



ALERTS PROFESSIONAL SERVICES
(Investing in Learning)

PLEASE PRINT IN BLACK INK

Enrolment for a Qualification

(List of qualifications to choose from):

ID SAQA	QUALIFICATION	NQF LEVEL
73710	Certificate: Accounting Technician	3
77143	FET Certificate: Accounting Technician	4
80189	Certificate: Accounting	5
73710	Certificate Accounting Technician: Public Sector	3
77143	FET Certificate Accounting Technician: Public Sector	4
80189	Certificate: Accounting Public Sector	5
59751	Certificate: Local Government Accounting	3
73712	FET Certificate: Local Government Accounting	4

1	Existing APS Student Number										2	Qualification code (e.g., 73710)		
3	Surname, Initials, Title (e.g. Mutsi KJ Mr)													
4	First Names													
5	Maiden name and/or previous surnames													
6	Date of birth										7	Gender (Mark with an ✓)	Male	
		Year	Month	Day									Female	
8	Identity number or Passport number													
9	Physical disabilities		(i) None			(ii) Other (specify)								
10	Contact details (Dialing code and number)		Tel (h)		()									
			Tel (w)		()									
			Cellphone		()									
			Fax		()									
	E-mail address:													
11	Home Language													
12A	Postal Address and Postal Code							12B	Physical address and Postal Code					
	Postal code						Postal code							
13	Please indicate the mode in which you would like to receive your study Material (Mark with an ✓)										Post		Courier	

INFORMATION GIVEN IN QUESTION 14 - 18 IS USED FOR STATISTICAL PURPOSES ONLY

14	Nationality		15	Population Group	
16	Occupation				
17	Economic sector (e.g., Banking, Education)				

18	Give particulars of all previous registrations at APS and/or another educational institution, starting with the most recent registration				
	Institution(s) (e.g., APS, UJ, Wits)	Degree(s)/diploma(s) (e.g., BA, BA HONS, PGD)	Year(s) (e.g., 2017-2019)	Student number(s)	If completed, state year(s)

Questions 19 to 22 must be answered

19	Highest school Qualification (e.g., Grade 10/Grade 12)	Grade 12 examination number, if available																		

20	Indicate the module for which you wish to register										For office use only				
	Module code										Semester/Intake		Year		
											1	2			

Please Note: All modules are offered in English only

21 Please include the following documents with the completed and signed application form. **Failure to submit these documents with your application form will result in your application not being processed.**

A. A certified copy of your Identity Document/Passport (copy of driver's license is not acceptable)

B. A certified copy of your highest qualification (foreign qualifications must be evaluated by SAQA before being sent to APS)

Please note the following:

And upon receiving all required documents, you will be temporarily registered and issued you with a student number; this will take approximately 5-10 working days.

Once a student number has been allocated, confirmation of your temporary registration will be sent to you e-mail. Included in this communication will be the banking details.

- You will then be required to pay the registration fee at any Nedbank branch or by means of EFT, using your student number as reference number.
- Proof of payment should be sent to us by email **Gervasem@alertsprofessionalservices.co.za** and thereafter Study Material will be dispatched to you.
- Completed registration form must be returned to **Gervasem@alertsprofessionalservices.co.za**

22 **DECLARATION AND UNDERTAKING** – I declare that all the particulars furnished by me on this form (including any attachments) are true and correct, and I undertake to comply with the rules, regulations and decisions of APS, and any amendments thereto. I understand that any false information supplied could lead to my application being disqualified.

Surname:

First Names:

Date: Learner's signature:

Next of Kin

Name and Surname															
Relationship						Tel				Cell					
E-mail															

Sponsor Details

Company/School Name												
Designation/Grade												
Department												
Tel			International dialling code		Industry						Years' work experience	
Municipality												

APPLICATION FORM

Please ensure that you read, sign and return the Terms and Conditions. Signing this form indicates that you have read, understood, and agreed to the Terms and Conditions.

I, _____
APS and accept full liability for the payment for the course.

Signature (applicant)

Date

Signature (sponsor)

Date

Steps needed to become registered APS student

1. Follow the application process by completing the application form and submitting the required documentation.
2. Once the application form, required documents and fees have been received and the applicant has met all the entrance requirements, then the applicant will be registered as a student.
3. The applicant will be enrolled as a student only when payment has been received as per agreed mode of payment.
4. For monthly mode of payment, the applicant must complete a debit order form with signed terms and conditions.
5. Enrolled students will then be invited to attend class.

Documents required for a roll-over/returning student

1. Signed roll-over application form.
2. Confirmation of modules to be completed (online).
3. Proof of payment.

Application Fee

1. An application fee of R1,000 is required to process your application. Application fee is non-refundable.
2. All credit exemptions are considered at a fee of R500 per module except where an applicant has an APS qualification.
3. Roll-overs/Returning students incur a R500 administration fee (for a full year of study).

Documents required to process a new application

- Application form signed by student and sponsor/company.
- Proof of payment of the application fee.
- We require a certified copy of:
 - » Academic transcripts (most recent qualifications).
 - » Certificates – latest school results/highest qualification obtained.
- Copy of ID – student and sponsor.
- Module outlines or SAQA registered programme of highest qualification

Documents required for company-sponsored bursary application

- Application form signed by student and sponsor/company.
- Proof of payment of the application fee.
- We require a certified copy of:
 - Academic transcripts (most recent qualifications).
 - Certificates – latest school results/highest qualification obtained.
- Copy of ID – student and sponsor.
- Module outlines or SAQA registered programme of highest qualification

Bank Account Details

Alerts Professional Services (Pty) Ltd

Name of Bank: Nedbank

Branch Code: 19130500

Account No: 1162804491

Swift Code: NEDSZAJJ

Reference: Student number/ID number

Send proof of payment to Gervasem@alertsprofessionalservices.co.za

TERMS AND CONDITIONS

A. Academic Regulations

All academic and accredited programmes are subject to academic rules, regulations and applicable domestic legislation as published and revised from time-to-time. APS is obligated to make personal academic information available to regulatory and administrative bodies for academic and statistical purposes.

B. Course Applications

All applications submitted by an individual, whether for a short or academic course, require a fully completed and signed application form and acknowledgment of the terms and conditions. All supporting documentation as laid out in the application form must be provided. An application does not constitute the full registration for a course. An application will be registered once the full payment and supporting documentation (where necessary) have been received or the payment terms agreement have been signed and all entrance requirements have been met.

C. Application Fee

A non-refundable fee of R1,000 is required in order for an application to be processed. APS reserves the right to amend this fee from time-to-time.

D. Administration Fee

For every qualification enrolled, the student will be required to register for each calendar year and select relevant modules to be taken during that year. This facilitates better planning for tuition demands and services required. An annual administration fee of R500 will be charged.

E. Payment of Study Fees

- a. APS Management offers the following payment options to students for the academic programmes:
 - i. Monthly (by compulsory debit order)
 - ii. Per semester
 - iii. Upfront
 - iv. Annual
- b. If a student elects to pay on a monthly basis, then the APS Credit Application Form and an income expenditure statement are required for term repayments.
 - i. The first month's payment must be in advance
 - ii. A signed debit order needs to be completed. Should a payment be returned by the bank, the student needs to make the payment of the amount within five days of being informed thereof. Failure to do so will render the student's studies suspended.
 - iii. Should a monthly debit order be returned by the bank on a second occasion, in addition
 - iv. A returned debit order administration fee will be charged (currently R150 + VAT)
 - v. An option for an extended monthly payment period is available, subject to approval.
- c. If a student elects to pay for each semester, the fee for the semester has to be paid at least five days prior to the commencement of the semester, failing which the student will not be allowed to attend class.
- d. In the case of upfront payments, course fees need to be paid prior to commencement and attendance of the course.

Should the student elect to take a study loan through a recognized institution, APS will facilitate the necessary forms and contact details for a select number of these institutions. However, payment for the respective course needs to be received by APS.

F. Revised Fees to Applicable Year's Rate

Tuition will be charged at fees applicable to the current-year's rate. For delayed, deferred and repeat modules, a top-up fee will be levied per module, to cover the shortfall between originally paid fees and the applicable rate when the student actually does the module.

G. Cancellation and Postponement

APS reserves the right to postpone or cancel a scheduled course due to insufficient numbers or any reason deemed fair by APS. Registered students might be provided with an alternative course date or offered a refund.

Academic Programmes:

Should the student inform APS in writing, within 7 days of Registration, that they want to cancel their studies then the following will apply:

- The fees paid by the student in relation to the cancelled studies will be refunded, subject to a cancellation fee of R750.
- Should a student want to cancel or postpone their studies for any reason, after the 7 days' notice period above, the following will apply:
- Notice of intention to cancel/postpone needs to be communicated in writing to the Principal. The full year's fees will still be due and payable, irrespective of the payment option.

- If no written cancellation is received, the student will also be liable for the following year's fees.
- Non-attendance of class, non-submission or failure to submit or participate in an assessment does not constitute a cancellation, and the year's fees are still due and payable.
- Written acceptance of the cancellation will be given to the student by the Principal. The onus is on the student to ensure confirmation of receipt by email or post.
- APS will not be held liable for failure to receive emailed cancellation notices.

H. Tuition Commencement

Once an application for any APS programme has been processed and a tax invoice raised, the individual will be deemed to be an enrolled student and will be required to pay the course fees and any other associated costs (subject to meeting the National Credit Act requirements and the academic requirements).

I. Refund of Prepaid Money

Refund of any deposits and/or advance payments are subject to APS' cancellation terms as set out above. APS will only refund monies to the original source/issuer and reserves the right to refund monies in the same method in which they were received.

APS reserves the right to postpone or cancel a scheduled course. Registered applicants will be provided with an alternative course date or offered a refund of course fees.

J. Value Proposition

Student fees include the value of digital or contact facilitation, assessments and access to digitised study guides and one supplementary examination per module. Additional services over and above the course costs are charged per event, as per the current Academic Regulations;

K. Fees and Increases

Annual Increases:

APS reserves the right to increase contracted fees on an annual basis, as well as to change scheduled class and exam dates.

Extended Tuition Fees:

Should a student not complete the course within the timeframe stipulated as per the programme schedule, APS reserves the right to adjust the outstanding module fees to those of the current retail price and to levy an extension fee, which shall be reviewed from time-to-time.

Discounts:

Early Bird Discount: save by being exempted from the annual fee increase. Upfront Discount: save up to 10% by paying the annual upfront fee.

L. IT Requirement:

- You need to be computer literate.
- You need to have a computer or tablet with webcam, speaker and 3G internet connectivity for the purpose of downloads and submissions.

M. Liability Disclaimer

Neither APS Management (Pty) Ltd nor any of its directors, subsidiaries, suppliers, employees or agents will be held liable for accidents, illness, losses or damage to private property of whatever nature either in South Africa or abroad, of registered APS students. Students are strongly recommended to seek insurance cover for health and accident, lost luggage and/or personal belongings and trip cancellation.

N. Firearms and Weapons

Firearms and anything that can be considered as a weapon (that can injure another person) are prohibited on the APS campus.

O. Consent to Information

APS periodically sends out information to advise all registered students and/or signed-up participants of new developments, programmes and events that might be of interest or relevance to their personal development and career advancement. Any student or participant who wishes to stop receiving any such communication from APS is requested to indicate this by opting out, or by sending an e-mail to this effect, to Gervasem@alertsprofessionalservices.co.za.

P. Updates to Terms and Conditions

APS reserves the right to update these terms and conditions from time-to-time. Current terms and conditions are published on APS' website and may be viewed at www.alertsprofessionalservices.co.za

Q. Copyright Reserved

Copyright persists in all materials published on any APS media or website. No part of the material on this website may be produced, stored in or introduced into a retrieval system, or transmitted in any form or by any means, whether electronic, mechanical, photocopying, recording, broadcast or otherwise, without the written permission of the publisher and/or APS Management.

E-mail the completed form to: Gervasem@alertsprofessionalservices.co.za

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