

**REGISTRATION FORM**  
National Certificate in Financial Planning NQF Level 6  
SAQA ID Nr. 57917/66612

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**Candidate Personal Information**

Surname:  Maiden name:

Initials:  Title:  Full Names:

Preferred name:

Date of birth:         Age:  Years Gender:  Male  Female

ID/Passport number:             Religion:

Equity:  Black  White  Indian  Coloured Citizen:

Physical Address:

Code:

Postal Address:

Code:

Tel (H):  Cell:  COMPULSORY Home Language:

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

Disability status:  Geographical area/Province:

**Main Account Payer Details (COMPULSORY)**

If you are responsible for the payment and not your company, you can just write "SELF" in the "Company Name" block.

Company Name:  Division:

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

Surname:

Initials:  Title:  Full Names:

Preferred name:

ID/Passport number:

E-mail:

### Education & Employment Information

Highest Education:

Previous Qualifications:

Current Occupation:  Years in Occupation:  Years &  Months

Office:  Supervisor/  Employee Nr:   
 Manager name:

Manager E-mail Address:

Work Physical address:   
 Code:

Work Postal address:   
 Code:

Tel (W):  Fax (W):

### Programme Information

Please specify your dietary requirements for the days you are attending the workshops:

None	Vegetarian	Kosher	Halaal	Other; please specify:
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***Tick the relevant region for your workshops (✓)***

**Regions:**

Johannesburg – Sandton	
Pretoria - Hatfield	
Cape Town	
Durban	
*Other	<b>Specify:</b> <input style="width: 300px;" 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.

**STUDY SCHOOLS:**

The tutoring will take place in *four study* schools over a 10 month period starting February 2011.

Each study school will be structured as follows:

***Study School 1 (40 credits) – Program in Tax and Business Insurance Solutions***  
 Scheduled over a period of 2.5 months, including the assessment - **Closed Book Summative Assessment (3Hrs)**

***Study School 2 (20 credits) – Program in Legislation and Economics***  
 Scheduled over a period of 2.5 months, including the assessment - **Closed Book Summative Assessment (3Hrs)**

***Study School 3 (35 credits) – Program in Financial Statements and Investments***  
 Scheduled over a period of 2.5 months, including the assessment - **Closed Book Summative Assessment (3Hrs)**

***Study School 4 (30 credits) – Program in Corporate Benefits***  
 Scheduled over a period of 2.5 months, including the assessment - **Closed Book Summative Assessment (3Hrs)**

**TOTAL: 125 credits**

**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 ( ✓ ) that you have included the following with the registration form:

- **Registration form**: completed in full
- **Certified & clear copy of ID**   
(If you do not have an ID document, a copy of the driver's license may be used together with an affidavit declaring why the ID document is outstanding)
- **Certified & clear copy of Matric certificate**
- **Certified & clear 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 & surname) \_\_\_\_\_ with 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 number 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 you know PSG Konsult Academy's T&C's & ensure you are not penalized.

**1. Fees** (The following prices all include VAT):

**Please indicate which payment option will be applicable to you**

- a. Workshops:
- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | One (1) installment of <b>R13 552.00</b> for full the full qualification; <b>or</b>              |
| <input type="checkbox"/> | Two (2) installments of <b>R6 776.00</b> each for the full qualification; <b>or</b>              |
| <input type="checkbox"/> | Four (4) installments of <b>R3 388.00</b> each for the full qualification; <b>or</b>             |
| <input type="checkbox"/> | Six (6) installments of <b>R2 370.00</b> each ( <b>5% interest</b> ) for the full qualification. |

**Additional Fees:**

- b. **Re-assessments:**
- i. Summative re-assessment: **One free** summative assessment, There after **R 350.00** per summative assessment paper
  - ii. Formative re-assessment: **R400.00** per subject (no free re-assessment)
- c. Re-mark: **R350.00** per summative assessment  
**R400.00** per subject for the formative assessment
- d. Oral Assessment: **R2 000.00** per oral assessment on the summative only  
(Excluded for people with reading and writing disabilities)
- e. Re-printing of PSG material: **R 280.00** per book - you will be responsible for the collection of this book.  
Excludes: A new/additional Lexis Nexis handbook (a new book will be fully (100%) for your own cost).
- f. Non-attendance to exam: **R 660.00** per person - Refer to nr. 4 below for detail on non attendance.
- g. Non-submission of NYC formative: **R 400.00** per NYC subject

**2. Payments**

- a. Methods of payment: EFT (Electronic Fund Transfer) & cash deposit at the bank. (*We do not accept cash/cheques*).
- b. The Training Coordinator will send you a pro-forma invoice after you have sent your completed registration form.
- c. Ensure to use your ID number or pro forma invoice number as reference when making the payment.
- d. Only after a proof of payment of the first installment has been submitted to the Training Coordinator, you will receive an e-mail with the final program detail.
- e.
  - i). Proof of payment for the first installment must be submitted in order to get access to the SS1 workshop.
  - ii). Proof of payment of at least half the qualification fee (**R6776**) must be submitted to get access to SS2 exam;
  - iii). Proof of payment for the fourth installment must be submitted in order to get access to the SS3 workshop;
  - iv). Proof of payment for the final installment must be submitted to get access to the SS4 exam.

**3. Cancellation & Refunds**

- a. In case of a cancellation after registration, a 50% cancellation fee will be applicable.
- b. A 100% cancellation fee (*thus no refund*) will apply for all cancellations within 24 hours prior the workshop.
- c. Cancellation must be done in writing (fax or e-mail) at least 5 (five) working days before the first workshop.
- d. No refunds will be applicable after 6 (six) months of registration.
- e. No refunds will be applicable after you have received your material.
- f. Approved substitutes (*candidates complying with the qualification access requirements*) are welcome at no extra charge, as long as all required documentation reach us before the workshop takes place.

**4. Attendance; Submission & Completion**

- a. You only have 6 (six) months to complete each study school from start of that study school up to a maximum of 18 (eighteen) months (re-assessments included) for the full qualification. If unsuccessful, you need to reregister and pay again.
- b. If you confirmed that you will attend the assessment and you are absent without a \*valid reason, the non-attendance fee will be charged for that assessment (Refer to nr. 1h). Due to the fact that you missed the assessment, 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.
- c. Access to the exam is your completed workbook in black or blue pen. If you do not hand in your workbook, you will not be allowed to write the exam and you will forfeit your free summative assessment (Refer to nr. 1. b.i.).
- d. No extensions will be granted without a \*valid reason.
- e. If you do not submit your resubmission of the formative workbook without a \*valid reason on the date communicated, you will be charged for non submission (Refer to nr. 1.f).
- f. PSG Academy is not responsible for any postal mailing/couriering of letters and/or certificates. Letters will be e-mailed and certificates can be collected at Centurion or Cape Town offices, or you can organize a courier.

**DISCLAIMER:** PSG Konsult Academy will endeavor to prepare you for these exams, therefore PSG Konsult Academy cannot be held responsible for you not passing the exam.

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

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**