

REGISTRATION FORM

National Certificate in Financial Planning NQF Level 6

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Candidate Personal Information

Surname: Maiden name:

Initials: Title: Full Names:

Preferred name:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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 Age: yrs Gender: Male Female

ID/Passport number:

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Equity: Black White Indian Coloured Citizen:

Physical Address:

Code:

Postal Address:

Code:

Tel (H): Cell: Home Language:

Internet Access (Y/N): E-mail address:

Disability status: Geographical area/Province:

Main Account Payer Details (COMPULSORY)

Company Name: Division:

Company VAT nr: Company Registration nr:
 (Your division) (Your division)

Surname:

Initials: Title: Full Names:

Preferred name:

ID/Passport number:

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E-mail:

Education & Employment Information

Highest Education:

Previous Qualifications:

Current Occupation: Years in Occupation: Years / Months

Office: Supervisor/ Manager name: Employee Nr:

Work Physical address:

Code:

Work Postal address:

Code:

Tel (W): Fax (W):

Programme Information

Study School	TOTAL
1	60
2	65
TOTAL	125

Tick the relevant region for your workshops (✓)

Regions:

Johannesburg	<input type="checkbox"/>
Pretoria	<input type="checkbox"/>
Cape Town	<input type="checkbox"/>
Durban	<input type="checkbox"/>
Other	<input type="checkbox"/> Specify: <input type="text"/>

PLEASE NOTE:

Only if more than 20 candidates register for the same venue under the “other” region, a workshop will be scheduled for that venue.

The tutoring will take place in *two study* schools. Each study school will be structured as follows:

Study School 1 – Programme in Legislation, Tax and Financial Planning –

Scheduled over a period of 6 months, including the assessment

Closed Book Summative Assessment (4Hrs)

Study School 2 – Programme in Corporate Benefits and Investments –

Scheduled over a period of 6 months, including the assessment

Closed Book Summative Assessment (4Hrs)

Agreement

Please complete the registration form and send it back via e-mail or fax with the following:

In accordance with SAQA requirements, we must keep comprehensive records of all our learners for their National Learner Records Database (NLRD).

Please mark with a (X) when you have included the following with the registration form:

Certified copy of ID

Certified copy of matric certificate

Certified Post Matric Qualifications

For access to the National Certificate: Financial Planning (NQF Level 6),
Learners must be in possession of:

- An appropriate, accredited NQF Level 5 equivalent; OR
- An appropriate accredited Bachelor's degree NQF Level 6 in, for example, commerce, law etc.

Proof of payment

I (Full names) _____ ID nr _____ state that the above information is true to the best of my knowledge. I hereby apply to attend the above mentioned programme.

Learner Signature

Date

PLEASE NOTE:

*In case of a cancellation after Registration a **50% cancellation fee** will be applicable.*

Our Banking Details:

Account Name:	PSG Konsult Learning Academy (Pty) Ltd
Bank:	ABSA Bank
Branch:	ABSA Corporate
Branch Code:	63-20-05
Account No:	40-6354-8859

Please use your invoice nr or name & surname as a reference.

TERMS & CONDITIONS for National Certificate in Financial Planning on NQF Level 6

Please read carefully through this document to ensure that you are well aware of PSG Konsult Academy's terms and conditions, to ensure that you are not penalized.

1. Fees

The following prices all **include** VAT:

- | | |
|----------------------------------|--|
| a. Workshops: | R6 160.00 per Study School |
| b. Re-assessments: | |
| i. Summative re-assessment: | One free summative assessment,
There after R 300.00 per summative assessment paper. |
| ii. Formative re-assessment: | R300.00 per unit standard (no free re-assessment) |
| c. Re-mark: | R 300.00 per summative assessment |
| d. Oral Assessment: | R1 500.00 per oral assessment on the summative only
<i>- (Excluded for people with reading and writing disabilities)</i> |
| e. Analysis of previous credits: | R 380.00 per person per analysis
<i>- This amount will be credited if you decide to do the Study School through PSG Academy.</i> |
| f. Re-printing of material: | R 200.00 per book |
| g. Non attendance: | R 600.00 per person
<i>- Refer to nr. 4 of the terms and conditions for detail on non attendance.</i> |

2. Payments

- Methods of payment: EFT (Electronic Fund Transfer) and cash deposit
- The Training Coordinator will send you a pro-forma invoice after you have sent your completed registration form.
- Ensure to use your name and surname or company name or document number as reference when making the payment.
- A proof of payment must be submitted to the Training Coordinator before any results will be released.

3. Cancellation & Refunds

- In case of a cancellation after Registration a 50% cancellation fee will be applicable.
- Cancellation must be done in writing.
- No refunds will be applicable after 12 months' of registration.
- No refunds will be applicable after you have written your first summative assessment.

4. Attendance

- If you confirmed that you will attend the assessment and you do not pitch without a *valid reason, an additional fee will be charged for that assessment. If the group is still the minimum size, no charge will be applicable.
- No extensions will be granted without a *valid reason.
- If you miss the assessment date without a valid reason, you can write on the re-assessment date, or any other scheduled assessment date if available. We will not be able to schedule an assessment date especially for you.

5. Important supporting documentation

- Fully completed registration form
- Certified ID copy (if you do not have an ID document, a copy of the driver's license may be used together with an 'avid davit' declaring why the ID document is outstanding)
- Certified Matric certificate and –post Matric qualifications

*A valid reason would be: a medical condition supported by a medical certificate; or death in the family.

I, _____ (full name and surname) with ID number _____
herewith confirm that I agree with PSG Academy's terms and conditions as set out on this document.

Learner Signature

Date