

JOHANNESBURG:

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Cnr Main Road and Landau Terrace, Melville, Ext. 2  
P.O. Box 91714, Auckland Park, 2006  
Email: [register@milpark.ac.za](mailto:register@milpark.ac.za) Website: [www.milpark.ac.za](http://www.milpark.ac.za)  
Tel: (021) 673-9100 Fax: (021) 673-9111

HEAD OFFICE CAPE TOWN:

MILPARK  
BUSINESS SCHOOL



## SHORT COURSE REGISTRATION FORM

**Attention Registrations: Email completed application to register@milpark.ac.za**

**INCOMPLETE APPLICATIONS CAUSE DELAYS! Refer to the STUDENT CHECKLIST attached for all your registration details.**  
**2012 CONTRACT OF ENROLMENT – CONTACT LEARNING entered into between Milpark Business School and**

### PERSONAL DETAILS:

Surname																			Gender*																
First names																			Race*																
ID or passport																			Date of Birth					Home Language*											
E-mail address (Compulsory)																			Highest Qualification*								* Required by the Department of Education								
Phone	(Work) Code & No.								(Home) Code & No.								(Fax) Code & No.								Cell No. (compulsory)										
Full Physical Work Address: (Courier delivery of books)																		Full Postal Address: (Confirmation letters, assignments, results)																	
Code: _____																		Code: _____																	

### COURSE INFORMATION:

Course: \_\_\_\_\_

Please indicate your course start date: \_\_\_\_\_

### ADDITIONAL INFORMATION:

In case of an emergency please contact:

Contact 1:

Name: \_\_\_\_\_ Cellphone/telephone number: \_\_\_\_\_

Contact 2:

Name: \_\_\_\_\_ Cellphone/telephone number: \_\_\_\_\_

### ADMISSION DETAILS:

PLEASE INDICATE:  FIRST-TIME (NEW) STUDENT  CURRENT STUDENT, BUT NEW QUALIFICATION  CURRENT STUDENT, CURRENT QUALIFICATION

1. Ensure that you attach a clear copy of your ID document and Matric Certificate if you are registering with Milpark Business School for this programme for the first time, or if you have been notified that this documentation is outstanding with our institution. THIS IS REQUIRED FOR VERIFICATION PURPOSES. Verification of your documents will take 1 week to approve.

Have you matriculated:  Yes  No

If so PLEASE COMPLETE: School matriculated: \_\_\_\_\_ Province matriculated: \_\_\_\_\_

2. This application form will only be processed for the under-mentioned module/s once a positive verification status has been received by Milpark Business School.

### 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 correct and that the correct documentation is submitted to avoid any delays with your registration and the dispatch of your study material.

- All registration applications must be faxed directly to register@milpark.ac.za.
- Ensure that all information supplied is correct and up to date – all fields are compulsory and must be completed.
- Ensure subject/s, exam session and exam venue is selected.
- Ensure that you have read and signed the terms and conditions.
- Ensure that you have read and understood the important information provided below.
- Ensure that proof of payment (ensure full amount is paid) or a bursary letter submitted on a company letterhead, guaranteeing payment to Milpark Business School on your behalf is attached. The bursary letter must stipulate the total Rand amount and subjects approved.
- Disabled students must please contact the programme administrator on close of registration to arrange for the support needed. This must be applied for each exam session by close of registration. Please attach a Special needs application together with your registration form.
- If you are a foreign national student, please ensure that you attach a certified copy of your study or resident permit together with this registration application.



### IMPORTANT INFORMATION

1. The cost includes registration, course material, lectures and one assessment per person. **Pro-forma invoices can be generated online. Go to [www.milpark.ac.za](http://www.milpark.ac.za).**
2. Confirmation of examination and assignment coversheet/s and course material will be delivered during the first lecture. Please keep them in a safe place. A fee of R75 will be charged should you request this documentation to be re-issued. Registration and examination details are available on our student interactive website. Go to [www.milpark.ac.za](http://www.milpark.ac.za) to register online.
3. Your assignments are compulsory and must be submitted on or before the due date. No extensions on assignments will be granted. Refer to “Notes” on assignment coversheet for further details.
4. Venues may only be changed prior to the closing date at a cost of R300. NO change of venue will be accepted after the closing date of registration.
5. Should your preferred exam venue be fully booked, you will be automatically booked at an alternative venue choice within the closest proximity. Enrol early to avoid disappointment.
6. If the International venue option is selected, kindly contact Milpark Business School for further assistance.
7. Disabled students are to contact the programme administrator at close of registration to arrange for the support needed. This must be applied for each exam session.
8. **Note: You will receive the following SMSes to advise you of the progress made with your application:**
  - 1) Confirmation of receipt of application
  - 2) Incomplete applications: outstanding items
  - 3) Confirmation of successful processing of application, per module.

# TERMS AND CONDITIONS (CL)

Contract entered into between

Milpark Business School (Pty) Ltd trading as Milpark Business School and

(Student name)

## 1. General

Please read the information contained carefully. The contents of this contract of registration constitute the agreement between the student, his/her Guardian and Milpark Business School.

## 2. Fees

The student hereby agrees to pay the fees payable for the programme(s) selected. Such fees will include admission fees, registration fees, course material fees and any other fees applicable to the programme selected. Milpark Business School reserves the right to increase published tuition fees. Milpark Business School reserves the right to withhold examination results until outstanding accounts are settled in full.

Where tuition fees are payable to Milpark Business School in instalments, failure to pay any single instalment timeously shall result in the full balance becoming immediately due and payable. Furthermore, Milpark Business School reserves the right to charge interest at the maximum permitted amount on all overdue accounts. Milpark Business School reserves the right to cede the collection of fees to a finance house or other institution. In this regard, the term "Milpark Business School" shall include such cessionary/ies. In such a case, the payment terms of the finance house will apply.

I hereby accept that I will be held liable for all legal costs on a scale as between attorney and client, including collection of commission charges and tracing agent costs from the date of hand over by Milpark Business School to their attorneys for the recovery of any outstanding fees. I also accept that my personal information will be disclosed to the finance house/ other institution mentioned above under these circumstances.

## 3. Cancellation

A student's registration may be cancelled as a whole and exonerated from liability for the full Milpark Business School fee provided that no course material has been dispatched. Milpark Business School must be informed in writing with written notification from Milpark Business School of receipt of such cancellation. Should a request for cancellation be received subsequent to the dispatch of course material and within 14 (fourteen) working days of receipt of registration but before the closing date of registration (whichever comes first), the student shall be liable for a 40% cancellation fee. Only the Milpark Business School Academic Committee can approve or decline requests for cancellations. NO requests for cancellations will be considered after the closing date of registration. Admission fees (where applicable) are not refundable.

## 4. Deferral

A deferred assessment may be granted to a student at no cost who has been prevented from taking the assessment or has been unable to complete the assessment as a result of illness, direct personal circumstances or the serious illness or death of a relative on the day of/ or immediately before or during the assessment. The students' applications must be received by the Academic Committee within 10 (ten) working days from the date on which s/he should have written the assessment of the subject concerned. Applications for deferred assessments must be accompanied by original documentary evidence giving full details as to why the student was prevented from writing the assessment.

## 5. Transferal

A student's registration may be transferred as a whole from one programme to another within Milpark Business School and be exonerated from liability for the full Milpark Business School fee provided that no course material has been dispatched. Milpark Business School must be informed in writing with written notification of receipt of such transferal. A request for transferal will not be considered subsequent to the dispatch of course material. Only the Academic Committee can approve or decline requests for transferals.

## 6. Exam venue

Once a student has registered for his/her examination date, the exam venue may not be changed. Only under exceptional circumstances can an application be made to the Academic Committee for change of an examination venue. No applications will be considered after the close of registration date.

## 7. Incorrect registration

Should a student register for the incorrect subject, the student has 10 (ten) working days from date of dispatch to contact the Milpark Business School offices in order to change the subject. Milpark Business School must be informed in writing with written notification of acceptance of such. The additional courier costs are to be carried by the student.

## 8. Close of registration

NO registrations will be accepted after the close of registration for a specific exam assessment date. The student who misses registration for an assessment will be placed onto the next examination assessment date for that course / subject. No changes to registration details or appeals will be considered subsequent to this date.

## 9. Workshops

Milpark Business School shall have the right at its sole discretion, to postpone or cancel workshops in any course/ programme initially advertised and offered, on the basis of insufficient demand. Milpark Business School further reserves the right to combine classes of a similar academic level and content; Milpark Business School reserves the right to amend the timetable with notice to affected parties.

## 10. The following documentation must accompany this registration (new)

- Certified copy of the applicant/student's ID book (if South African citizen);
- Certified copy of front page of ID book of person(s) responsible for payment of account;
- Certified copy of applicant/student's study permit and front page of passport (if not a South African citizen);
- Where applicable, original certified copy of Matriculation (Grade 12) Certificate of symbols or School Leaver's Certificate. If awaiting matriculation results, these must be furnished as soon as they become available;
- Academic record and certificate of good conduct should the applicant be transferring from another tertiary education institution or examining body to Milpark Business School.

## 11. Credit approval

By completing and submitting the application form, the applicant authorizes Milpark Business School to access any information available to assess his or her application, and also gives Milpark Business School permission to conduct a credit check with any credit bureau or third party. The term "contract" is accepted provisionally based on the outcome of the credit check and Milpark Business School reserves the right to decline the application if it does not comply with the Milpark Business School credit policy or meet Milpark Business School's credit-granting criteria.

## 12. Legal Declaration of Indemnity

12.1 Neither Milpark Business School nor any official employee or representative of Milpark Business School acting in his/her capacity as such shall be liable for any damage arising out of:

- i. the death, bodily harm, loss of health or illness of any student howsoever caused; and
- ii. the destruction of or damage to any property owned by or in the custody of any student, howsoever caused.

12.2 The applicant hereby indemnifies Milpark Business School against any claim made against Milpark Business School in respect of any damage arising out of the fault of the applicant.

## 13. Additional Terms of Registration

13.1 No cancellation of this contract shall be of force or effect without written consent thereto by an authorised officer of Milpark Business School;

13.2 Milpark Business School is providing registration forms and results letters electronically under certain circumstances. The parties recognize that data, documents and other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. The definitive version of the documents in question is either the original printed version held by Milpark Business School's Consultants or, where appropriate, the electronic version on Milpark Business School's website. Milpark Business School shall not be held liable for incorrect use of the data described or information contained on these pages.

13.3 The right to write examinations is not transferable.

13.4 The signatories hereto accept that Milpark Business School shall have the right to vary the programme syllabus at any time, without prior notification and without furnishing reasons therefore. Milpark Business School shall further have the right to alter timetables and programme commencement dates in its own discretion;

13.5 Milpark Business School shall have the right at its sole discretion, to postpone or cancel any programme initially advertised and offered, on the basis of insufficient demand.

- 13.6 Milpark Business School reserves the right to create and apply rules (including due performance requirements), and the student hereby agrees to be bound by such rules. Milpark Business School reserves the right to exclude the student from lectures and examinations (without in any way detracting from the right of Milpark Business School to recover fees payable), and to withhold a student's examination results or to dismiss him/her for failing to pay tuition fees or failing to comply with any rules, or the terms of this contract. The student and other signatories hereby agree to pay any and all tuition fees as and when they fall due at Milpark Business School. When failure to do so results in legal or other action being taken by Milpark Business School, the liability for all costs relating to such action will fall on any signatories to this contract other than Milpark Business School, jointly and severally;
- 13.7 Where tuition fees are payable to Milpark Business School in instalments, the failure to pay any single instalment timeously will result in the full balance becoming immediately due and payable without further notice;
- 13.8 Fees payable to Milpark Business School comprise tuition, course material, admission and registration fees for Milpark Business School and do not include stationery or other items. Furthermore it shall be the student's responsibility to bear the cost of transport and specialised consumables used during the programme, including but not restricted to specialised stationery, stock or any other material;
- 13.9 The student is responsible for ensuring that he/she has been properly registered with any relevant external institute or examining body where applicable and that he/she has been registered for examinations with such institute or body;
- 13.10 In case of force majeure (unforeseeable/uncontrollable events), Milpark Business School reserves the right to close the college temporarily. While every effort will be made to resume operating as soon as possible, no warranties are made in this regard and no refund in fees will be made;
- 13.11 No relaxation, variation or indulgence granted by Milpark Business School to the other signatories hereto in respect of this agreement shall constitute a waiver of any rights vesting in Milpark Business School in terms hereto, and no reliance may be placed by the student or other signatory hereto or any statement or representation not contained herein;  
In the event of the signatories to this agreement, other than Milpark Business School, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Milpark Business School, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of Milpark Business School, without further notice;  
I agree to abide by the student Code of Conduct, which is available on [www.milpark.ac.za](http://www.milpark.ac.za) or may be requested in hard copy from [info@milpark.ac.za](mailto:info@milpark.ac.za).
- 13.12 The student MUST take into account all of the following factors which could impact his/her studies before committing to the timelines applicable to the modules he/she is registering for: personal circumstances, workload, internal work training, travel schedule, pregnancy. No requests for date changes, deferrals or other concessions will be allowed based on these factors.

**14. Declaration of authenticity**

Each student enrolled with Milpark Business School is expected to submit his/her own, unaided work. By signing the terms and conditions upon registration with Milpark Business School, you acknowledge that the work presented by you is your own, original work and also acknowledge that you understand what plagiarism is and accept what the consequences of plagiarism are. Students who commit plagiarism will face disciplinary action being taken against them.

**15. In case of an applicant who is a minor (i.e. under the age of 18)**

I, \_\_\_\_\_  
(Full name of applicant/student), the undersigned, duly assisted as far as in law need be by

\_\_\_\_\_  
(Full name of parent(s)/guardian(s)/sponsor(s)) do hereby:

- 15.1 Acknowledge that I understand the provisions of the declarations of indemnity above and hold myself bound thereby and by all other provisions in this registration; and by the rules and procedures of Milpark Business School for the time being in force or as they may be altered, for any period during which I am a registered student;
- 15.2 Declare that I know that, should I, during my attendance at Milpark Business School, undergo training in any workshop, laboratory or any other place of training or attend any excursion, event or sporting activity whether within or without Milpark Business School, I may be exposed to risks to life, or to bodily injury, or to health or illness or of damage to property, or personal liability therefore and that in the full knowledge of this, I consent to run all the risks involved in such training, excursion, exercise, event or sporting activity. Furthermore I acknowledge that the cost of transport to and from such training, excursion, exercise, event or sporting activity shall be for my account;
- 15.3 Acknowledge that I have familiarised myself with the Contract of Registration, programme fact sheets, Milpark Business School documentation and/or the relevant institute prospectus and certify that the information given in this form is accurate and complete in all respects;
- 15.4 Acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by Milpark Business School, and the relevant conferring body or institute as the case may be;
- 15.5 Accept sole responsibility for all amendments to, and confirmation of my short course certificate, certificate, diploma or degree;
- 15.6 Undertake that I will not amend or cancel my registration in any manner whatsoever without first informing Milpark Business School in writing of such amendment or cancellation and acquiring Milpark Business School's written consent thereto;
- 15.7 Hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment at Milpark Business School;
- 15.8 Agree that where tuition fees are payable to Milpark Business School in instalments, the failure to pay any single instalments timeously will result in the full balance becoming immediately due and payable without further notice;
- 15.9 Agree that Milpark Business School shall be entitled to recover from me all legal costs incurred by Milpark Business School in order to enforce its rights under this contract, including, but not by way of limitation, attorney and own client fees and collection charges and all tracing charges.
- 15.10 Acknowledge that Milpark Business School will be using my personal information in compulsory regular communication as a registered student (e.g. results, notifications, reminders, etc.)

The above-mentioned parent(s), guardian(s) or sponsor(s) do hereby:

- 15.11 Assist the applicant in all respects in making this registration and hold him/her and myself bound by all the provisions thereof and by the rules and regulations of Milpark Business School for the time being in force or as they may be altered;
- 15.12 Consent to the applicant attending Milpark Business School subject to the provisions of the registration;
- 15.13 Accept responsibility for all amendment to, and confirmation of the applicants registration with the diploma conferring body or accrediting institute;
- 15.14 Certify that the information given on this form is accurate and complete in all respects;
- 15.15 Holds him/herself jointly and severally responsible as co-debtor, together with the applicant, for the full payment of all fees and charges as and when they fall due for payment at Milpark Business School;
- 15.16 Confirm that he/she has read and understood the terms and conditions of this contract, and agree to be bound by them.

In the case of an applicant/student who is a minor:

\_\_\_\_\_  
(Signature of the parent(s), guardian(s), sponsor(s))

\_\_\_\_\_  
(Date contract signed)

\_\_\_\_\_  
(Signature of the applicant/student)

\_\_\_\_\_  
(Date contract signed)

**16. In the case of an applicant/student who is NOT a minor (i.e. over the age of 18)**

- 16.1 I declare and warrant that I am a major and have full capacity to act;
- 16.2 I acknowledge that I understand the provisions of the declarations above and hold myself bound thereby; and by all other provisions of this registration and by the rules and procedures of Milpark Business School for the time being I enforce or as they may be altered, for any period during which I am a registered student;
- 16.3 I declare that I have read and understood the contents of this contract of registration, including clause 10 and its sub-clauses, which, shall apply to me in my full capacity.
- 16.4 I confirm that I was given the opportunity to obtain an explanation for any areas that were unclear to me.

Opt-in wording for consent to direct marketing by electronic means (e-mail or sms)

Please tick here if you would like us to contact you by electronic means (e-mail or sms) with information about MBS's qualifications and courses (including closing dates, new courses, etc.) which we feel may be of interest to you. **Please note that this selection does not affect our regular communication to you as a registered student (e.g. results, notifications, reminders, etc.)**

\_\_\_\_\_  
(Signature of the applicant/student)

\_\_\_\_\_  
(Date contract signed)

I hereby give permission for Milpark Business School to divulge my personal information to the Institute of Bankers: Yes  No