

PART B: EXAMINATION: PLEASE INDICATE WHETHER YOU ARE UNDERTAKING CIMA CBA OR ACCA CBE

ACCA CBE:

ACCA STUDENT ID NUMBER: _____

HAVE YOU EVER DONE ACCA CBE (COMPUTER BASED EXAMINATION) WITH US BEFORE: *(This will assist in us getting your records from ACCA)*

YES:

NO:

(PROCEED TO PARD E: ACCA CBE BOOKING)

PART C: CIMA BOOKING: PLEASE ENTER THE DATE AND TIME SESSION

CIMA CBA:

CIMA CONTACT ID NO: _____

HAVE YOU EVER DONE CIMA CBA (COMPUTER BASED ASSESSMENT) BEFORE: *(not necessarily with us, this will assist in us getting your records from Pearson Vue records)*

YES:

NO:

(PROCEED TO PARD D: CIMA CBA BOOKING)

PART D: CIMA CBA BOOKING

	MODULE	NON-JOHANNESBURG POLYTECHNIC STUDENT BOOKING	DATE	TIME SESSION*
C01	Fundamentals of Management Accounting	R1400.00		
C02	Fundamentals of Financial Accounting	R1400.00		
C03	Fundamentals of Business Mathematics	R1400.00		
C04	Fundamentals of Business Economics	R1400.00		
C05	Fund of Ethics, Corp Gov & Business Law	R1400.00		
	TOTAL			
	CENTRE FEE (once off every year)	R300.00		
	GRAND TOTAL			

***TIME SESSIONS**

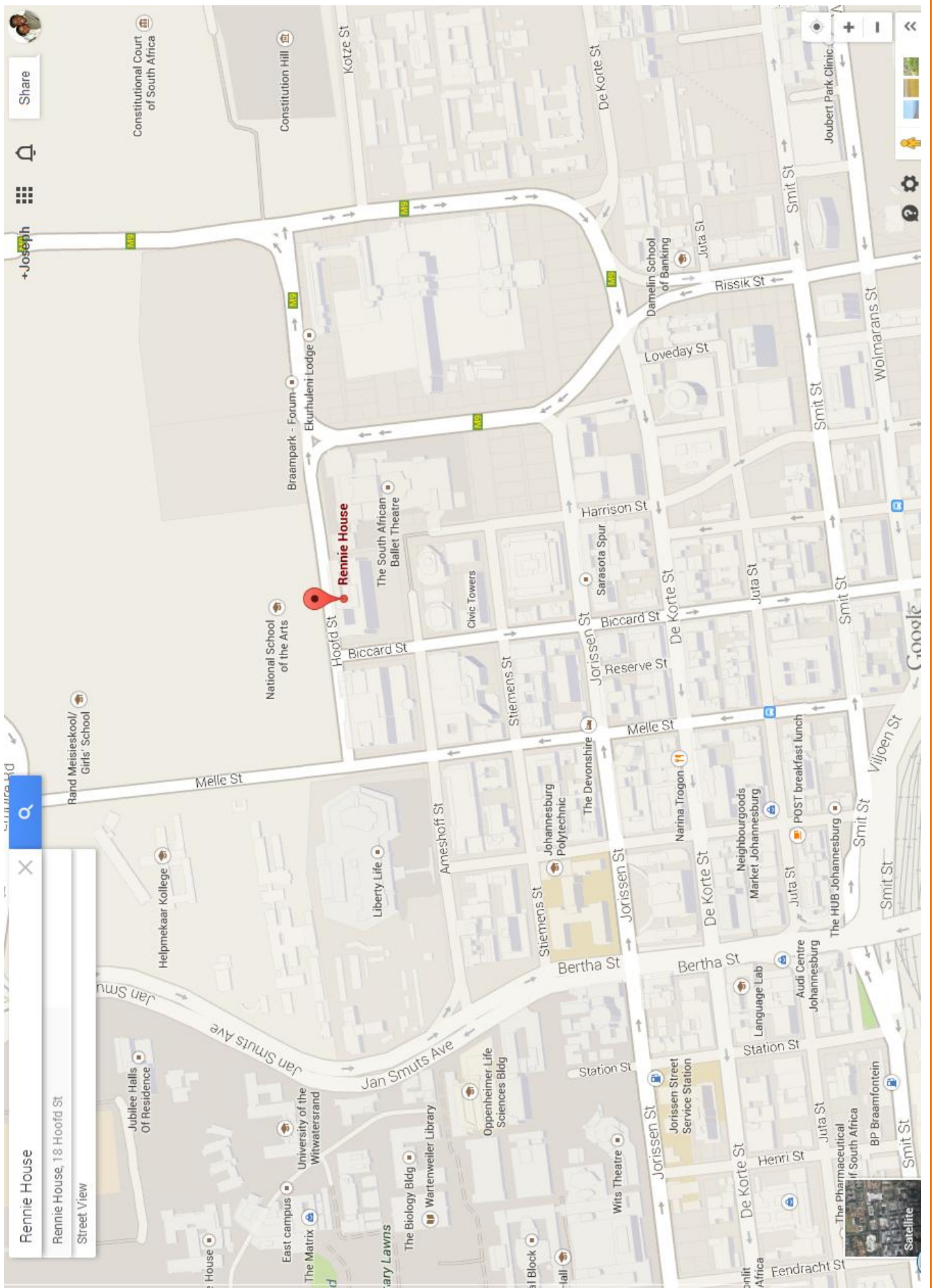
*TIME: MONDAY TO FRIDAY		*TIME: SATURDAY	
SESSION A:	08.00AM-10.00AM	SESSION A:	08.00AM-10.00AM
SESSION B:	10.30AM-12.30PM	SESSION B:	10.30AM-12.30PM
SESSION C:	01.00PM-03.00PM	SESSION C:	01.00PM-03.00PM
SESSION D:	03.30PM-05.30PM	SESSION D:	03.30PM-05.30PM
SESSION E:	06.00PM-08.00PM		

NB: WE ARE CLOSED ON SUNDAYS AND ALL PUBLIC HOLIDAYS. WE ARE ALSO CLOSED FROM 15TH DEC 2013-12TH JAN 2014

- We will endeavour to give you the same date/time you would like to have the examination but we reserve to change it should there be interruption or technical problem. Please make a reservation at least 2 days before undertaking examination.
- NB*: Unfortunately we don't offer examinations services **on Sundays and public holidays**. Our operating hours are **Monday to Friday (8.00am-6.00pm) Saturday (9.00am-4.00pm)** while making the booking consider the closing times.
- Please note that once you book the examinations you cannot get a refund since we will have downloaded your token for the examinations. Changing your booking will attract a penalty of **R450.00** per examination booked.
- The CIMA (**Pearson Vue**) reserves the right to cancel a CBA for any reason whatsoever. All queries should be directed to the **Pearson Vue** in event your examination being cancelled.
- We reserve to change the amount chargeable in case of volatility in currency (Sterling Pound /US Dollar against the South African Rand)
- If you fail to attend a booked and confirmed examination, you will forfeit any fees paid.

REQUIRED WHEN COMING FOR EXAMINATION: CIMA COMPUTER BASED ASSESSMENT

- 1.0 **Primary Identification** e.g. Passport, SA ID Book, Refugee Identity Card, Asylum Seekers Permit, Drivers License, Birth Certificate (Accompanied by Work ID showing your Photo)- This Identification **MUST** have your **PHOTO** and must bear your **SIGNATURE**. If it is a Passport or Drivers License it Must not be **EXPIRED**
- 2.0 **A Secondary Identification** e.g. e.g. Passport, SA ID Book, Refugee Identity Card, Asylum Seekers Permit, Drivers License, Birth Certificate (Accompanied by Work ID showing your Photo). Please note that Pearson Vue examination requires 2 forms of Identification, one MUST have a photo and Signature but the other will not necessarily have your photo, but MUST have a signature, e.g. a CREDIT CARD with your name, A DEBIT CARD with your name, A Library Card showing your photo and signed, CIMA Student Card, etc. Under no circumstances will we continue with your examination without 2 forms of identification. The secondary ID MUST BE **SIGNED**.



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

SHORT COURSES ON CAMPUS

	DURATION	AMOUNT	TICK√
COMPUTER CONCEPTS	1 Day	R 2990.00	
MICROSOFT WORD 2010 LEVEL 1	1 Day	R 2990.00	
MICROSOFT EXCEL 2010 LEVEL 1	1 Day	R 2990.00	
MICROSOFT POWERPOINT 2010 LEVEL 1	1 Day	R 2990.00	
MICROSOFT ACCESS 2010 LEVEL 1	1 Day	R 2990.00	
MICROSOFT OUTLOOK 2010 LEVEL 1	1 Day	R 2990.00	
MICROSOFT WINDOWS LEVEL 1	1 Day	R 2990.00	
INTERNET & COMMUNICATION LEVEL 1	1 Day	R 2990.00	
MICROSOFT PROJECT 2010 LEVEL 1	1 DAY	R 3990.00	
TOTAL			

BANKING DETAILS:

FIRST NATIONAL BANK OF SOUTH AFRICA		STANDARD BANK OF SOUTH AFRICA	
ACCOUNT NAME:	JOHANNESBURG POLYTECHNIC PTY LTD	ACCOUNT NAME:	JOHANNESBURG POLYTECHNIC PTY LTD
BANK:	FIRST NATIONAL BANK	BANK:	STANDARD BANK
BRANCH:	BRAAMFONTEIN	BRANCH:	BRAAMFONTEIN
ACCOUNT:	62389074677	ACCOUNT:	202688011
AC TYPE:	CURRENT ACCOUNT	AC TYPE:	CURRENT ACCOUNT
CODE:	251905	CODE:	004805
*SWIFT CODE:	FIRNZAJJ	*SWIFT CODE:	SBZAJJ
<i>* Important for International Students who may need to do Swift Transfer</i>			
ADDRESS:	92 - 94 Jorissen Street, Braamfontein, 2001	ADDRESS:	76 Jorissen Street, Braamfontein, 2001
REFERENCE:	QUOTATION NUMBER OR YOUR NAME AND SURNAME	REFERENCE:	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 R895.00 WHILE REVISION KITS ARE R795.00 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 pedophiles 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 endeavor 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. Dishonored Cheques/Debit order/Standing Order: payments made to our account and not honored 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 FeeThe 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

Media, Information and Communication Technologies
Sector Education and Training Authority

Accreditation no: ACC/2013/07/932

Accelerating quality skills towards an information savvy society



1 April 2014 – 31 March 2015



VUE - Authorised
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