

# BOARD Enrolment Form MAY 2017

## PUBLIC SECTOR GOVERNANCE – STAND ALONE SUBJECT

### IMPORTANT NOTICE:

- ❖ Closing date for May examinations - 31 March.
- ❖ Closing date for October examinations - 31 August.

This module Public Sector Corporate Governance can be taken as a stand-alone module **ONLY IF** applicants have a tertiary qualification, such as the CSSA Professional Advanced Qualification in Management and Administration or a degree.

Examination enrolment must be done by final closing dates. If forms are incomplete & proof of payment is not attached you will be registered and liable for all outstanding fees but will not receive your results.

#### First time enrolment with CSSA:

- Certified copy of your ID
- Copy of tertiary qualification, such as the CSSA Professional Advanced Qualification in Management and Administration OR certified copy of your academic record and certificate of your degree.

#### Other Documents

- Proof of payment – If no or part payment has been received, you will be registered and liable for outstanding fees. Please ensure that copy of deposit slip is readable - use surname and student number as reference.

#### Other information

- Re-enrolment should only take place after results are released for the previous examination.
- **No refunds will be given or cancellations accepted**
- Ensure that you sign this enrolment form and complete in full. If not your enrolment will not be uploaded to our database and you will not be a current student with the Institute.
- **You will not be able to postpone any subject if you are not registered and paid in full.**

Mail to CSSA at PO Box 3146, Houghton, 2041

Note: Please update your personal profile on-line at <http://cssa.chartsec.co.za/CSSA-Online/Account/Login>

PLEASE PRINT IN BLACK INK

## Applicant Details

### Student Information

**CSSA** Number (do not use your college student number):

--	--	--	--	--	--	--	--	--

Title:  Ms  Mrs  Miss  Mr  
 Dr  Prof  Rev  Adv

Surname:

Full Names:

Initials:

Gender:  M  F

Nationality:

Tuition Provider(College):

Physical Address Line 1:

Physical Address Line 2:

Suburb:

Province:

Postal Code:

FOR STATISTICS PURPOSES ONLY

Population Group:  Black: African  Black: Indian  
 Black: Coloured  White

Home language:

Disability:  Sight  Hearing  
 Communication  Physical  
 Intellectual  Other  
 Emotional

Proof of disability (e.g. medical certificate, psychologist's report) must be provided.

Identity Number:

Passport Number:

**THIS IS COMPULSORY – SHOULD YOU NOT FILL THIS OUT YOU WILL NOT BE UPLOADED TO THE SAQA WEBSITE**

Highest School Qualification:

Grade	<input type="text"/>	Year Completed:	<input type="text"/>
Matriculated Town/City	<input type="text"/>	Matriculated Province	<input type="text"/>
Postal Code	<input type="text"/>		
Tertiary Qualifications	<input type="text"/>		

**Employment/Occupation**

Name of Employer:

Position held:

Country:

Postal Address Line 1:

Postal Address Line 2:

Suburb:

Postal Code:

Home Number:

Work Number:

Cell Number:

Alternative Number:

Fax Number:

E-mail Address:

We are experiencing problems with gmail, webmail; yahoo accounts. The Institute does not take responsibility should you not receive any notifications should you select to use one of these email addresses.

Alternative E-mail Address:

**Enrolment Information**

Indicate with an X the module chosen and when you want to write exams (if this is not completed we will assume it is for the current session):

Board Modules		Exam Session	
<input type="checkbox"/>	BE-5 Public Sector Governance	<input type="checkbox"/> May 2017	<input type="checkbox"/> October registration opens on 17 July

**Venues**

(Compulsory to complete!)

**Closest official examination centre: Tick ONE**

<input type="checkbox"/>	Alberton
<input type="checkbox"/>	Benoni
<input type="checkbox"/>	Bloemfontein
<input type="checkbox"/>	Cape Town
<input type="checkbox"/>	Durban
<input type="checkbox"/>	East London
<input type="checkbox"/>	Gaborone

<input type="checkbox"/>	Johannesburg
<input type="checkbox"/>	Krugersdorp
<input type="checkbox"/>	Mafikeng
<input type="checkbox"/>	Maseru
<input type="checkbox"/>	Mbabane
<input type="checkbox"/>	Nelspruit
<input type="checkbox"/>	Pietermaritzburg

<input type="checkbox"/>	Polokwane
<input type="checkbox"/>	Port Elizabeth
<input type="checkbox"/>	Pretoria
<input type="checkbox"/>	Randburg
<input type="checkbox"/>	Vereeniging
<input type="checkbox"/>	Witbank
<input type="checkbox"/>	Windhoek

## Payment Options:

Credit Card  
  Cheque  
  Direct Deposit  
  Other

Number of Module(s)	Type	Amount
Examination	x R2 170 (per module) (BUT excludes study material)	
	<b>Total</b>	
	<b>Amount Paid Now</b>	

***Proof of payment must be received by 31 March for the May examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.***

***Please e-mail enrolment form to [students@chartsec.co.za](mailto:students@chartsec.co.za)***

***and***

***proof of payment to [wanda@chartsec.co.za](mailto:wanda@chartsec.co.za)***

### Credit Card Payment

Please charge to my  Visa  
 Master Card  
 Other

Account Number:

















CV Number (last 3 digits on the back of the card):




If on "Budget Account", number of months:  6  
 12  
 18  
 24

Expiry date:

 M  
 M  
 Y  
 Y  
 Y  
 Y

**Card Holder Name:**

---

**Card Holder's Signature:**

---

### Deposit/Cheque Payment

Deposits/Cheques must be made payable to:

Account holder:   CSSA  
 Bank details:       Nedbank  
 Branch name:       Melrose Arch  
 Branch code:       19 87 65  
 Account number:   1968 298 991

**Please ensure that you use your student numbers, name and surname when making a payment. This is essential for our accounts department to allocate your payment to the correct account**

Reference:           Name, Surname and Student Number  
**[COMPULSORY]**

## CSSA DISCLAIMER

As a student registering with the Institute, it is expected that you understand the rules governing the relationship between you and the Institute. The disclaimers below set out this relationship.

Before your registration will be accepted, you are required to sign and date this disclaimer, and attach it to your registration form. (Please make a copy for your own records).

**The Institute reserves the right to change terms and conditions at any time, and you agree to abide by the most recent version.**

1. The onus is on students to ensure that they are properly prepared for the examinations. It should be remembered that for each credit allocated to a module, it takes approximately 10 hours of study (so-called notional hours) to earn that credit. Notional hours include work experience, reading and studying textbooks and tuition material or attending lectures, doing assignments and working through past examination papers. For example, a subject worth 20 credits will take about 200 hours of learning; a subject worth 30 credits will take about 300 hours.

2. General conditions for all students:

In registering for the Institute examinations, I accept the following conditions and disclaimers:

2.1 The Institute is ONLY responsible for

- the syllabus and curriculum outline,
- the provision of a list of PRESCRIBED/ESSENTIAL textbooks, and where possible and relevant, a list of additional, recommended readings,
- the assessment of the syllabus via one examination and
- the publishing of the results of the examinations once the Institute quality assurance systems have approved the final results.

2.2 I accept that text books are generally not sufficient reading to cover all aspects of the syllabus and accept that it is entirely my responsibility to ensure that I have covered the syllabus and curriculum outcomes. I accept that it is my responsibility to obtain suitable tuition for these examinations and do not hold the Institute responsible in any way for inadequate tuition provision. I undertake not to hold the Institute liable for any matters which are the responsibility of the tuition provider.

2.3 I agree, except if disclaimer 3 applies in my case, to accept and to abide by the final decisions of the examiners and I accept the final decision of the Chief Examiner should I query a result through the appeals process. If disclaimer 3 applies to me, I accept that I may not use the appeals process.

2.4 I will only use the formal channels to appeal or query a result and undertake to pay all the costs involved in such appeals.

2.5 I have read and understood the contents of the Prospectus for the applicable year of study and accept all the conditions and rules described in the document. I accept that all prospectus information, brochures, website information, tuition provider information, published in prior years is no longer applicable, and hereby accept the revised conditions and terms as they apply to registered students of the Institute, as of 01 January 2017.

2.6 I accept that the main reason for the Institute providing the CSSA Qualifying Scheme and the Board Examinations is to qualify as a Chartered Secretary.

2.7 I accept that it is the policy of all tertiary institutions to use their own exemption/credit policies and that the CSSA professional qualifying scheme and board examinations do not guarantee any access to other tertiary education programmes.

2.8 I accept that any applications in this regard needs to be made on an individual merit basis and that the Institute cannot be held responsible for any problems raised by individual tertiary institutions regarding the NQF status of the Institute programmes.

2.9 I understand that the Chartered Institute of Business Management (CIBM) is a separate professional body and that I may apply for membership of the CIBM only after I have completed each relevant CSSA programme.

2.10 I accept that the CSSA Qualifying Schemes, the Board Examinations and Membership of the Institute, do not guarantee entry to any job or that these qualifications may be used anywhere to guarantee immigration points. There are now more stringent requirements regarding immigration rules and I accept that a professional qualification on its own may not be sufficient to provide the education points needed for this purpose. I also accept that "International" refers to the portability of the Membership "Chartered Secretary" and does not describe the actual qualifying scheme in any way.

2.11 I accept the Student Code of Conduct as it relates to my conduct as a student, during the provision of tuition and during the course of examinations. I accept that should I breach this code I may be disciplined by a tribunal convened by the Chief Examiner and/or his delegates and I accept that the outcome could lead to my being disbarred from any future registrations as a student and preclusion from being admitted as a Chartered Secretary or Member of the CIBM. In the event of such an outcome, I accept that all fees paid to date will be forfeit.

2.12 I have read and understand the following policies: the assessment and moderation policy, the independent feedback report policy, the appeals policy and the script review policy.

2.13 I accept that all registration and examination fees, as well as fees for all additional services, are payable strictly in advance and by bank deposit (i.e. not in cash). I accept that all of the Institute's services, including the right to sit for examinations and to receive results, will be withheld until all fees are paid in full. I accept that it is my responsibility to be in possession of a valid examination registration form to be allowed entry to the examinations and I accept that my results will be withheld if I owe the Institute any fees. **I accept that the onus is on me to provide clear and unambiguous proof of such payments.**

2.14 I accept that it is my full responsibility to check the examination time-table and venue allocation well in advance and to ensure that I am familiar with the venue and its location. I will not hold the Institute responsible for my late arrival at a venue as a result of venue and/or timetable changes that might occur from time to time as a result of circumstances beyond the control of the Institute. I thus accept that I need to consult the published information on the website or via posted/e-mailed circular and ensure that I am totally familiar with the venue well before hand.

2.15 I accept that it is my responsibility to ensure that the Institute is in possession of my current contact details. I am responsible for notifying the Institute of any changes and I undertake to ensure these changes are made by checking with the Institute or by logging my student details on

the Institute website.

- 2.16 I accept that the Institute uses e-mail circulars as its main means of immediate communication, followed by the website, followed by tuition providers and in the last resort, by the postal system.
3. Private Candidates: I am registering as a Private Candidate and will be writing the Institute examinations as indicated without the services of a tuition provider. I hereby accept the conditions and take full responsibility for my examination results.

***Please ensure that you sign this enrolment form and complete in full; if not you will not be registered for the current examination.***

Signed: \_\_\_\_\_ Date \_\_\_\_\_

---

FULL NAME IN BLOCK LETTERS