

This application is for the use of students who wish to apply for module CAT/s on a Milpark qualification
SUBMIT COMPLETED APPLICATIONS to mbasupport@milpark.ac.za
or complete online: myMilpark/myApplications (if a current student of Milpark)

PERSONAL DETAILS:

* Required by the SA Dept. of Education

Surname	<input type="text"/>																		Gender*	<input type="text"/>			
First names	<input type="text"/>																		Race*	<input type="text"/>			
Maiden name	<input type="text"/>																		Language*	<input type="text"/>			
ID / Passport #	<input type="text"/>									Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>												
Nationality	<input type="text"/>									Country of domicile	<input type="text"/>												
E-mail address (Compulsory)	<input type="text"/>																		Highest Qualification*	<input type="text"/>			
Contact (Work) Code & No.	<input type="text"/>						(Home) Code & No.	<input type="text"/>															
(Fax) Code & No.	<input type="text"/>						Mobile (compulsory)	<input type="text"/>															
Full Physical Work Address:												Full Postal Address:											
<input type="text"/>												<input type="text"/>											
<input type="text"/>												<input type="text"/>											
City	<input type="text"/>						Code	<input type="text"/>		City	<input type="text"/>						Code	<input type="text"/>					
<input type="text"/>						<input type="text"/>		<input type="text"/>						<input type="text"/>									

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

- Postgraduate Diploma in Business Administration NQF level 8, SAQA ID 76924
 Master of Business Administration NQF level 9, SAQA ID 94856

CAT PARTICULARS: QUALIFICATION/MODULES COMPLETED WITH ANOTHER INSTITUTION:

Name of Institution	<input type="text"/>																											
Name of Qualification	<input type="text"/>																											
Name of Module	<input type="text"/>																											
Name of Module	<input type="text"/>																											
Year Completed	<input type="text"/>																											

PLEASE NOTE: THE FOLLOWING MUST ACCOMPANY THIS APPLICATION FORM;

1. A copy of your official statement of results (credits/module) pertaining to this application, completed at another institution (Please note: unofficial documentation will not be accepted). These documents will be verified by an external party (MIE) and additional costs can be incurred depending on the country of origin. Milpark reserves the right to request original documentation.
2. An outline of the module/s completed with the institution, reflecting the NQF/HEQF level and number of credits assigned to each module.
3. A non-refundable CAT fee per application, if completed with another institution, of: **R1 840 – postgraduate qualifications**
4. Please note that the award of a CAT 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 Education retains the right to exercise academic discretion in respect of these determinations as part of its academic quality assurance process.
5. CAT will only be awarded if set criteria are met and if the module was completed in the last five years.
6. If Milpark Education does not receive your documents within four (4) weeks of receipt of your CAT application, this application will be cancelled.

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.

Signature: _____ Date: _____

STUDENT CHECKLIST – CREDIT ACCUMULATION AND TRANSFER (CAT) REQUIREMENTS:

Incomplete applications cause delays! Please ensure that all information supplied is complete and correct to avoid any delays with your application.

All CAT application documentation must be posted/couriered/delivered directly to:

Delivery address: JOHANNESBURG CAMPUS

Attention: Business School
MILPARK EDUCATION
Cnr Main Road East & Landau Terrace,
Melville Ext 2

Postal address: JOHANNESBURG CAMPUS

Attention: Business School
MILPARK EDUCATION
PO Box 72413
Parkview
2122

PLEASE CHECK THE FOLLOWING:

- Have you attached a certified copy of your official statement of results with this application? If submitting your application electronically or online, ensure that you post/courier or hand deliver your official documentation to the faculty address provided above. **NB:** Results obtained from a previous institution which is older than 5 years will not be considered on postgraduate qualifications.

If Milpark Education does not receive your official documents within four (4) weeks of receipt of your CAT application, this application will be cancelled.

- Are these results official? (i.e. on the letterhead from the educational institution where you studied)
- Have you attached proof of payment for the **non-refundable** CAT fee?
- Have you provided an email address to which your CAT result can be sent?
- Have you provided documentation showing the details of any modules reflected as a CAT on your result letter?
- Have you provided an outline of the modules that you are requesting CAT for?
- Do your results show full module names, and not just the course codes?
- Do your results include the NQF/HEQF level per module and total credits per module and qualification?
- For foreign qualifications, have you attached a SAQA certificate showing South African equivalence?
- For foreign qualifications, have you contacted Milpark to confirm if there will be any additional CAT fees applicable (for verification)?

The CAT process takes a minimum of 7 working days (local students). It is advisable that you do not register for any modules until you have received feedback regarding your CAT application. Should you however register for modules that you have subsequently received CAT for, and the books have already been dispatched, you will be held liable for a cancellation fee.

CAT will only show on your academic record once you have passed at least one module on the Milpark qualification.

IMPORTANT:

Please note that should CAT be granted, it will be done on condition that you commence your studies on this qualification within the current academic year. Should you fail to do so, you would be required to reapply for CAT.