

IBS Enrolment Form

IMPORTANT NOTICE

Enrolment will be delayed if forms are incomplete or required documents not attached.

First time enrolment with ICSA/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 - No enrolment will commence before 100% payment has been paid (please ensure that copy of deposit slip is readable - use surname as reference)

Other information

- Enrolment should only take place after results are released
- This form is for examination entry only, **no study material will be provided**
- No cancellation will be accepted
- Ensure that you signed this enrolment form and completed in full

Mail to IBS at PO Box 331, Wits 2050

PLEASE PRINT IN BLACK INK



INSTITUTE OF BUSINESS STUDIES

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:

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 09	Oct 09
		Introduction to Mathematics for Business	May 09	Oct 09
		Introduction to Accounting	May 09	Oct 09
		Introduction to Governance	May 09	Oct 09
Elective modules (Choose 1)		Introduction to Office Administration and Information	May 09	Oct 09
		Introduction to Business Principles and Human Resources	May 09	Oct 09

Level 4			Exam Session	
Compulsory modules		Fundamentals of Business English	May 09	Oct 09
		Fundamentals of Mathematics	May 09	Oct 09
		Fundamentals of Accounting	May 09	Oct 09
		Fundamentals of Governance	May 09	Oct 09
Elective modules (Choose 1)		Fundamentals of Entrepreneurship	May 09	Oct 09
		Fundamentals of Office Administration	May 09	Oct 09

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"/>	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

Payment Options

Credit Card Cheque Direct Deposit Other

Number of Module(s)	Type	Amount
	IBS Registration	R340
	X R310 (per module)	
		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: 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. 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 prospectus and related hard and electronic copies of pertinent materials relating to my responsibilities and duties as a student.

Signature

Date