



Private Bag X10, Weltevredenpark Park, 1715
 Quadrum Office Park
 Quad 4, 1st floor
 50 Constantia Boulevard, Constantia Kloof
 Tel: (011) 670 4800
 Fax: 086 501 0099
 www.olg.co.za



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STUDENT NUMBER (Office use only)

APPLICATION FORM: HIGHER EDUCATION

Please fill in all information neatly and in capital letters. All requested information is compulsory and must be completed for Open Learning Group (OLG) to accept your application. Use the checklists provided to ensure that you are submitting a complete application form.

SECTION A: PERSONAL DETAILS OF APPLICANT

Surname: Initials:

First Names: Title:

Marital Status: Single Married Widowed Divorced Gender: Male Female

Maiden Name: (If applicable)

ID Number: Date of Birth: (dd/mm/yyyy)

Home Language:

Population Group: Indian African Coloured White Other (please specify):

Contact Details: Cell Number

Cell Number 2 (Relative/Alternative)/Home Number

Work Number

E-mail Address

Physical Address: Postal Code:

Work Address: Postal Code:

Courier Address: Postal Code:
(Address for the delivery of books between 09:00 and 16:00.)

Do you have any disabilities? No Yes Please specify:

FOREIGN STUDENTS ONLY:

Passport Number:

Expiry Date of Passport: (dd/mm/yyyy)

Foreign Nationality:

Type of Visa:

Expiry Date of Visa: (dd/mm/yyyy)

WORK EXPERIENCE:

Place of Employment	Position Held	Start Date				End Date			
		(dd/mm/yyyy)				(If applicable) (dd/mm/yyyy)			

! Have you completed ALL the information requested in this section? (All information is compulsory)

SECTION B: ACADEMIC PROFILE (Please supply certified copies of certificates / qualifications)

ACADEMIC PROFILE: (Tick the box where applicable and specify where needed)

	Grade 10	Date obtained:	Grade 12	Date obtained:	Date Obtained
Certificate	Specify:				
Diploma	Specify:				
Tertiary	Specify:				
FET	Specify:				
Other	Specify:				

! Have you completed your academic profile?

! Have you attached a certified copy of your matric certificate?

! Have you attached a certified copy of your previous qualifications?

SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

You can only make a single selection in this section. Choose a Programme by ticking the box, and make your detailed selections within each table.

Mode of Learning <input type="checkbox"/>	DISTANCE LEARNING Student studies remotely and independently	<input type="checkbox"/>	DEVICE REQUIREMENTS Access to a computer with a camera and internet access
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1. **Access Programme:** Fundamental English for Academic Purposes (FEAP) Numeracy Skills for Higher Education (NSHE)

2. **Higher Certificate in Logistics Management [96798] (NQF Level 5)**
 FULL REGISTRATION: Please select ONE specialisation/elective subject:
 [SUPMNGT] Supply Chain Management or [PURMNGT] Purchasing Management or [MARMNGT] Marketing Management
OR
 MODULAR REGISTRATION – Select the modules you wish to register for. (A minimum of three modules per semester required):
 Please select ONE specialization and minimum two compulsory modules:
 [SUPMNGT] Supply Chain Management or [PURMNGT] Purchasing Management or [MARMNGT] Marketing Management
 [BUSCOM] Business Communication [DIGLIT] Computer and Digital Literacy [BUSMNGT_1] Business Management 1
 [LOGMNGT_1] Logistics Management 1 [TRANSEC_1] Transport Economics 1 [FINMNGT_1] Financial Management 1

3. **Higher Certificate in Procurement Management [102026] (NQF Level 5)**
 [PROC_DIGLIT] Computer and Digital Literacy [PROC_PROMNGT] Procurement Management [PROC_FINMNGT_1] Financial Management 1
 [PROC_BUSCOM] Business Communication for Procurement Managers [PROC_PRINPUR] Principles of Purchasing Man. [PROC_SUPMNGT_1] Supply Chain Management 1
 [PROC_BUSMNGT_1] Business Management 1 [PROC_WIL] Work Integrated Learning for Procurement Management

4. **Higher Certificate in Project Management [104766] (NQF Level 5)**
 [PROJ_DIGLIT] Computer and Digital Literacy [PROJ_MNGT] Project Management [PROJ_SUPMNGT_1] Supply Chain Management 1
 [PROJ_BUSCOM] Business Communication for Project Managers [PROJ_FINMNGT_1] Financial Management 1
 [PROJ_BUSMNGT_1] Business Management 1 [PROJ_WIL] Work Integrated Learning for Project Management

5. **Diploma in Logistics and Supply Chain Management [85028] (NQF Level 6) -Select Full or Modular Registration**
 FULL REGISTRATION: Year 1 Year 2 Year 3
OR
 MODULAR REGISTRATION – Select the modules you wish to register for:

<input type="checkbox"/> Year 1: <input type="checkbox"/> [LBUSCOM] Logistics Business Communication <input type="checkbox"/> [BUSMNGT_1] Business Management 1 <input type="checkbox"/> [LOGMNGT_1] Logistics Management 1 <input type="checkbox"/> Year 2: <input type="checkbox"/> [BIS] Business Information Systems <input type="checkbox"/> [SUPMNGT_1] Supply Chain Management 1 <input type="checkbox"/> [TRANSEC_2] Transport Economics 2 <input type="checkbox"/> Year 3: <input type="checkbox"/> [FINMNGT_2] Financial Management 2 <input type="checkbox"/> [WIL_1] Work Integrated Learning 1 <input type="checkbox"/> [SUPMNGT_2] Supply Chain Management 2 <input type="checkbox"/> [WIL_2] Work Integrated Learning 2 <input type="checkbox"/> [LOGMNGT_3] Logistics Management 3 <input type="checkbox"/> [LOGMS_1] Logistics and Supply Chain Management Systems 1	<input type="checkbox"/> [ECON_1] Economics 1 <input type="checkbox"/> [TRANSEC_1] Transport Economics 1 <input type="checkbox"/> [BUSMNGT_2] Business Management 2 <input type="checkbox"/> [MARMNGT_2] Marketing Management 2 <input type="checkbox"/> [PROMNGT_1] Procurement Management 1
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6. **Bachelor of Business Administration in Logistics and Supply Chain Management [91114] (NQF Level 7) - Select Full or Modular Registration**
 FULL REGISTRATION – Please select a year AND an elective for Year 1, if applying for Year 1
 Year 1: [TRANSEC_2] Transport Economics 2 or [MARMNGT_2] Marketing Management 2 or [PROMNGT_1] Procurement Management 1
 Year 2 Year 3
OR
 MODULAR REGISTRATION – Select the modules you wish to register for

<input type="checkbox"/> Year 1: <input type="checkbox"/> [TRANSEC_2] Transport Economics 2 or <input type="checkbox"/> [MARMNGT_2] Marketing Management 2 or <input type="checkbox"/> [PROMNGT_1] Procurement Management 1 <input type="checkbox"/> [BUSMNGT_1] Business Management 1 <input type="checkbox"/> [ECON_1] Economics 1 <input type="checkbox"/> [SUPMNGT_1] Supply Chain Management 1 <input type="checkbox"/> [BSTATS_1] Business Statistics 1 <input type="checkbox"/> Year 2: <input type="checkbox"/> [BRSRCH] Business Research <input type="checkbox"/> [BUSMNGT_2] Business Management <input type="checkbox"/> [LOGMNGT_2] Logistics Management 2 <input type="checkbox"/> [SUPMNGT_2] Supply Chain Management 2 <input type="checkbox"/> [FINMNGT_2] Financial Management 2 <input type="checkbox"/> [ECON_2] Economics 2 <input type="checkbox"/> Year 3: <input type="checkbox"/> [BUSMNGT_3] Business Management 3 <input type="checkbox"/> [PROJMNGT_1] Project Management 1 <input type="checkbox"/> [LOGMNGT_3] Logistics Management 3 <input type="checkbox"/> [SUPMNGT_3] Supply Chain Management 3 <input type="checkbox"/> [RSRCH:TH] Logistics and Supply Chain Research: Theory <input type="checkbox"/> [RSRCH:PR] Logistics and Supply Chain Research: Project <input type="checkbox"/> [LOGMS_1] Logistics and Supply Chain Management Systems 1	<input type="checkbox"/> [ECON_1] Economics 1 <input type="checkbox"/> [TRANSEC_1] Transport Economics 1 <input type="checkbox"/> [BUSMNGT_2] Business Management 2 <input type="checkbox"/> [MARMNGT_2] Marketing Management 2 <input type="checkbox"/> [PROMNGT_1] Procurement Management 1 <input type="checkbox"/> [LOGMNGT_1] Logistics Management 1 <input type="checkbox"/> [LOGMNGT_2] Logistics Management 2 <input type="checkbox"/> [ECON_2] Economics 2 <input type="checkbox"/> [LOGMNGT_3] Logistics Management 3
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Please note: A complete Programme outline will be available in the Yearbook.

2 <input type="checkbox"/> OLG Short Learning Programmes																																																																																																																										
Distance Learning Programmes: Assignments and examinations are compulsory <table style="width: 100%; border: none;"> <tr><td>FLOG_2</td><td>Fundamental Logistics Management</td><td><input type="checkbox"/></td></tr> <tr><td>ILOG_2</td><td>Intermediate Logistics Management</td><td><input type="checkbox"/></td></tr> <tr><td>ALOG_2</td><td>Advanced Logistics Management</td><td><input type="checkbox"/></td></tr> <tr><td>FSUP_2</td><td>Fundamental Supply Chain Management</td><td><input type="checkbox"/></td></tr> <tr><td>ISUP_2</td><td>Intermediate Supply Chain Management</td><td><input type="checkbox"/></td></tr> <tr><td>ASUP_2</td><td>Advanced Supply Chain Management</td><td><input type="checkbox"/></td></tr> <tr><td>FTRANS_2</td><td>Fundamental Transport Economics</td><td><input type="checkbox"/></td></tr> <tr><td>ITRANS_2</td><td>Intermediate Transport Economics</td><td><input type="checkbox"/></td></tr> <tr><td>FPUR_2</td><td>Fundamental Purchasing Management</td><td><input type="checkbox"/></td></tr> <tr><td>FPRO_2</td><td>Fundamental Procurement Management</td><td><input type="checkbox"/></td></tr> <tr><td>FPROJ_2</td><td>Fundamental Project Management</td><td><input type="checkbox"/></td></tr> </table>	FLOG_2	Fundamental Logistics Management	<input type="checkbox"/>	ILOG_2	Intermediate Logistics Management	<input type="checkbox"/>	ALOG_2	Advanced Logistics Management	<input type="checkbox"/>	FSUP_2	Fundamental Supply Chain Management	<input type="checkbox"/>	ISUP_2	Intermediate Supply Chain Management	<input type="checkbox"/>	ASUP_2	Advanced Supply Chain Management	<input type="checkbox"/>	FTRANS_2	Fundamental Transport Economics	<input type="checkbox"/>	ITRANS_2	Intermediate Transport Economics	<input type="checkbox"/>	FPUR_2	Fundamental Purchasing Management	<input type="checkbox"/>	FPRO_2	Fundamental Procurement Management	<input type="checkbox"/>	FPROJ_2	Fundamental Project Management	<input type="checkbox"/>	Programmes offered to companies: Choose exam or non-exam modules <table style="width: 100%; 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SECTION D: EXAMINATION INFORMATION – Examinations are conducted online

Choose your examination center in the table below by ticking the box next to your selection.

- Your selection is only indicative of your geographical area

EASTERN CAPE	FREE STATE	GAUTENG	KWAZULU-NATAL	LIMPOPO	MPUMALANGA	NORTH WEST	NORTHERN CAPE	WESTERN CAPE
Select the venue where you want to write EXAMS (choose only one)								
East London	Bloemfontein	Alberton	Durban	Polokwane	Ermelo	Potchefstroom	Kathu	Cape Town
Mount Fletcher		Johannesburg Central	Newcastle		Middelburg	Rustenburg		
Port Elizabeth		Krugersdorp Pretoria	Pietermaritzburg		Nelspruit			
		Springs	Richards Bay					

! Have you selected one examination venue?

SECTION E: PAYMENT METHOD

Your quoted study fees will amount to: R

- Please select a single payment option from the options below, and ensure that you provide all the documentation required.
- If you intend to pay with a credit card at the office of OLG, please select the Full Payment option.

1 Full Payment

1.1 Cash Deposit / EFT **!** Have you attached an A4 copy of your proof of payment?

1.2 Sponsored by Employer Total amount: R

Name of Company:

Contact Person at Company:

Work Address:

Do you require a pro-forma invoice? Yes No VAT Registration Number.:

! Have you attached proof of payment or a valid purchase order from your company?

2 Financing Option

2.1 I am applying for finance

Name of financial institution

3 Payment with Terms

3.1 Deposit plus 6 consecutive monthly debit order payments **!** Have you attached bank statements for the past 3 months?

! Have you attached a payslip that is not older than 3 months?

3.2 Deposit plus 10 consecutive monthly debit order payments **!** If a sponsor is paying for you: Have you attached a certified copy of your sponsor's ID?

! Have you completed and attached the Written Authority and Mandate for Debit Order (Payment) Instructions?

! Have you attached a certified copy of your ID?

! Have you completed the Company Credit Application Form? If you are self-employed, we will require 6 months' bank statement's and an affidavit.

OLG Banking Details: First National Bank | Payee: Open Learning Group | Account Number: 627 809 23902 | Branch Code: 252 445

Reference: Use the ID number of the prospective student as reference when making payment.

DECLARATION

I, ID Number:

(FIRST NAME AND SURNAME)

am fully aware that the Programme that I am applying for (please tick the Programme that you are applying for)

- ACCESS PROGRAMME
- HIGHER CERTIFICATE IN LOGISTICS MANAGEMENT with SAQA ID: **96798**
- HIGHER CERTIFICATE IN PROCUREMENT MANAGEMENT with SAQA ID: **102026**
- HIGHER CERTIFICATE IN PROJECT MANAGEMENT with SAQA ID: **104766**
- DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT with SAQA ID: **85028**
- BACHELOR IN BUSINESS ADMINISTRATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT with SAQA ID: **91114**
is registered with the Department of Higher Education and Training to Open Learning Group (Pty) Ltd as indicated on the Registration Certificate dated 11 March 2019.

Signature of Student

Date: (dd/mm/yyyy)

Open Learning Group Representative

Date: (dd/mm/yyyy)

Before you sign!

Complete the checklist below to confirm that your application is complete. OLG will not accept any application that does not meet the requirements stipulated hereunder.

!	Have you completed all sections? (A, B, C, D and E?)	<input type="checkbox"/>	!	Have you provided all the documents required in each section?	<input type="checkbox"/>
!	Have you provided a clear copy of your ID?	<input type="checkbox"/>	!	Married Women: Marriage certificate provided?	<input type="checkbox"/>
!	Have you signed the Terms and Conditions? (page 5)	<input type="checkbox"/>	!	Foreign Students: Have you provided a copy of your permit?	<input type="checkbox"/>
!	Have you signed the POPI clause (below)?	<input type="checkbox"/>	!	Foreign Students: Have you provided a copy of your passport?	<input type="checkbox"/>
!	Have you completed and signed the Declaration on page 4?	<input type="checkbox"/>	!	Foreign Students: Have you provided a SAQA evaluation of your qualifications?	<input type="checkbox"/>
*Marriage certificate would only be required if the name on your academic qualifications and the name on your ID or passport are different.					

!	Protection of Personal Information (POPI) I grant OLG permission to use my personal information provided in this application form for administration, registration and communication purposes relating to my studies at OLG. OLG confirms that my personal information will be treated confidentially, will not be sold or marketed to a third party. I understand that I may withdraw my permission at any time by submitting a written request.	<input type="checkbox"/>	PLEASE SIGN:	Signature
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Marketing Information

Please let us know where you heard about OLG. Tick the relevant box:

OLG Employee Name:		OLG Current/Past Student Name or Student Number:	
Colleague	<input type="checkbox"/>	SMS	<input type="checkbox"/>
Family or Friends	<input type="checkbox"/>	Radio	<input type="checkbox"/>
Leaflet	<input type="checkbox"/>	Magazine	<input type="checkbox"/>
OLG Website	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>
		Instagram	<input type="checkbox"/>
		LinkedIn	<input type="checkbox"/>
		Twitter	<input type="checkbox"/>
		Facebook	<input type="checkbox"/>
		Poster	<input type="checkbox"/>
		School	<input type="checkbox"/>
		University	<input type="checkbox"/>
		Other: (Please Specify)	<input style="width: 100px;" type="text"/>

Please confirm your t-shirt size, for promotional item purposes (tick):

Gender	M	L	XL	XXL	3XL
Male	56cm <input type="checkbox"/>	59cm <input type="checkbox"/>	62cm <input type="checkbox"/>	65cm <input type="checkbox"/>	68cm <input type="checkbox"/>
Female	49cm <input type="checkbox"/>	52cm <input type="checkbox"/>	55cm <input type="checkbox"/>	58cm <input type="checkbox"/>	61cm <input type="checkbox"/>

NB: Students will not be permitted to exchange shirts, so please select the correct size.

Refer a Student

Existing or past students who refer a student to successfully register with Open Learning Group will qualify for a R500 cash incentive. Please visit www.olg.co.za to read the Terms and Conditions.

Please complete the details of the person/s you want to refer and we will contact them.			
Name and Surname	Contact Number	E-mail Address	Programme
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

1. Open Learning Group (Pty) Ltd ("OLG") registration number 1997/020392/07, trading inter alia as OLG, administrates and facilitates distance education and acts as a disclosed agent on behalf of a Third Party, known as academic institutions and regulatory authorities.
2. Availability is limited for all programmes. Registration is at the sole discretion of OLG and/or the Third Party.
3. The Applicant warrants that the information provided in the Application Form and documentation provided are both true and correct.
4. All applications undergo an academic and finance approval process. The Applicant consents to OLG verifying all qualifications and creditworthiness. Once the respective requirements have been met, registration is completed, at which time the Applicant (then "Student") will be subject to OLG's and the Third Party's terms and conditions and the rules and regulations.
5. OLG terms and conditions, together with the Student Code of Conduct, are available on www.olg.co.za or on request. All requests for the terms and conditions or information regarding the Student Code of Conduct may be directed to OLG's Contact Centre on 011 670 4764. These terms and conditions and rules and regulations shall be regarded as being incorporated herein by reference.
6. All amendments or adjustments the Applicant wishes to make to his/her application and/or enrolment must be done in writing within 30 (thirty) calendar days from the signature date of the Application Form.
7. OLG reserves the right to cancel a Student's registration, refuse the Student to write examination or withhold results if payment is not effected as stipulated. Student's qualifications will not be issued if the account is not fully paid.
8. Prescribed textbooks and study guides are included in the course fee and are compulsory upon registration. Study guides are available electronically on OLG4Me once registration has been completed. Only for modules without prescribed textbooks, hard copies of study guides will be provided. OLG will not be responsible for printing any other study guides that are electronically available.
9. It is the Student's responsibility to thoroughly check and verify any educational material received from OLG within five (5) calendar days from date of the delivery note. If the content differs from the included delivery note, the Student shall notify OLG accordingly, in writing. If no notification is received from the Student and the Student alleges that not all material and/or books were received, the Student undertakes to be fully liable for whatsoever costs were incurred to resend any material and/or books.
10. A Certificate signed by the accountant of OLG will be prima facie proof of indebtedness to OLG and the Certificate may be used for purposes of instituting action and/or obtaining judgement.
11. OLG may cede or assign the rights contained herein at any time to any institution without the prior consent of the Student.
12. The address provided in the Application Form by the Student, is his/her address for purposes of delivering legal notices or communications related to the agreement between him/her and OLG. The Student undertakes to notify OLG of any change in address in writing by prepaid registered post, fax or email.
13. OLG absolves itself from any claim where a qualification is not recognised by the Department of Education. In a case where a Student had falsely claimed to be in possession of a previous qualification or any other requisite entry requirement, the Student will automatically be deregistered without repayment of fees.
14. The Student acknowledges that he/she is fully liable for all fees and costs in respect of the enrolment of a programme and accepts responsibility for paying the full programme fee on/before the stipulated dates.
15. The Application amount must still be paid in full even if the Student does not attend contact classes and tuition support (if applicable). It will not be adjusted, reduced or refunded.
16. An Applicant may cancel his/her application within seven (7) days from date of receipt of the Application Form by OLG without any cancellation charges. Because of limited availability in all programmes and not limiting the Student's liability as stated herein, cancellation after the initial seven (7) days shall be subject to a cancellation charge (as determined on an annual basis).
17. No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless issued in writing and signed by an authorised representative of OLG.
18. The Student hereby consents to the jurisdiction of the magistrate's court and acknowledges that he/she is liable for all costs, including costs on an attorney and own client scale should the programme fees not be paid according to the method of payment selected in the Application Form.
19. It is specifically recorded that all intellectual property rights whatsoever, whether capable of registration or not, including but not limited to OLG's name, nickname, educational programmes, study material, logo and/or image shall remain the sole property of the OLG and/or the Third Party. The Student acknowledges and agrees to be liable for a penalty of R50 000.00 if it is found that the study material of OLG under his/her supervision has been copied or reproduced. If the damages and expenses incurred by OLG or the Third Party exceed the total amount of the penalty payable in terms of this clause, the Student shall be liable for the balance of the damages and expenses incurred by OLG due to unlawful infringement.
20. OLG, its directors, employees or its service providers will not be liable for any special, direct, indirect or consequential damages, expenses or losses whatsoever, including loss of profits or data, any delays, whether in an action in contract or delict, arising out of the use of OLG's educational programmes, study material and/or books.
21. The Student hereby consents and grants authority to OLG to forward all and any information and share data with the Third Party including but not limited to his/her identity details, qualifications, assessments and/or outcome of assignments, test or exams.
22. **Application for Module Exemption or Credit Transfers:** OLG will at its discretion charge a R2500 flat rate per module for which a credit is granted. Students are thus liable for all costs applicable to credit applications above and beyond annual tuition fees. Credits will only be granted upon settlement of the credit application quote.

I, (full names and surname) confirm that I have read the Terms and Conditions and fully understand them and that I shall furthermore personally be liable for the payment of my account or any penalty cost or administration cost as stipulated above.

Thus, done and signed at on this day of 20 .

APPLICANT



Sign Here: Thank you! We look forward to your learning journey with us!

OLG REPRESENTATIVE