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STUDENT NUMBER (Office use only)

MARKETER  
CODE

Private Bag X10, Weltevreden Park, 1715  
8 Summit Road, Hutton Court  
2nd Floor, Hyde Park  
Tel: (011) 670 4700  
Fax: (011) 675 2592  
www.olg.co.za



# ICB APPLICATION FORM

For Open Learning Group (OLG) to accept your application form all the requested information must be completed neatly and in capital letters. Use the checklists provided to ensure that you are submitting a complete application form. *These programmes are offered in English only.*

## SECTION A: PERSONAL DETAILS OF APPLICANT

Surname: 



      Initials:

First Names: 



      Title:

Marital Status:      Single       Married       Widowed       Divorced

Maiden Name: 



      If applicable

Gender:      Male       Female

ID / Passport Number:

Expiry Date of Passport: 

C	C	Y	Y	M	M	D	D
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Home Language:

Population Group:      Asian       African       Coloured       White       Date of Birth: 

C	C	Y	Y	M	M	D	D
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Contact Details:      Cell Number 

(	C	O	D	E
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Cell Number 2 (Relative / Alternative) / Home Number 

(	C	O	D	E
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Work Number 

(	C	O	D	E
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E-mail Address

Postal Address:

Work Address:

Courier Address:

(Address for deliveries of books between 09:00 and 16:00)

Do you have any disabilities?      NO       YES       Please specify:

### FOREIGN STUDENTS ONLY:

Foreign Nationality:

Type of Visa:

Expiry Date of Visa:

### WORK EXPERIENCE

Place of Employment	Position held	Start date	End date (if applicable)

## SECTION B: ACADEMIC PROFILE (Please supply certified copies of certificates/qualifications)

ACADEMIC PROFILE: (Mark with an X where applicable and specify where required)		Date Obtained
<input checked="" type="checkbox"/> Grade 10	Date obtained: <table border="1" style="width: 100%; height: 20px;"></table>	<input checked="" type="checkbox"/> Grade 12      Date obtained: <table border="1" style="width: 100%; height: 20px;"></table>
<input checked="" type="checkbox"/> Certificate	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/> Diploma	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/> Degree	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/> FET	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/> Other	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	

<b>!</b>	Have you completed your academic profile?	Y
<b>!</b>	Have you attached a certified copy of your matric certificate?	Y
<b>!</b>	Have you attached a certified copy of your previous qualifications?	Y

**NB: All students will need to have access to a computer with Internet.**

**Distance Learning**

**OR**

**Contact Sessions**

Student studies independently and remotely

Distance with additional support sessions on Saturdays

- National Certificate: Small Business Financial Management [48736] (NQF Level 4)**
- FULL REGISTRATION**
- OR**
- MODULAR REGISTRATION** – Select the modules you wish to register for:
- [BUSL] Business Literacy **or**  [BKTB] Bookkeeping to Trail Balance **or**  [ENT1] Entrepreneurship
- National Diploma: Public Sector Accounting [20353] (NQF Level 5) – Select Full or Modular Registration**
- FULL REGISTRATION:**  **Year 1**  **Year 2**
- OR**
- MODULAR REGISTRATION** – Select the modules you wish to register for:
- Year 1:**  [BKTB] Bookkeeping to Trail Balance  [PAAD] Public Accounting Administration  [CPBK] Computerised Bookkeeping  
 [BUSL] Business Literacy
- Year 2:**  [FNST] Financial Statements  [CMGT] Cost and Management Accounting  [TPAC] Technical Public Accounting  
 [BLAC] Business Law and Accounting Control
- Diploma Office Administration [35958] (NQF Level 6) – Select Full or Modular Registration**
- FULL REGISTRATION:**  **Year 1**  **Year 2**  **Year 3**
- OR**
- MODULAR REGISTRATION** – Select the modules you wish to register for:
- Year 1:**  [BOA1] Business and Office Administration 1  [BKTB] Bookkeeping to Trail Balance  [BUSL] Business Literacy  
 [MMPR] Marketing Management and Public Relations  [BLAP] Business Law and Administrative Practice  [CMGT] Cost and Management Accounting
- Year 2:**  [BOA2] Business and Office Administration 2  [HRLR] Human Resources Management and Labour Relations  [ECON] Economics
- Year 3:**  [BAO3] Business and Office Administration  [FNST] Financial Statements  [MGMT] Management
- National Diploma: Financial Accounting [20366] (NQF Level 6) - Select Full or Modular Registration**
- FULL REGISTRATION**  **Year 1**  **Year 2**  **Year 3**
- OR**
- MODULAR REGISTRATION** – Select the modules you wish to register for:
- Year 1:**  [BUSL] Business Literacy  [CPBK] Computerised Bookkeeping  [PMSR] Payroll and Monthly SARS Returns  
 [BKTB] Bookkeeping to Trail Balance
- Year 2:**  [CMGT] Cost and Management Accounting  [BLAC] Business Law and Accounting Control  
 [FNST] Financial Statements  [ITRT] Income Tax Returns
- Year 3:**  [RTAP] Research Theory and Practice  [FRRF] Financial Reporting and Regulatory Frameworks  [MACS] Management Accounting Control Systems  
 [CRPS] Corporate Strategy

## SECTION D: PAYMENT METHOD

Your quoted study fees will amount to:

R

Please select a single payment method from the options below and ensure that you provide all the documentation required. If you intend to pay with a credit card at the OLG office, please select the Full Payment option.

<b>1</b>	<input type="checkbox"/> Full Payment	<b>!</b>	Have you attached an A4 copy of your proof of payment?
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<b>2</b>	<input type="checkbox"/> Fundi Financing  Please indicate the number of monthly instalments you have selected.	<b>!</b>	If not a government employee: Have you attached bank statements for the past 3 months?	
		<b>!</b>	Have you attached a Salary advice that is not older than 3 months?	Y
		<b>!</b>	Have you completed and attached the Fundi Application form?	Y
		<b>!</b>	Have you attached a certified copy of your ID?	Y
		<b>!</b>	If a sponsor is paying for you: Have you attached a certified copy of the Sponsor's ID?	

<b>3</b>	<input type="checkbox"/> Credit Card Option	Total cash amount: R	Budget account: <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> 18 Months <input type="checkbox"/> 24 Months
Expiry date of credit card		Y	Y
M		M	
Last three digits on back of credit card			
Signature of cardholder:			
Credit Card Number			


<b>4</b>	<input type="checkbox"/> Sponsored by Employer	Total cash amount: R
Name of Company:		VAT Registration Number:
Contact Person at Company:		Telephone Number:
Work Address:		
Do you require a pro-forma invoice? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>!</b>	Have you attached proof of payment or a valid purchase order from your company?	

OLG Banking Details: First National Bank | Payee: Open Learning Trading | Account Number: 620 111 877 98 | Branch Code: 251 445 (PTA).  
Use the ID number of the prospective student as reference when making the payment.

## Before you sign!

Complete the checklist below to confirm that your application is complete. OLG will not accept any application that does not meet the requirements stipulated hereunder.

<b>!</b>	Have you <b>completed all sections</b> ? (A,B,C,D and E?)	Y	<b>!</b>	Have you provided all the documents required in each section?
<b>!</b>	Have you provided a clear copy of your ID?	Y	<b>!</b>	<b>Married Women:</b> Marriage certificate provided?*
<b>!</b>	Have you signed the Terms and Conditions? (below)	Y	<b>!</b>	<b>Foreign Students:</b> Have you provided a copy of your permit?
<b>!</b>	Have you signed the POPI clause? (below)	Y	<b>!</b>	<b>Foreign Students:</b> Have you provided a copy of your passport?
<b>!</b>	Foreign Students: Have you provided SAQA evaluation of your qualifications?			

<b>!</b>	<b>Protection of Personal Information (POPI)</b> I hereby grant permission to OLG to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, employers, academic institutions etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a written request.	Tick	Please sign:
		<input type="checkbox"/>	

## Terms and Conditions:

1. Open Learning Group (Pty) Ltd ("OLG") with the registration number 1997/020392/07, trading inter alia as OLG, is a company who administrates and facilitates distance education and acts as a disclosed agent on behalf of a Third-Party, such as academic institutions and regulatory authorities.
2. Availability is limited for all programmes. Registration is at the sole discretion of OLG and/or Third Party.
3. The Applicant warrants that the information provided in the Application Form and documentation provided are both true and correct.
4. All applications undergo an academic- and finance approval process. The Applicant consents to OLG verifying all qualifications and credit worthiness. Once the respective requirements have been met, registration is completed, at which time the Applicant (then "Student") will be subject to OLG's and the Third Party's terms and conditions and the rules and regulations.
5. **The OLG terms and conditions, together with the Student Code of Conduct, are available on [www.olg.co.za](http://www.olg.co.za) or on request. All requests for the terms and conditions or information regarding the Student Code of Conduct, may be directed to OLG's Call Centre on tel: 0860 053 276. These terms and conditions and rules and regulations shall be regarded as being incorporated herein by reference.**
6. All amendments or adjustments the Applicant wishes to make to his/her application and/or enrolment must be done in writing within 30 (thirty) calendar days from the signature date of the Application Form.
7. OLG reserves the right to cancel a Student's registration, refuse the Student to write examination or withhold results if payment is not affected as stipulated. Student's qualifications will not be issued if the account is not fully paid.
8. It is the Student's responsibility to thoroughly check and verify the educational material and books received from OLG within five (5) calendar days from date of the delivery note. If the content differs from the included control sheet, the Student shall notify OLG in writing accordingly. If no notification is received from the Student and the Student alleges that not all material and/or books were received, the Student undertakes to be fully liable for whatsoever cost occurred to resend any material and/or books.
9. A Certificate signed by the accountant of OLG will be prima facie proof of indebtedness to OLG and the Certificate may be used for purposes of instituting action and/or obtaining judgement.
10. OLG may cede or assign the rights contained herein at any time to any institution without the prior consent of the Student.
11. The address provided in the Application Form by the Student, is his/her address for purposes of delivering legal notices or communications related to the agreement between him/her and OLG. The Student undertakes to notify OLG of any change in address in writing by prepaid registered post or fax.
12. OLG absolves itself from any claim where a qualification is not recognised by the Department of Education. In a case where a Student had falsely claimed to be in possession of a previous qualification or any other requisite entry requirement, the Student will automatically be de-registered without repayment of fees.
13. **The Student acknowledges that he/she is fully liable for all fees and costs in respect of the enrolment of a programme and accepts responsibility for paying the full programme fee on/ before the stipulated dates.**
14. **An applicant may cancel his/her application within 7 (seven) days from date of receipt of the Application Form by OLG without any cancellation charges. As a result of limited availability in all programmes and not limiting the Student's liability as stated herein, cancellation subsequent to the initial 7 (seven) days shall be subject to a cancellation charge (as determined on an annual basis).**
15. No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless in writing and issued and signed by an authorised representative of OLG.
16. **The Student hereby consents to the jurisdiction of the magistrate's court and acknowledges that he/she is liable for all costs, including costs on an attorney and own client scale should the programme fees not be paid according to the method of payment selected in the Application Form.**
17. It is specifically recorded that all intellectual property rights whatsoever, whether capable of registration or not, including but not limited to OLG's name, nickname, educational programmes, study material, logo and/or image shall remain the sole property of the OLG and/or the THIRD PARTY. The Student acknowledges and agrees to be liable for a penalty of R50 000.00 if it is found that the study material of OLG under his/her supervision has been copied or reproduced. If the damages and expenses incurred by OLG or the THIRD PARTY exceed the total amount of the penalty payable in terms of this clause, the Student shall be liable for the balance of the damages and expenses incurred by OLG due to unlawful infringement.
18. OLG, its directors, employees or its service providers will not be liable for any special, direct, indirect or consequential damages, expenses or losses whatsoever, including loss of profits or data, any delays, whether in an action in contract or delict, arising out of the use of OLG's educational programmes, study material and/or books.
19. The Student hereby consents and grants authority to OLG to forward all and any information and share data with the THIRD PARTY including but not limited to his/her identity details, qualifications, assessments and/or outcome of assignments, test or exams.

I, \_\_\_\_\_ (full names & surname) confirm that I have read the Terms & Conditions and fully understand them and that I shall furthermore personally be liable for the payment of my account or any penalty cost or administration costs as stipulated above.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
APPLICANT



Sign Here: Thank you!  
We look forward to your  
learning journey with us!

\_\_\_\_\_  
OLG REPRESENTATIVE