

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

PERSONAL DETAILS:

* Required by the SA Dept. of Education

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

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

- Further Education and Training Certificate in Human Resources Management and Practices Support (NQF Level 4) SAQA ID 67463
- Diploma in Human Resources Management and Practices (NQF Level 5) SAQA ID 61592
- National Certificate: Generic Management, NQF Level 5, SAQA ID 59201
- National Certificate: Business Administration Services (NQF level 3), SAQA ID 67465: Learning Programme ID: 23655
- Further Education and Training Certificate: Business Administration Services (NQF Level 4) SAQA ID 61595

EXEMPTION PARTICULARS: QUALIFICATION/MODULES COMPLETED WITH ANOTHER INSTITUTION:

Name of Institution	
Name of Qualification	
Name of Module/s	
Name of Module/s	
Year Completed	

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 exemption fee per application, if completed with another institution, of: **R1150 for undergraduate qualifications**
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 Education retains the right to exercise academic discretion in respect of these determinations as part of its academic quality assurance process.
5. If Milpark Education does not receive your documents within four (4) weeks of receipt of your exemption 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 – MODULE EXEMPTION REQUIREMENTS:

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

All exemption applications must be posted/delivered directly to:

Delivery address: MILPARK EDUCATION CAPE TOWN

Attention: College Faculty
2nd Floor, Sunclare Building
Cnr Dreyer & Protea Roads
Claremont
8000

Postal address: MILPARK EDUCATION CAPE TOWN

Attention: College Faculty
PO Box 44235
Claremont
7735

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.

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 are dispatched, you will be held liable for a cancellation fee (only considered if cancelled by close of registration date for that semester).

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.