

CSSA Programme 1,2 and 3 UNISA Annual Registration Form

IMPORTANT NOTICE – closing date 28 February for May examination and 31 July for October examinations

Annual Registration needs to take place before **UNISA** examination enrolment can commence directly with UNISA. If forms are incomplete, required documents outstanding and proof of payment are not attached this will delay the process.

First time enrolment with CSSA:

- Certified copy of your ID
- Certified copy of your highest qualification (e.g. senior Certificate/Grade 12; transcript of results from a university) or CSSA conversion letter or Exemption letter.

Other Documents

- Proof of payment – If no or part payment has been received you will be de-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 registration form and complete in full, if not you will not be upload to our database and not be a current student with the Institute.
- **Once you have completed the registration form - please ensure that you register with UNISA for tuition and examinations.**

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 Member Number (do not use your **UNISA** student number):

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Title: Ms Mrs Miss Mr
 Dr Prof Rev Adv

Surname:

Full Names:

Initials:

Gender: M F

Nationality:

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.

Tuition Provider(College):

UNISA
Physical Address Line 1: <input type="text"/>
Physical Address Line 2: <input type="text"/>
Suburb: <input type="text"/>
Province: <input type="text"/>
Postal Code: <input type="text"/>
Country: <input type="text"/>
Postal Address Line 1: <input type="text"/>
Postal Address Line 2: <input type="text"/>
Suburb: <input type="text"/>
Postal Code: <input type="text"/>

Identity Number:

Passport Number:

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

Highest School Qualification:

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

Employment/Occupation

Name of Employer:

Position held:

Home Number:

Work Number:

Cell Number:

Alternative Number:

Fax Number:

E-mail Address:

Alternative E-mail Address:

Payment Options:

Credit Card Cheque Direct Deposit Other

Number of Module(s)	Type	Amount
Annual	Registration	R1 050
	Total	
	Amount Paid Now	

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 leonora@chartsec.co.za
and
proof of payment to gail@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: ICSA
Bank details: Nedbank
Branch name: Braamfontein

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 2014 and 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 2015.
- 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 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.**
- 2.13 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.
- 2.14 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.
- 2.15 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.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS