



Dear College SA student

Attached you will find the following:

- **Further Works Order Form:**
 - Complete this form to receive more study material from the College.
- **Institute Exam Order Form Pack Form:**
 - Complete this form to order your membership and exam registration forms for the Institute you will be writing your examination with. This only applies to the the following learners: ICB, CIS, IBS, CIMA and SAIM students.
- **Tutor Contact Form:**
 - Fill this form in and submit it to the College and we will arrange a tutor to contact you.
- **Subject Certificate Application Form:**
 - Upon completion of your subject, you can request a subject certificate from the College.
- **Course Certification Application Form**
 - Upon completion of your course, you can request a certificate from the College. This only applies to students doing a College Programme. Ask us if you are unsure.

Be sure to make extra copies of all these forms as you might need to use them more than once, but for your convenience, we have loaded these forms on our website for you to download. Please visit: www.collegesa.co.za/downloads

Kind regards

Vanessa Leo
Student Support Manager

Further Works Order Form

I hereby request that College SA send me my next batch of study material. I acknowledge that the information provided below is correct and final.

- I hereby acknowledged that I have completed the current module and all the recommended assignments have been submitted to my tutor
- I hereby acknowledged that my account is up to date.

Student Number: _____

Name: _____

What programme am I enrolled on? _____

What subjects have I already completed?

Delivery Address: _____

_____ Postal Code: _____

Telephone Number: _____

Cell phone Number: _____

How do you want us to send you your next batch? Please indicate.

- Option 1: Registered Mail - No Cost (**10 -15 Working days**)
- Option 2: Courier – R300 (**3 – 5 working days**) Contact us to make the arrangement, we do require proof of payment before we can proceed.

Fax this back to 086 528 56 56 or e-mail this to support@collegesasa.co.za to receive your next batch.

Sign here: _____

Date: ____/____/____

Order Form Pack

Most of the students at College SA are part time students and do not have the time to wait. Hence, we have created the Order Form Pack.

If you are registered for a programme relating to an external institute, this order form will make the administration part of your studies less so that you can focus even more time on your studies. Once you have completed the form below, submit it to the College and we will ensure you receive the correct membership and examination entry forms specific to the programme of study you are on.

COMPLETE ALL THE INFORMATION BELOW

Student Number: _____ ID Number: _____

Name: _____

What Institute are you with?

ICB

CIS

IBS

CIMA

SAIM

Delivery Address: _____

_____ Postal Code: _____

Telephone Number: _____

Cell phone Number: _____

Email Address: _____

How do you want us to send you your Order Form Pack? Please indicate.

Option 1: Post (10 -15 Working days) Option 2: Email (2 Working days)

Fax this back to 086 528 56 56 or e-mail this to support@collegesa.co.za to receive your Order Form Package.

I hereby acknowledged that my College SA account is up to date.

Sign here: _____

Date: ____/____/____

Please note: *These forms are not restricted to the Order Form Pack. It can be accessed via other channels, i.e. online and/or College SA material. If you are not an ICB, SAIM or IBS student, you do not need to complete this form since you do not need to complete any examination or registration form.*

Tutor Contact Form

I hereby request that a College SA Tutor contact me in regards to the query below:

Please complete the following details. (All the fields below are compulsory)

Student Name: _____

Student Number: _____

Contact Number 1: _____ (confirm best time to contact): _____

Contact Number 2: _____ (confirm best time to contact): _____

Student E-mail Address: _____

Programme of Study: _____

Subject: _____

Name of Textbooks/Study Guide or Assignment: _____

Page number: _____

Description (please provide a detailed description of your query – what are you experiencing difficulty with?)

I hereby acknowledged that my College SA account is up to date and paid and I confirm that I need assistance with the above mentioned query.

Fax this back to 086 528 56 56 or e-mail this to tutor@collegesasa.co.za for College SA to process your request.

Sign here: _____

Date: ____/____/____

Subject Certificate Application

If you are reading this, it only means one thing. You have completed a subject and wish to apply for a subject certificate from College SA.

- I hereby acknowledge that my account is up to date.
- I hereby acknowledge that I have successfully completed all the recommended reading and assignment/s prescribed by College SA and now apply for my subject certificate.

Student Number: _____

Name: _____

What subject/s have I completed? _____

Delivery Address: _____

_____ Postal Code: _____

Telephone Number: _____

Cell phone Number: _____

Email: _____

How do you want us to send you Subject Certificate? Please indicate.

- Option 1: Registered Mail - No Cost (10 -15 Working days)
- Option 2: Courier – R300 (3 – 5 working days) Contact us to make the arrangement, we do require proof of payment before we can proceed.

Fax this back to 086 528 56 56 or e-mail this to support@collegesa.co.za to receive your subject certificate.

Sign here: _____

Date: ___/___/_____

Course Certification Application

This form indicates that you have completed your course. Well Done! You have now acquired a skill that you can apply to your daily activities. The world is your oyster; make the most of what you have just learned.

- I hereby acknowledge that I have successfully completed all the recommended reading and assignment prescribed by College SA and now apply to be certified.
- I hereby acknowledged that my account is up to date.

Student Number: _____

Name: _____

What programme have I just completed? _____

Delivery Address: _____

_____ Postal Code: _____

Telephone Number: _____

Cell phone Number: _____

How do you want us to send you Subject Certificate? Please indicate.

- Option 1: Registered Mail - No Cost (**10 -15 Working days**)
- Option 2: Courier – R300 (**3 – 5 working days**) Contact us to make the arrangement, we do require proof of payment before we can proceed.

Fax this back to +27 21 914 5583 or e-mail this to support@collegesasa.co.za to receive your certificate.

Sign here: _____

Date: ____/____/____