

SCHOOL OF FINANCIAL SERVICES CREDIT ACCUMULATION AND TRANSFER (CAT) APPLICATION

This application is for the use of students who wish to apply for module CAT/s on a Milpark qualification Submit completed applications online: myMilpark/myApplications (if a current student of Milpark)

PERSONAL DETAILS:

Personal information provided here will be used for the purpose of processing and actioning this application and in accordance with the Student Privacy Notice available via the student portal. (https://my.milpark.ac.za/home/default)

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THE FOLLOWING MUST ACCOMPANY THIS APPLICATION FORM:

Year Completed

- 1. An <u>certified electronic copy</u> of your <u>official</u> statement of results or academic transcript/record (credits/module) pertaining to this application, completed at another institution (Please note: unofficial documentation will not be accepted).
- 2. The module 'outlines' which includes the module description and outcomes, including topics and sub-topics covered for the module(s) completed with the institution, reflecting the NQF/HEQF level and number of credits assigned to each module.

IMPORTANT: PLEASE NOTE THE FOLLOWING:

- The electronic copies of the documents you have submitted will be verified by an external party (MIE) and additional costs may be incurred depending on the country of origin in which the qualification was issued.
- Milpark reserves the right to request original documentation. Should original documentation be required to supplement your application, you will be notified to provide such original documents.
- 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 reserves the right to exercise academic discretion in respect of these determinations as part of its academic quality assurance process.

Signature:	Date:

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

Incomplete applications will not be processed! 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: MILPARK EDUCATION Attention: School of Financial Services Deneb House 3rd Floor, 368 Main Road Observatory 7925

Postal address: MILPARK EDUCATION Attention: School of Financial Services PO Box 44235 Claremont 7735

PLEASE CHECK THE FOLLOWING:

Have you attached a certified copy of your official statement of results with this application?
Are these results official? (i.e. on the letterhead from the educational institution where you studied)
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 <u>CAT</u> on your result letter?
Have you provided module 'outlines' which includes the module description and outcomes, including topics and sub-topics covered for the module(s) completed with the institution?
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 your have subsequently received CAT 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).

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.