

EXEMPTION POLICY

1. INTRODUCTION

No exemption will be granted for the final 4 modules of the CSSA International Qualifying Board Examination.

However, exemption from the CSSA programmes to gain entry to the Board examinations with a relevant alternative qualification, such as a Bachelor's Degree in Commerce or Law may be awarded.

No application will commence until all certified documents (made by the SAPS or a Commissioner of Oath) have been received.

For purposes of RPL and/or exemption, the following requirements must be met.

2. SUPPORTING DOCUMENTS

A completed application form must be submitted accompanied by relevant evidence. A portfolio of evidence includes a minimum of:

- **Certified Copies** of any academic qualifications, skills programmes or any other formal recognised competency. Must be done by the SAPS or a Commissioner of Oaths.
- Certified Copy of matric certificate. 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
- A three-page maximum summarised Curriculum Vitae (CV)
- A one-page letter from your current or past employer to substantiate your work outputs, functions, responsibilities and job description.
- Proof of previously earned credits, where applicable.
- Proof of R990 deposit payment.
- Certified copy of ID or any other identification document. Must be done by the SAPS or a Commissioner of Oaths
- All foreign qualifications MUST include SAQA Qualification letter.

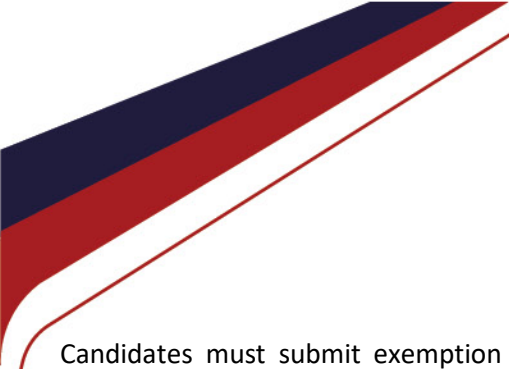
No exemption will be granted on an exemption (an academic record must be submitted showing passes for all subjects

3. EXEMPTION FEE

A deposit of R990 is required to proceed with the exemption application. This deposit is credited against the final fee due for the total of the exemptions granted. 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. The exemption fee is R815 per module to a maximum of R7 510 per application. **Should we not receive all outstanding documents within 30 days you will forfeit your deposit and will need to pay the administration fee of R990 again.** The deposit of R990 is not refundable.

Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.

All bank charges made from a foreign bank account are payable by the student



Candidates must submit exemption applications to the Institute's Head Office. Exemption applications should be made at least 30 working days before the cut-off date for registration and enrolment to allow time for processing.

The Institute will inform the student via e-mail of their student number once all documentation and administration fee has been received. The Institute will inform the student once again via e-mail of the outcome of their exemption application once full payment has been received. Only then are you an active student and can now register for the examination.

- **NB: Any exemption granted and not paid for within 1 year will expire and a new application and payment will have to be made thereafter.**

No exemption information, confirmation, policies, etc. will be provided telephonically.

Exemptions will only be valid if confirmed in writing by the Institute.

Exemptions can only be granted for "current competence". If you wrote and passed a subject **more than 10 years ago** (e.g. Law subjects and Taxation), you will have to provide additional evidence to prove that your knowledge is up to date.

NOTE: Candidates cannot register for any subject before an exemption application has been processed as they will be liable for any fees in this regard.

4. SUPPORTING DOCUMENTS

- Exemptions application form
- Examinations department operational procedures and checklists

Fees payable with the exemption form is only applicable for exemptions granted. Registration forms and payment is a separate process.

****If you are applying for RPL, please refer to our RPL form.***

5. CERTIFICATION

- 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.