

## BUSINESS SCHOOL & SCHOOL OF COMMERCE EXEMPTION APPLICATION 2017

POST/DELIVER ORIGINAL COMPLETED APPLICATIONS TO MELVILLE

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	
Student number		Home Language*	
E-mail address (Compulsory)		* Required by the Department of Education	
		Highest Qualification*	
Phone	(Work) Code & No.	(Home) Code & No.	
	(Fax) Code & No.	Cell No. (compulsory)	

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

**BUSINESS SCHOOL**

- Higher Certificate in Management (NQF level 5) SAQA ID 91832
- Advanced Certificate in Management (NQF level 6) SAQA ID 90665
- Postgraduate Diploma: Business Administration (NQF level 8) SAQA ID 76924
- Master of Business Administration – MBA (NQF LEVEL 8) SAQA ID 62271
- Master of Business Administration – MBA (NQF LEVEL 9) SAQA ID 94856

**SCHOOL OF COMMERCE**

- Bachelor in Business Administration (NQF level 7) SAQA ID 61700
- Bachelor of Commerce (NQF level 7) SAQA ID 90509 – Stream \_\_\_\_\_

**EXEMPTION INFORMATION: 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. An originally certified copy of the official statement of credits/module results pertaining to this application. (Please note: unofficial documentation will not be accepted.)
2. An outline of the modules completed elsewhere, 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:  
 R875 – undergraduate qualifications; R1 355 – postgraduate/masters qualification
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 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 – EXEMPTION 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:

MILPARK EDUCATION  
JOHANNESBURG CAMPUS  
Cnr Main Road East & Landau Terrace,  
Melville Ext 2

Postal address:

MILPARK EDUCATION  
JOHANNESBURG CAMPUS  
PO Box 91714  
Auckland Park  
2006  
Gauteng  
RSA

Please check the following:

- Have you attached an original 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 non-refundable R875 (undergraduate) or R1 355 (postgraduate) exemption fee?
- Have you provided an email address to which your exemption result can be sent?
- 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?

*\*Please note that the exemption process takes a minimum of 7 working days, provided that you have submitted all the required documents.*

\* It is advisable that you do not register for any modules until you have received feedback regarding your exemption application. Should you however register and the books are dispatched, you will be held liable for the full fee. No refunds/cancellations will be accepted.

### 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.

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

**GRADUATION 2017:** The deadline for module exemption applications for students who want to complete their qualification and graduate in 2017 is **31 December 2016**. Students who submit applications after this date will not be considered for the 2017 graduation.