can enter for your exams anytime and online. The earlier you do it the more money you save. The exam fees for early, standard and late exam entry are listed below.

EXAM ENTRY DEADLINES

Exam entry period	Early	Standard	Late
June exam session	8 March	9 March - 8 April	9 April - 8 May
December exam session	8 September	9 September - 8 October	9 October - 8 November
Exam entry method	online only	online and paper	online only

Easy to remember dates.

The closing dates for early, standard and late exam entry period are easy to remember – 8 is the date!

EXAM ENTRY FEES (PAPER BASED EXAMS) FOUNDATION LEVEL EXAM ENTRY FEES

Exam level	Exam entry period	June 2015 exam fee (per exam)
FA1 and MA1	Early	£50
	Standard	£53
	Late	£210
FA2 and MA2	Early	£50
	Standard	£53
	Late	£210
FAB, FMA and FFA	Early	£71
	Standard	£76
	Late	£231
FTX, FAU and FFM	Early	£71
	Standard	£76
	Late	£231

BANKING DETAILS

BANK:

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
<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

Please fax your deposit Slip to us on 086 653 8029 or scan to email to info@polytechnic.co.za

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WHAT NEXT?

- Read the course brochure and decide whether this course is right for you.
- Register with ACCA as a student on www.accaglobal.com you can also request us to assist you with the registration. Registration fee (GBP 79) will be required while registering, please have a VISA or MasterCard.
- Select at least 3, 2 or 1 modules (if you are working) or 3-4 modules if you are full time student
- International Students MUST select 6 modules for one year. This means they will have selected from the Intermediate and Diploma modules.
- Company Sponsored students can pay all the modules at the same time
- Fill in the course application form below.
- Fax or Email back to us (0866538029) info@polytechnic.co.za
- Attach a copy of ID/Passport/Refugee ID/ Asylum Seekers Permit
- Attach your Senior Certificate/O' level and A' Level Certificates/ Degree/ any previous qualifications that you may have
- Send us R1000.00 Registration fee
- 1 Passport size photo for you student card

Once we receive the documents:

- We will Invoice you with the amount for the course. Self sponsored students resident in South Africa NOT International students 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 1st of every month for the next 3 Months* which can be extended up-to 4 monthly installments
- Examinations will be done on demand (when you are finished with each module).
- Please read the rules and regulations of the college on Fees for international students in the application form.

Need more information on this programme?

Contact:

Joseph K Kamau
Course Coordinator
Johannesburg Polytechnic
19Ameshoff Street cnr Biccard Street Rennie House
Tel: +27 11 403 0087
Fax:086 653 8029
Email: info@polytechnic.co.za
Web: <http://www.polytechnic.co.za>

ACCA South Africa 1st Floor
18 Hurlingham Road
Illovo 2196
Share Call Number: 0860 02 10 10
(South Africa Only)
Tel: +44 (0)141 582 2000
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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 , 13th 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 **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

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		
SUBTOTAL (SUM OF ALL COURSES TICKED)			
TOTAL (SUBTOTAL + R1000.00 REGISTRATION FEE)			

CERTIFIED ACCOUNTING TECHNICIAN (FIACAT)			
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		
SUBTOTAL (SUM OF ALL COURSES TICKED)			
TOTAL (SUBTOTAL + R1000.00 REGISTRATION FEE)			

CIMA-CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTING			
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		
SUBTOTAL (SUM OF ALL COURSES TICKED)			
TOTAL (SUBTOTAL + R1000.00 REGISTRATION FEE)			

MICT FULL COURSES- ONE YEAR		
COURSE DESCRIPTION	AMOUNT	TICK✓
National Certificate: Technical Support NQF Level 4		
REGISTRATION FEE		
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 2010 LEVEL 1			
MICROSOFT EXCEL 2010 LEVEL 1			
MICROSOFT POWERPOINT 2010 LEVEL 1			
MICROSOFT ACCESS 2010 LEVEL 1			
MICROSOFT OUTLOOK 2010 LEVEL 1			
MICROSOFT WINDOWS LEVEL 1			
INTERNET & COMMUNICATION LEVEL			
MICROSOFT PROJECT 2010 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

**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 1st 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 2nd 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:



mictseta

Accreditation no: ACC/2013/07/932

Media, Information and Communication Technologies
Sector Education and Training Authority

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1 April 2014 – 31 March 2015



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