

CSSA ENROLMENT FORM SPECIAL CENTRE OCTOBER 2019 (this form is for OCTOBER examination only)

IMPORTANT NOTICE

Closing date for OCTOBER examinations - 31 August

Examination enrolment must be done by final closing dates. If forms are incomplete & proof of payment is not attached you will be registered and liable for all outstanding fees but will not receive your results.

Please note that the normal enrolment process and fees are still applicable including an additional administration fee per session.

The below documents must be included, should we not receive all documents you will not receive your examination scripts and be held liable for any outstanding fees:

- Completed and signed special centre enrolment form
- Proof of payment for both examination and administration fee
- CV of Invigilator and certified copy of ID.
- Proof of venue address.
- Proof of invigilator's address to where scripts will be sent.
- If for any reason a student changes an invigilator, it stays the responsibility of the student to advise the Institute.
- Proof of payment for registration and examination. If no or part payment has been received you will still be liable for any outstanding fees.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

I understand that I am responsible for paying the invigilator and the venue. The Institute will not accept or take responsibility should scripts arrive late due to the postal services therefore the couriering of scripts back to the Institute is essential. Scripts will not be marked if received more than 6 working days after the student's last examination.

Ensure that you sign this special centre form and complete in full.

Scripts must be returned by the appointed Invigilator and NOT by the STUDENT. Should the scripts be sent back by the student, the scripts will **NOT BE MARKED.**

First time enrolment with CSSA:

- Certified copy of your ID
- Certified copy of your highest qualification **or** CSSA conversion letter or Exemption letter.

Other information

- Re-enrolment should only take place after results are released for the previous examination.
- **No refunds will be given or cancellations accepted**
- **You will not be able to postpone any subject if you are not registered and paid in full.**

Mail to CSSA at PO Box 3146, Houghton, 2041

Note: Please update your personal profile on-line at <http://cssa.chartsec.co.za/CSSA-Online/Account/Login>

PERMISSION TO USE YOUR PERSONAL INFORMATION

By agreeing to the terms of this enrolment form, I hereby voluntarily authorise Chartered Secretaries Southern Africa (CSSA) to process my personal information (including my name, physical address, telephone numbers and any other information I have provided to CSSA). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. This consent is effective immediately and will endure until the relationship between CSSA and the Student has been terminated. I understand that my information provided will be stored on the CSSA database and that third parties will have access to such information for purposes of maintaining CSSA's database and for other purposes which may be required to adequately conduct the business of CSSA.

I furthermore take note that by supplying CSSA with the abovementioned information I consent to CSSA using the information for recruitment purposes by placing my information on the Chartered Secretaries Placements database.

I hereby consent to CSSA retaining my information including my academic transcripts on CSSA's database in order to adequately fulfil its mandate.

Should any of your details change, please notify us of same so that our records are as accurate as possible. Should we not receive such notification you accept that the information we have on our records is accurate.

You may revoke your consent given to us in terms of this form at any time. Your revocation should be in writing and addressed to the Chief Executive Officer of CSSA. Revoked consent is not retroactive and will not affect use of your information already made.

By agreeing to the terms of this consent form, I expressly consent to the processing of my information for marketing purposes and know and understand that by agreeing to same that I may receive marketing materials in the form of SMS's, emails and the like from CSSA.

I consent to the above

Signature of student

Where did you hear about us? (Please indicate by ticking the appropriate box)			
Mailers		Social Media: - Facebook - LinkedIn	
Conference		Posters	
Seminars and/or Webinars		Fellow student/member	
Publications: - Boardroom - Business Day - Without Prejudice		Other (please elaborate)	
Website		Career guidance officer	

Personal Information			
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Student No.:			
Title:			
Surname:		Forenames:	
ID No./Passport No.:		Date of Birth:	
Nationality:		Equity: <ul style="list-style-type: none"> • Black-African • Black-Coloured • Black-Indian • White 	
Home Language:		Gender:	
Disability: <ul style="list-style-type: none"> • Sight • Communication • Intellectual • Emotional 		<ul style="list-style-type: none"> • Hearing • Physical • Other 	
Proof of disability (e.g. medical certificate, psychologist's report) must be provided			

Employment Information			
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Employer:		Vat No.:	
Position:			
Industry: Please only select one of the Industries listed below:- <ul style="list-style-type: none"> • Company Secretarial/governance /compliance • Risk Management/internal control • Accounting audit/finance • Taxation • Legal • Management administration • Education/training 			

Address Information			
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Physical		Postal	
Address:		Address:	
Suburb:		Suburb:	
City:		City:	
Postal Code:		Postal Code:	

Province:		Province:	
Country:		Country:	

Contact Information

Home Telephone No.:		Work Telephone No.:	
Fax No.:		Cell Phone No.:	
Alternative Telephone No.:			
Email Address:		Alternative Email Address:	

Qualification Information

Grade:		Year Completed:	
Highest School Town/City:		Highest School Province:	
Postal Code:			
Tertiary Qualifications			

Enrolment Information

Please note this form can only be used for the OCTOBER examination – October form will be available as from 5 July.

TUTION PROVIDER

CSSA Modules: Please mark with an X			
COM-01	Communication (NQF5)	OCTOBER 2019	
IFA-01	Introduction to Financial Accounting (NQF5)		
IL-01	Introduction to Law (NQF5)		
ICG-01	Introduction to Corporate Governance (NQF5)		
MIS-02	Managing Information Systems (NQF6)		
PBL-02	Principles of Business Law (NQF6)		
AFA-02	Advanced Financial Accounting (NQF6)		
PCG-02	Principles of Corporate Governance (NQF6)		
MP-03	Management Principles (NQF7)		
ABL-03	Advanced Business Law (NQF7)		
ACG-03	Advanced Corporate Governance (NQF7)		

COMPULSORY TO COMPLETE BEFORE SCRIPTS WILL BE SENT:-

INFORMATION FOR INVIGILATOR TO COMPLETE:

Name of Invigilator: _____

Physical Address for scripts to be delivered to: _____

I _____ (Invigilator's full name) understand that scripts will be received and kept in a safe place and will be sent back to the Institute by courier (costs to be paid by student).

Scripts must be returned by the appointed Invigilator BY COURIER AND NOT POSTED and NOT by the STUDENT. Should the scripts be sent back by the student, the scripts will **NOT BE MARKED.**

Signature of Invigilator

Date

Payment

Proof of payment must be received by 31 August for the OCTOBER examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Please e-mail enrolment form to students@chartsec.co.za
and
proof of payment to debtors@chartsec.co.za

	Type	Amount
ADMINISTRATION	R1 353 (compulsory fee per session)	R 1 353
Annual	Registration	R 1 440
Examinations	x R1 540 (per module) • Excludes study material	
	Total	
	Amount Paid	
Payment Options		

- Electronic Funds Transfer (EFT)
- Direct deposit into the CSSA's bank account
- Card Payment at CSSA's office with physical card
- Online payments via the CSSA's online portal – you have to log in as a member or student to process payment

Deposit/Cheque Payment

Account holder: CSSA
 Bank details: Nedbank
 Branch name: Braamfontein
 Branch code: 19 50 05
 Account number: 1968 298 991
 Reference: Name, Surname and Student Number
[COMPULSORY]

Please ensure that you use your student number, name and surname when making a payment. This is essential for our accounts department to allocate your payment to the correct account

CSSA DISCLAIMER

As a student registering with the Institute, it is expected that you understand the rules governing the relationship between you and the Institute. The disclaimers below set out this relationship.

Before your registration will be accepted, you are required to sign and date this disclaimer, and attach it to your registration form. (Please make a copy for your own records).

The Institute reserves the right to change terms and conditions at any time, and you agree to abide by the most recent version.

1. The onus is on students to ensure that they are properly prepared for the examinations. It should be remembered that for each credit allocated to a module, it takes approximately 10 hours of study (so-called notional hours) to earn that credit. Notional hours include work experience, reading and studying textbooks and tuition material or attending lectures, doing assignments and working through past examination papers. For example, a subject worth 20 credits will take about 200 hours of learning; a subject worth 30 credits will take about 300 hours.

2. General conditions for all students:

In registering for the Institute examinations, I accept the following conditions and disclaimers:

2.1 The Institute is ONLY responsible for

- the syllabus and curriculum outline,
- the provision of a list of PRESCRIBED/ESSENTIAL textbooks, and where possible and relevant, a list of additional, recommended readings,
- the assessment of the syllabus via one examination and
- the publishing of the results of the examinations once the Institute quality assurance systems have approved the final results.

2.2 I accept that text books are generally not sufficient reading to cover all aspects of the syllabus and accept that it is entirely my responsibility to ensure that I have covered the syllabus and curriculum outcomes. I accept that it is my responsibility to obtain suitable tuition for these examinations and do not hold the Institute responsible in any way for inadequate tuition provision. I undertake not to hold the Institute liable for any matters which are the responsibility of the tuition provider.

2.3 I agree, except if disclaimer 3 applies in my case, to accept and to abide by the final decisions of the examiners and I accept the final decision of the Chief Examiner should I query a result through the appeals process. If disclaimer 3 applies to me, I accept that I may not use the appeals process.

2.4 I will only use the formal channels to appeal or query a result and undertake to pay all the costs involved in such appeals.

2.5 I have read and understood the contents of the Prospectus for the applicable year of study and accept all the conditions and rules described in the document. I accept that all prospectus information, brochures, website information, tuition provider information, published in prior years is no longer applicable, and hereby accept the revised conditions and terms as they apply to registered students of the Institute, as of 01 January 2019.

2.6 I accept that the main reason for the Institute providing the CSSA Qualifying Scheme and the Board Examinations is to qualify as a Chartered Secretary or Chartered Governance Professional.

2.7 I accept that it is the policy of all tertiary institutions to use their own exemption/credit policies and that the CSSA professional qualifying scheme and board examinations do not guarantee any access to other tertiary education programmes.

2.8 I accept that any applications in this regard needs to be made on an individual merit basis and that the Institute cannot be held responsible for any problems raised by individual tertiary institutions regarding the NQF status of the Institute programmes.

2.9 I understand that the Chartered Institute of Business Management (CIBM) is a separate professional body and that I may apply for membership of the CIBM only after I have completed each relevant CSSA programme.

2.10 I accept that the CSSA Qualifying Schemes, the Board Examinations and Membership of the Institute, do not guarantee entry to any job or that these qualifications may be used anywhere to guarantee immigration points. There are now more stringent requirements regarding immigration rules and I accept that a professional qualification on its own may not be sufficient to provide the education points needed for this purpose. I also accept that "International" refers to the portability of the Membership "Chartered Secretary" or "Chartered Governance Professional" and does not describe the actual qualifying scheme in any way.

2.11 I accept the Student Code of Conduct as it relates to my conduct as a student, during the provision of tuition and during the course of examinations. I accept that should I breach this code I may be disciplined by a tribunal convened by the Chief Examiner and/or his delegates and I accept that the outcome could lead to my being barred from any future registrations as a student and preclusion from being admitted as a Chartered Secretary or Chartered Governance Professional or Member of the CIBM. In the event of such an outcome, I accept that all fees paid to date will be forfeit.

2.12 I have read and understand the following policies: the assessment and moderation policy, the independent feedback report policy, the appeals policy and the script review policy.

2.13 I accept that all registration and examination fees, as well as fees for all additional services, are payable strictly in advance and by bank deposit (i.e. not in cash). I accept that all of the Institute's services, including the right to sit for examinations and to receive results, will be withheld until all fees are paid in full. I accept that it is my responsibility to be in possession of a valid examination registration form to be allowed entry to the examinations and I accept that my results will be withheld if I owe the Institute any fees. **I accept that the onus is on me to provide clear and unambiguous proof of such payments.**

2.14 I accept that it is my full responsibility to check the examination time-table and venue allocation well in advance and to ensure that I am familiar with the venue and its location. I will not hold the Institute responsible for my late arrival at a venue as a result of venue and/or timetable changes that might occur from time to time as a result of circumstances beyond the control of the Institute. I thus accept that I need to consult the published information on the website or via posted/e-mailed circular and ensure that I am totally familiar with the venue well before hand.

2.15 I accept that it is my responsibility to ensure that the Institute is in possession of my current contact details. I am responsible for notifying the Institute of any changes and I undertake to ensure these changes are made by checking with the Institute or by logging my student details on the Institute website.

2.16 I accept that the Institute uses e-mail circulars as its main means of immediate communication, followed by the website, followed by tuition providers and in the last resort, by the postal system.

2.17 I accept that my consent given on page 1 of this form has been given voluntarily and that I have been adequately informed of what I have consented to.

3. Private Candidates: I am registering as a Private Candidate and will be writing the Institute examinations as indicated without the services of a tuition provider. I hereby accept the conditions and take full responsibility for my examination results.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Please ensure that you sign this enrolment form and complete in full; if not you will not be registered for the current examination. Note: Electronic submission of this form without a signature will be regarded as formal acceptance of the terms and conditions.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS