

CSSA Programme 1,2 and 3 Exemption Form

IMPORTANT NOTICE:

Are the following documents attached to this application form?

- **Certified copy** of ID / Passport or any official identification document. Must be done by the SAPS or a Commissioner of Oaths.
- **Certified copies** of all academic records, academic qualifications, etc. Must be done by the SAPS or a Commissioner of Oaths.
- **Certified copy** of your marriage certificate or official letter should there be change of surname. Must be done by the SAPS or a Commissioner of Oaths.
- Brief CV, maximum of two pages.
- Proof of previously earned credits (**where applicable**).
- Letter from your current or past employer to substantiate your work outputs, etc.
- Proof of Administration fee of R990 deposit (please ensure that copy of deposit slip is readable) (non-refundable).
- The exemption process takes 30 working days.
- Should the Institute grant you two or more exemptions the administration fee will only count towards one exemption on condition that the student accepts all exemptions granted.
- **Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.**

Other information

- Ensure that you have signed this exemption form and completed all the details – no exemptions will take place until all documents certified by a Commissioner of Oaths or SAPS have been submitted.
- **Enrolment for examinations can only occur once exemptions have been granted & paid for in full.**

Mail to CSSA at PO Box 3146, Houghton, 2041 OR email certified pdf copies to exemptions@chartsec.co.za. **NO FAXES WILL BE ACCEPTED.**

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

Title:	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr
	<input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Rev <input type="checkbox"/> Adv
Surname:	<input type="text"/>
Full Names:	<input type="text"/>
Initials:	<input type="text"/>
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Nationality	<input type="text"/>

Physical Address Line 1:

Physical Address Line 2:

Suburb:

Province:

Postal Code:

Country:

Postal Address Line 1:

Postal Address Line 2:

FOR STATISTICS PURPOSES ONLY

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

Home language:

Disability:

☐ Sight ☐ Hearing
☐ Communication ☐ Physical

<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Other
<input type="checkbox"/>	Emotional	<input type="checkbox"/>	

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:

Suburb:

Postal Code:

Home Number:

Work Number:

Cell Number:

Alternative Number:

Fax Number:

E-mail Address:

Alternative E-mail Address:

Application for Exemption

Were you previously registered with CSSA?

Yes	No
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If yes, state your CSSA number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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What was the last year of your CSSA registration?

Y	Y	Y	Y
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I understand that the granting of exemptions will not lead to the award of a CSSA qualification.

Signature:

Date:

Please tick relevant boxes: THIS SECTION IS COMPULSORY AND MUST BE COMPLETED

CSSA1-2	Financial Accounting I	
CSSA1-3	General Principles of Commercial Law	
CSSA1-4	Communication	
CSSA2-5	Economics	
CSSA2-1	Managing Information Systems	
CSSA2-2	Financial Accounting II	
CSSA2-3	Advanced Commercial Law	
CSSA2-4	Taxation	
CSSA2-5	Management Principles	
CSSA3-1	Corporate Law	
CSSA3-2	Financial Accounting III	
CSSA3-4	Management Accounting	
CSSA3-3	Strategic and Operations Management	

Payment Options:

Number of Module(s)	Type	Amount
Deposit	Administration Fee (non-refundable)	R990
	R815 per module (maximum of R7 510)	
	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 exemption form to exemptions@chartsec.co.za*

and

*All bank charges made from a foreign bank account are payable by the student
proof of payment to debtors@chartsec.co.za*

Payment Options

- Electronic Funds Transfer (EFT)
- Direct deposit into the CSSA's bank account
- Card Payment at CSSA's office with physical card
- Online payments via the CSSA's online portal – you have to log in as a member or student to process payment

Deposit/Cheque Payment

Account holder: CSSA
Bank details: Nedbank
Branch name: Braamfontein

Branch code: 19 50 05
Account number: 1968 298 991
Reference: Surname and Student Number
[COMPULSORY]

Note:

- The R990 is an administration fee and is not re-fundable.
- **Enrolment for examinations can only occur once exemptions have been granted & paid for in full**
- Any exemption granted and not paid for within 1 year will expire and a new application and payment will have to be made thereafter.
- Should the Institute grant you two or more exemptions the administration fee will only count towards one exemption on condition that the student accepts all exemptions granted.

- No application will commence until all certified documents (made by the SAPS or a Commissioner of Oaths) have been received.
- **Fees payable with this form is only applicable for exemptions granted. Registration forms and payment is a separate process.**
- Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.
- **No exemptions will take place until all certified documents (Commissioner of Oaths or SAPS) have been submitted.**
- No certificates will be issued to students who acquire less than 1/3 of the credits via the CSSA examinations. If a student has received 2 or more exemptions in Programme 1 and 3 they will not qualify for a certificate. If a student has received 3 or more exemptions in Programme 2 they will not qualify for a certificate.
- Students who do not comply with this minimum requirement, **will receive a transcript of results** reflecting the credits earned (both exemptions and examinations) and **will have to go on to complete the next level of the programme before being certificated**. A transcript of results will be issued to you upon payment of the relevant fees.

Please ensure that you sign this exemption form and complete in full; if not you will not be granted exemptions.

Signed: _____

Date _____

FULL NAME IN BLOCK LETTERS