

CSSA Programme 1, 2 and 3 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 examination enrolment can commence and will be delayed if forms are incomplete, required documents and proof of registration payment are not attached.

First time enrolment with CSSA:

- Certified copy of your ID
- Certified copy of your highest qualification (senior Certificate/Grade 12) 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 signed this enrolment form and completed in full

Mail to CSSA at PO Box 3146, Houghton, 2041

Note: Please update your personal profile on-line at <https://www.icsadms.co.za/userlogin.php>

PLEASE PRINT IN BLACK INK

Applicant Details

Student Information

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: African Asian
 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:
 (if no ID number was completed)

Date of Birth: Y Y Y Y M M D D

Highest School Qualification:
 Grade Year Completed:

Employment/Occupation

Employer
 Position held:

Tuition Provider:

Postal Address Line 1:

Postal Address Line 2:

Suburb:

City:

Province:

Postal Code:

Country:

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

Payment Options

Credit Card Cheque Direct Deposit Other

Number of Module(s)	Type	Amount
Annual	Registration	R840
		Total
		Amount Paid Now

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:

Expiry date:

Card Holder Name

Card Holder's Signature

Deposit/Cheque Payment

Deposits/Cheques must be made payable to:

Account holder: The Southern African Institute of Chartered Secretaries
Bank details: Nedbank
Branch name: Braamfontein
Branch code: 19 68 05
Account number: 1968 298 991
Reference: 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.

- 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.
- 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 2011 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 2012.
- 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 Behaviour and 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.
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.

Signed: _____ Date _____

FULL NAME IN BLOCK LETTERS