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MILPARK
BUSINESS SCHOOL



JOHANNESBURG:
DURBAN:

[Version 11b]

EXEMPTION APPLICATION 2011

POST/DELIVER ORIGINAL COMPLETED APPLICATIONS TO MELVILLE

ATTENTION: MANAGEMENT AND LEADERSHIP 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 MODULE EXEMPTION

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: _____ 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.

PLEASE SELECT THE QUALIFICATION THAT YOU ARE/ WILL BE STUDYING:

MANAGEMENT AND LEADERSHIP QUALIFICATIONS:

Undergraduate

- Bachelor: Business Administration
- Advanced Diploma: Management
- Certificate: Management Development

Postgraduate

- Postgraduate Diploma: Business Administration
- Master: Business Administration

EXEMPTION INFORMATION:

QUALIFICATIONS/ MODULES COMPLETED WITH ANOTHER INSTITUTION:

Name of Institution												
Name of Qualification												
Year Completed												

PLEASE NOTE: THE FOLLOWING MUST ACCOMPANY THIS APPLICATION FORM!

1. An original **certified** copy of your statement of credits/ module results pertaining to this application.
2. An outline of the modules completed elsewhere.
3. **R400 (undergraduate) and R650 (postgraduate) exemption fee** per application if completed with another institution.
4. 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/delivered **directly** to:

Delivery address: Cnr Main Road East & Landau Terrace,
Melville Ext 2

Postal address: PO Box 91714
Auckland Park
2006
Gauteng
RSA

Please check the following:

- Have you attached an originally 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 R400 (undergraduate) and R650 (postgraduate) exemption 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?