



SCHOOL OF COMMERCE EXEMPTION APPLICATION 2019

This application is to be used by 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:

Surname													Gender*				
First names													Race*				
ID or passport							Date of Birth				Home Language*						
Student number							*If unknown, view personal details www.milpark.ac.za/students						* Required by the Department of Education				
E-mail address (Compulsory)													Highest Qualification*				
Phone	(Work) Code & No.							(Home) Code & No.									
	(Fax) Code & No.							Cell No. (compulsory)									
Full Physical Work Address:													Full Postal Address:				
												Code:					

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

- Higher Certificate in Management NQF level 5, SAQA ID 91832
- Advanced Certificate in Management NQF level 6, SAQA ID 90665
- Bachelor of Business Administration NQF level 7, SAQA ID 61700 General Marketing Human Resources
- Bachelor of Commerce NQF level 7, SAQA ID 90509 General Marketing Human Resources Tax Compliance & Risk Management

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;

- 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.
- An outline of the module/s completed with the institution, reflecting the NQF/HEQF level and number of credits assigned to each module.
- A non-refundable exemption fee per application, if completed with another institution, of:
R1050 – undergraduate qualifications / R1 550 – postgraduate qualifications.
- 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.
- 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 – EXEMPTIONS REQUIREMENTS:

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

Please check the following:

- Have you attached a copy of your results?
- 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?
- 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)?

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.

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.