

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 CAT 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 you 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.