

# IBS Exemption Form

## IMPORTANT NOTICE

### Are the following documents attached to this application form?

- Copy of ID / Passport or any identification document
- **Certified** copies of any academic qualifications / skills programmes, etc
- Brief CV, maximum of two pages
- Proof of previously earned credits (*where applicable*), exemptions are **NOT** given for previous credits
- Letter from your current or past employer to substantiate your work outputs, etc
- Proof of payment of R300 administration fee (please ensure that copy of deposit slip is readable)



INSTITUTE OF BUSINESS STUDIES

### Other information

- Ensure that you signed this exemption form and completed in full
- No student can register for examinations until exemptions have been granted and paid in full

Mail to IBS at PO Box 3146, Houghton, 2041

PLEASE PRINT IN BLACK INK

## Applicant Details

### Student Information

Student Number:

--	--	--	--	--	--	--	--

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:

Highest School Qualification:  
Grade  Year Completed:

### Employment/Occupation

Employer:   
Position held:

### Application for Exemption

Were you previously registered with IBS?

Yes	No
-----	----

If yes, state your IBS number:

--	--	--	--	--	--	--	--

AND What was the last year of registration?

Y	Y	Y	Y
---	---	---	---

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

A administration fee of R300 is required before any exemptions will be processed.  
If application is successful, the administration fee of R300 will be the exemption fee for the first subject

Credit Card  Cheque  Direct Deposit  Other

Number of Module(s)	Type	Amount
Deposit	Administration fee	R300
	<b>R280 per module</b>	
	<b>Total</b>	
	<b>Amount Paid Now</b>	

### 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: 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 Institute's prospectus, 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.*

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

1. Courses that are to be covered over a full year as opposed to a semester
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. I have specifically read and noted the 2006 Review Document (available on the web or by e-mail on request).
7. The purpose of the IBS Qualifying Scheme and Board examinations are for benchmarking suitability for professional membership - and not for qualification purposes.
8. The Institute and its subsidiaries make no claims whatsoever regarding the guarantee of jobs or emigration/immigrations points or benefits.
9. That all services and examination/course results are ONLY obtainable on full payment of all fees due - in advance, with no refunds payable.
10. That the onus is on me to provide clear and unambiguous proof of such payments.
11. All other information contained in the prospectus and related hard and electronic copies of pertinent materials relating to my responsibilities and duties as a student.

---

Signature

---

Date