

IBS Examination Enrolment Form

IMPORTANT NOTICE

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 IBS:

- Certified copy of your ID
- Certified copy of your highest qualification with a pass in English and Mathematics or Accounting or Science

Other Documents

- Proof of payment – If no or part payment has been received you will be de-registered and be liable for any outstanding fees.

Other information

- Re-enrolment should only take place after results are released for the previous examination.
- This form is for examination entry only, **no study material will be provided**

No refund or cancellation will be accepted

- Ensure that you signed this enrolment form and completed in full



INSTITUTE OF BUSINESS STUDIES

Mail to IBS 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:

<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:

Full Names:

Initials:

Gender

<input type="checkbox"/> M	<input type="checkbox"/> F
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Nationality

FOR STATISTICS PURPOSES ONLY

Population Group:

<input type="checkbox"/>	African	<input type="checkbox"/>	Asian
<input type="checkbox"/>	Coloured	<input type="checkbox"/>	White

Home language:

Disability:

<input type="checkbox"/>	Sight	<input type="checkbox"/>	Hearing
<input type="checkbox"/>	Communication	<input type="checkbox"/>	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:

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Passport Number:

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(if no ID number was completed)

Date of Birth:

Y	Y	Y	Y	M	M	D	D
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Highest School Qualification:

Grade

	Year Completed:	
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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:

Enrolment Information

Indicate with an X the module chosen and when you want to write exams:

Level 3			Exam Session	
Compulsory modules		Introduction to Business English	May 2012	Oct 2012
		Introduction to Business Mathematics	May 2012	Oct 2012
		Introduction to Accounting	May 2012	Oct 2012
		Introduction to Governance	May 2012	Oct 2012
		Introduction to Office Administration and Information	May 2012	Oct 2012

Level 4			Exam Session	
Compulsory modules		Fundamentals of Business English	May 2012	Oct 2012
		Fundamentals of Business Mathematics	May 2012	Oct 2012
		Fundamentals of Accounting	May 2012	Oct 2012
		Fundamentals of Governance	May 2012	Oct 2012
		Fundamentals of Office Administration	May 2012	Oct 2012

Note: It is recommended that you write **a maximum of three subjects** at any one examination sitting.

Venues

(Compulsory to complete!)

Closest official examination centre: Tick ONE

<input type="checkbox"/>	Alberton
<input type="checkbox"/>	Benoni
<input type="checkbox"/>	Bloemfontein
<input type="checkbox"/>	Cape Town
<input type="checkbox"/>	Durban
<input type="checkbox"/>	East London
<input type="checkbox"/>	Gaborone
<input type="checkbox"/>	Johannesburg
<input type="checkbox"/>	Krugersdorp
<input type="checkbox"/>	Mafikeng
<input type="checkbox"/>	Maseru

<input type="checkbox"/>	Mbabane
<input type="checkbox"/>	Nelspruit
<input type="checkbox"/>	Pietermaritzburg
<input type="checkbox"/>	Polokwane
<input type="checkbox"/>	Port Elizabeth
<input type="checkbox"/>	Pretoria
<input type="checkbox"/>	Randburg
<input type="checkbox"/>	Vereeniging
<input type="checkbox"/>	Witbank
<input type="checkbox"/>	Windhoek
<input type="checkbox"/>	

Payment Options

Credit Card
 Cheque
 Direct Deposit
 Other

Number of Module(s)	Type	Amount
Annual	x R420 (per module)	R
	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: 6 12 18 24

Expiry date:

Card Holder Name

Card Holder's Signature

Deposit/Cheque Payment

Deposits/Cheques must be made payable to:

Account holder: IBS
 Bank details: Standard Bank
 Branch name: Braamfontein
 Branch code: 00 48 05
 Account number: 00 289 778 4

Reference: Surname and Student Number **[COMPULSORY]**

Declaration

I have read the Student Handbook, and agree to comply with the rules contained therein. I acknowledge that any non-compliance will result in forfeiture of rights that would normally be due to me. I furthermore acknowledge that the Institute is not a tuition provider and therefore I cannot hold the Institute liable for the content or presentation of tuition material.

The Institute reserves the right to change terms and conditions at any time, and you agree to abide by the most recent version.

I specifically note the terms and conditions contained in the prospectus and related Institute material in hard and soft copy, pertaining to:

1. The entry requirements for this qualification
2. Registration as a private candidate
3. References throughout the prospectus to the Institute's role and responsibilities, especially with regard to limitations of support, NQF status, provisions of syllabus and curriculum outlines, the role of prescribed and recommended texts and text books as well as study guides, and my responsibility as a student.
4. The final decision and authority of the Chief Examiner
5. The use of the correct and appropriate channels for communication and appeals.
6. The Institute and its subsidiaries make no claims whatsoever regarding the guarantee of jobs or emigration/immigrations points or benefits.
7. That all services and examination/course results are ONLY obtainable on full payment of all fees due - in advance, with no refunds payable.
8. That the onus is on me to provide clear and unambiguous proof of such payments.
9. All other information contained in the student handbook and related hard and electronic copies of pertinent materials relating to my responsibilities and duties as a student.

Signed: _____ Date _____

FULL NAME IN BLOCK LETTERS