

HEAD OFFICE CAPE TOWN:

Tel: (021) 673-9100 Fax: (021) 673-9111  
2<sup>nd</sup> Floor, Sunclare Building, Cnr Dreyer & Protea Roads, Claremont  
PO Box 44235, Claremont, 7735  
Email: [register@milpark.ac.za](mailto:register@milpark.ac.za) Website: [www.milpark.ac.za](http://www.milpark.ac.za)  
Tel: (011) 718-4000  
Tel: (031) 266-0444

MILPARK  
BUSINESS SCHOOL



JOHANNESBURG:  
DURBAN:

[Version 11b]

# HIGHER DIPLOMA IN BANKING EXEMPTION APPLICATION 2011

ATTENTION: BANKING AND LEARNERSHIP FACULTY

**NOTE:** Your form and the originally certified copies of supporting documents must be **posted** to us. No faxed/scanned copies will be accepted.

## APPLICATION FOR EXEMPTION FOR MODULES COMPLETED WITH ANOTHER INSTITUTION (OTHER THAN MILPARK BUSINESS SCHOOL):

### PERSONAL DETAILS:

|                                |                   |  |  |  |  |                       |  |  |  |  |               |  |  |                |  |                        |  |  |  |  |
|--------------------------------|-------------------|--|--|--|--|-----------------------|--|--|--|--|---------------|--|--|----------------|--|------------------------|--|--|--|--|
| Surname                        |                   |  |  |  |  |                       |  |  |  |  |               |  |  |                |  | Gender*                |  |  |  |  |
| First names                    |                   |  |  |  |  |                       |  |  |  |  |               |  |  |                |  | Race*                  |  |  |  |  |
| ID or passport                 |                   |  |  |  |  |                       |  |  |  |  | Date of Birth |  |  | Home Language* |  |                        |  |  |  |  |
| E-mail address<br>(Compulsory) |                   |  |  |  |  |                       |  |  |  |  |               |  |  |                |  | Highest Qualification* |  |  |  |  |
| Phone                          | (Work) Code & No. |  |  |  |  | (Home) Code & No.     |  |  |  |  |               |  |  |                |  |                        |  |  |  |  |
|                                | (Fax) Code & No.  |  |  |  |  | Cell No. (compulsory) |  |  |  |  |               |  |  |                |  |                        |  |  |  |  |

Full Physical Work Address: \_\_\_\_\_ Full Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ Code: \_\_\_\_\_ \_\_\_\_\_ Code: \_\_\_\_\_

### IMPORTANT INFORMATION:

#### IMPORTANT: Graduation 2012

The deadline for module exemption applications for students who want to complete their qualification and graduate in 2012 is **31 December 2011**. Students who submit applications after this date will not be considered for the 2012 Graduations.

### QUALIFICATION DETAIL:

#### PLEASE SELECT THE STREAM YOU ARE INTERESTED IN DOING:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Credit             | <input type="checkbox"/> Marketing and Sales | <input type="checkbox"/> Treasury and International Banking |
| <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Property            | <input type="checkbox"/> Estates and Trust                  |

#### PLEASE INDICATE QUALIFICATION OBTAIN:

- IOB (official statement of results to be attached)  
 UNISA (official statement of banking qualification results to be attached)  
 Damelin School of Banking / Milpark Business School  
 Other (official statement of results from an institution different to those indicated above to be attached). Please complete details below:

|                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name of Institution   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year Completed        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### PLEASE NOTE: THE FOLLOWING MUST ACCOMPANY THIS APPLICATION FORM!

- An originally **certified** copy of your academic record (**official** statement of results). This means you may not fax this form.
  - Ensure that your academic record reflects the name of the module and not just the course code, as well as the mark or result of each module.
  - Should your result show that you have been exempted, please provide details of the previous result that this exemption was based on, or RPL letter.
  - Qualifications older than 10 years will not be considered for exemption.
  - If you have a foreign qualification, please provide us with the SAQA equivalence.
  - Please note that unofficial documentation will not be accepted.
- A non-refundable **exemption fee of R400** per application (only applicable if "other" is selected above)
- Please note that the award of an exemption based on a credit achieved previously is a concession that is made on the basis of a set of academic criteria. It is not necessarily automatic and depends on a variety of factors including the receiving institution, the date achieved and the scope of the material covered. Milpark Business School retains the right to exercise academic discretion in respect of these determinations as part of its academic quality assurance process.

### PAYMENT DETAILS:

- DIRECT DEPOSIT       EFT

Payment must be made into following account: Bank: Nedbank. Branch: Business Southern Peninsula. Branch code: 123 209. Account no: 1232 08 13 61  
Please use **SURNAME AND ID NUMBER** as reference and **attach proof of deposit/EFT** with registration form. Incomplete registrations will not be processed

## STUDENT CHECKLIST – REGISTRATION REQUIREMENTS:

Incomplete registrations cause delays! Please ensure that all information supplied is complete and correct to avoid any delays with your registration and the dispatch of your study material.

All exemption applications must be posted **directly** to:

**Delivery address: HEAD OFFICE CAPE TOWN**  
2<sup>nd</sup> Floor, Sunclare Building  
Cnr Dreyer & Protea Roads  
Claremont

**Postal address: HEAD OFFICE CAPE TOWN**  
PO Box 44235  
Claremont  
7735

### Please check the following:

- Have you attached a n original certified copy of your results?
- Are these results official? (i.e. on the letterhead from the educational institution where you studied)
- Have you attached a proof of payment for the R400exemption fee? (Unless your results are from IOB, Milpark, Damelin School of Banking and Insurance or FNB SCR Skills Programme)
- Have you provided an email address to which your exemption result can be sent?
- Have you provided documentation showing the details of any modules reflected as an exemption on your result letter?
- Do your results show full module names, and not just the course codes?
- For foreign qualifications, have you attached a SAQA certificate showing South African equivalence?

*\* Please note that the exemption process takes a minimum of 7 working days.*

\* It is advisable that you do not register for any modules until you have received feedback regarding your exemption application. Should you however register and the books are dispatched, you will be held liable for the full fee. No refunds/cancellations will be accepted.