

STUDENT CHECKLIST – EXEMPTIONS REQUIREMENTS:

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

All exemption 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 exemption 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** exemption fee?
- 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?
- Have you provided an outline of the modules that you are requesting exemption 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 exemption fees applicable (for verification)?

The exemption 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 exemption application. Should you however register for modules that you have subsequently received exemption for, and the books have already been dispatched, you will be held liable for a cancellation fee.

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

IMPORTANT:

Please note that should exemptions 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 exemptions.