



REGISTRATION FORM

FETC: Short Term Insurance NQF Level 4

SAQA ID Nr. 49929/66610

Amanda Kruger (Program Coordinator)

Tel: +27(0) 861 223 774

Fax: +27(0) 12 679 0472 - indicate for Amanda's attention

amanda.kruger@psgkonsult.co.za

or

Leane Breedt (Head: PSG Konsult Academy)

Tel: +27(0) 861 223 774

Fax: +27(0) 12 679 0472

leane.breedt@psgkonsult.co.za

Exemptions: Bernadette van Schalkwyk (Program Coordinator)

Tel: +27(0) 861 223 774;

Fax: +27(0) 12 679 0472 - indicate for Bernadette's attention

bernadette.vanschalkwyk@psgkonsult.co.za

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

Short Term Insurance: Mark with a (✓)

 Facilitation OR Distance Learning/Self Study

If you are attending the facilitation, please specify your dietary requirements:

None	Vegetarian	Kosher	Halaal	Other; please specify:
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Study School: Mark with a (✓)	Date & Venue
Study School 1 (Personal Lines) <input type="checkbox"/>	OR
Study School 1 (Commercial Lines) <input type="checkbox"/>	
Study School 1 (8 elective credits) <i>Optional - Not compulsory!</i>	
Study School 2 (Personal & Commercial Lines)	
Study School 3 (Personal & Commercial Lines)	
Study School 4 (Mathematics)	
Study School 5 (Communication & Additional SA Language)	

Rules of combination:

Study School	Core	Elective	Financial Literacy	Fundamentals: Maths	Fundamentals: Communication	Fundamentals: Additional SA	TOTAL
1	-	30 (C/L)	-	-	-	-	30 OR;
		31 (P/L)					31
2	21	-	12	-	-	-	33
3	30	2	-	-	-	-	32
4	-	-	-	16	-	-	16
5	-	-	-	-	20	20	40
TOTAL	51	32	12	16	20	20	151/152

WORKSHOP PROGRAM per study school

Day 1 – Tutoring in the first half of the Unit Standards (*including distribution of material in the classroom*)

Day 2 – Tutoring in the last half of the Unit Standards

± 4 - 6 weeks break to complete workbook and prepare for summative assessment

Day 3 – One full day for revision purposes. This will take place within the week before the assessment

Day 4 – Write closed book summative assessment and hand in formative assessment (workbook)

Distance Learning:

If you are too far to attend the facilitation we provide, we have another option for you. You are more than welcome to do it Distance Learning. No facilitation is provided and you study on your own time. You have ±8 weeks per study school (from the day you receive your study material) to complete the workbook and prepare for the summative assessment. The assessment date will be communicated to you after registration and together with receiving your material. As soon as the first study school has been successfully completed, you may begin with the next study school.

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**
(If applicable)
- **Certified & clear copy Post Matric Qualifications**
(If applicable)
- **Proof of payment**

I (full names) _____ 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 FETC: Short Term Insurance NQF Level 4

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):

- | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Workshops: | R3 300.00 per Study School |
| b. Distance Learning: | R2 390.00 per Study School |
| Additional Fees: | |
| c. 8 Electives: | R 1 090.00 or R130.00 per credit |
| d. Re-assessments: | |
| i. Summative re-assessment: | One free summative assessment,
There after R 350.00 per summative assessment paper |
| ii. Formative re-assessment: | R130.00 per unit standard (no free re-assessment) |
| e. Re-mark: | R 350.00 per summative assessment
R130.00 per unit standard for the formative assessment |
| f. Oral Assessment: | R2 000.00 per oral assessment on the summative only
<i>- Excluded for people with reading and writing disabilities</i> |
| g. Exemptions: | R 350.00 per exemption form
<i>- Please refer to the qualification information brochure to see which unit standards you can be exempted for</i> |
| h. Analysis of previous credits: | R 390.00 per person per analysis
<i>- This amount will be credited if you decide to do the Study School through PSG Academy</i> |
| i. Bridging exam: | R 45.00 per credit |
| j. Re-printing of material: | R 280.00 per book – you will be responsible for the collection of this book. |
| k. Non-attendance to exam: | R 660.00 per person - Refer to nr. 4 below for detail on non attendance. |
| l. Non-submission of NYC formative: | R 400.00 per NYC workbook not submitted |

2. Payments

- Methods of payment: EFT (Electronic Fund Transfer) & cash deposit at the bank. *(We do not accept cash/cheques).*
- The Training Coordinator will send you a pro-forma invoice after you have sent your completed registration form.
- Ensure to use your ID number or pro forma invoice 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.
- A 100% cancellation fee *(thus no refund)* will apply for all cancellations within 24 hours prior the workshop.
- Cancellation must be done in writing (fax or e-mail) at least 5 (five) working days before the workshop.
- No refunds will be applicable after 6 (six) months of registration.
- No refunds will be applicable after you have received your material.
- 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

- You only have 6 (six) months from registration (for a specific study school) to complete that study school, up to a maximum of 12 (twelve) months, re-assessments included. If unsuccessful, you need to reregister and pay again.
- 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.1.k). 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.
- 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.d i).
- No extensions will be granted without a *valid reason.
- 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. l).
- 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 your own 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.

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