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 87 Central Street
 Houghton Estate
 Tel: (011) 670 4800
 Email: Info@olg.co.za
 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:

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
Higher Certificate	Specify:			
Diploma	Specify:			
Tertiary	Specify:			
FET	Specify:			
Other	Specify:			

! Have you completed your academic profile?

! Have you attached a copy of your matric certificate?

! Have you attached a copy of your previous qualifications?

SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

By ticking the below, you acknowledge Open Learning Group's requirements:

Mode of Learning <input type="checkbox"/>	ONLINE LEARNING I acknowledge that I study remotely and independently <input type="checkbox"/>	DEVICE REQUIREMENTS I understand that I must have access to a computer with a camera and Internet access <input type="checkbox"/>
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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"/> [LOGMNGT_1] Logistics Management 1 <input type="checkbox"/> Year 2: <input type="checkbox"/> [BIS] Business Information Systems <input type="checkbox"/> [TRANSEC_2] Transport Economics 2 <input type="checkbox"/> Year 3: <input type="checkbox"/> [FINMNGT_2] Financial Management 2 <input type="checkbox"/> [SUPMNGT_2] Supply Chain Management 2 <input type="checkbox"/> [LOGMNGT_3] Logistics Management 3	<input type="checkbox"/> [BUSMNGT_1] Business Management 1 <input type="checkbox"/> [SUPMNGT_1] Supply Chain Management 1 <input type="checkbox"/> [LOGMNGT_2] Logistics Management 2 <input type="checkbox"/> [WIL_1] Work Integrated Learning 1 <input type="checkbox"/> [WIL_2] Work Integrated Learning 2 <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
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Please note: A complete Programme outline will be available in the Yearbook.

2 OLG Short Learning Programmes																																																																												
Online Learning Programmes: 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"/>	Choose exam or non-exam modules <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">FLOG_3 Fundamental Logistics Management</td> <td style="width: 10%;">(NON)</td> <td style="width: 30%;">ASUP_4 Advanced Supply Chain Management</td> <td style="width: 10%;">(EXM)</td> <td style="width: 10%;"><input type="checkbox"/></td> </tr> <tr> <td>FLOG_4 Fundamental Logistics Management</td> <td>(EXM)</td> <td>FTRANS_3 Fundamental Transport Economics</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ILOG_3 Intermediate Logistics Management</td> <td>(NON)</td> <td>FTRANS_4 Fundamental Transport Economics</td> <td>(EXM)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ILOG_4 Intermediate Logistics Management</td> <td>(EXM)</td> <td>ITRANS_3 Intermediate Transport Economics</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ALOG_3 Advanced Logistics Management</td> <td>(NON)</td> <td>ITRANS_4 Intermediate Transport Economics</td> <td>(EXM)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ALOG_4 Advanced Logistics Management</td> <td>(EXM)</td> <td>FPUR_3 Fundamental Purchasing Management</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>FSUP_3 Fundamental Supply Chain Management</td> <td>(NON)</td> <td>FPUR_4 Fundamental Purchasing Management</td> <td>(EXM)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>FSUP_4 Fundamental Supply Chain Management</td> <td>(EXM)</td> <td>FPRO_4 Fundamental Procurement Management</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ISUP_3 Intermediate Supply Chain Management</td> <td>(NON)</td> <td>FPRO_4 Fundamental Procurement Management</td> <td>(EXM)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ISUP_4 Intermediate Supply Chain Management</td> <td>(EXM)</td> <td>FPROJ_3 Fundamental Project Management</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ASUP_3 Advanced Supply Chain Management</td> <td>(NON)</td> <td>FPROJ_4 Fundamental Project Management</td> <td>(EXM)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>POM051 Production and Operations Management</td> <td>(NON)</td> <td>FLM051 Fleet Management</td> <td>(NON)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>DIG051 Digital Literacy</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>CYB041 Cyber Security</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>FIN051 Finance for Non-Finance Managers</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	FLOG_3 Fundamental Logistics Management	(NON)	ASUP_4 Advanced Supply Chain Management	(EXM)	<input type="checkbox"/>	FLOG_4 Fundamental Logistics Management	(EXM)	FTRANS_3 Fundamental Transport Economics	(NON)	<input type="checkbox"/>	ILOG_3 Intermediate Logistics Management	(NON)	FTRANS_4 Fundamental Transport Economics	(EXM)	<input type="checkbox"/>	ILOG_4 Intermediate Logistics Management	(EXM)	ITRANS_3 Intermediate Transport Economics	(NON)	<input type="checkbox"/>	ALOG_3 Advanced Logistics Management	(NON)	ITRANS_4 Intermediate Transport Economics	(EXM)	<input type="checkbox"/>	ALOG_4 Advanced Logistics Management	(EXM)	FPUR_3 Fundamental Purchasing Management	(NON)	<input type="checkbox"/>	FSUP_3 Fundamental Supply Chain Management	(NON)	FPUR_4 Fundamental Purchasing Management	(EXM)	<input type="checkbox"/>	FSUP_4 Fundamental Supply Chain Management	(EXM)	FPRO_4 Fundamental Procurement Management	(NON)	<input type="checkbox"/>	ISUP_3 Intermediate Supply Chain Management	(NON)	FPRO_4 Fundamental Procurement Management	(EXM)	<input type="checkbox"/>	ISUP_4 Intermediate Supply Chain Management	(EXM)	FPROJ_3 Fundamental Project Management	(NON)	<input type="checkbox"/>	ASUP_3 Advanced Supply Chain Management	(NON)	FPROJ_4 Fundamental Project Management	(EXM)	<input type="checkbox"/>	POM051 Production and Operations Management	(NON)	FLM051 Fleet Management	(NON)	<input type="checkbox"/>	DIG051 Digital Literacy				<input type="checkbox"/>	CYB041 Cyber Security				<input type="checkbox"/>	FIN051 Finance for Non-Finance Managers				<input type="checkbox"/>
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SECTION D: EXAMINATION INFORMATION – Examinations are conducted online

! Online Examination monitoring systems may be employed at the Institution's discretion. [RESPONDUS LOCKDOWN BROWSER MUST BE DOWNLOADED AND INSTALLED ON DEVICE](#)

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 OLG office, please select the Full Payment option.

1 Full Payment

1.1	<input type="checkbox"/> Cash Deposit / EFT	! Have you attached an A4 copy of your proof of payment?	<input type="checkbox"/>
1.2	<input type="checkbox"/> Sponsored by Employer	Total amount: R <input type="text"/>	
	Name of Company:	<input type="text"/>	
	Contact Person at Company:	<input type="text"/>	
	Work Address:	<input type="text"/>	
	Do you require a pro-forma invoice? Yes <input type="checkbox"/> No <input type="checkbox"/>	VAT Registration Number: <input type="text"/>	
!	Have you attached proof of payment or a valid purchase order from your company?		<input type="checkbox"/>

2 Financing Option

2.1	<input type="checkbox"/> I am applying for finance	
	Name of financial institution	<input type="text"/>

3 Payment with Terms

3.1	<input type="checkbox"/> Deposit plus 6 consecutive monthly debit order payments (Debi-check authentication with your bank is required)	! Have you attached bank statements for the past 3 months?	<input type="checkbox"/>
		! Have you attached a payslip that is not older than 3 months?	<input type="checkbox"/>
3.2	<input type="checkbox"/> Deposit plus 10 consecutive monthly debit order payments (Debi-check authentication with your bank is required)	! If a sponsor is paying for you: Have you attached a certified copy of your sponsor's ID?	<input type="checkbox"/>
		! Have you completed and attached the Written Authority and Mandate for Debit Order (Payment) Instructions?	<input type="checkbox"/>
		! Have you attached a certified copy of your ID?	<input type="checkbox"/>

! Have you completed the Company Credit Application Form? If you are self-employed, we will require 6 months' bank statements 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'S 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 31 December 2023.

Signature of Student

Date: (dd/mm/yyyy)

Open Learning Group Representative

Date: (dd/mm/yyyy)

Before you sign!

Complete the checklist below to ensure your application is complete.
 OLG will not process incomplete applications.

!	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 (POPIA) <small>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 without my consent unless OLG is required to do so by law. I understand that I may withdraw my permission at any time by submitting a written request.</small>	<input type="checkbox"/> PLEASE SIGN:	<div style="border: 1px solid black; width: 100%; height: 30px;"></div> Signature
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Marketing Information

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

OLG Employee Name: <input style="width: 200px;" type="text"/>		OLG Current/Past Student Name or Student Number: <input style="width: 200px;" type="text"/>	
Colleague	SMS	Instagram	Poster
Family or Friends	Radio	LinkedIn	School
Leaflet	Magazine	Twitter	University
OLG Website	Newspaper	Facebook	Other: (Please Specify) <input style="width: 50px;" type="text"/>

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. Email info@olg.co.za for 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

1. Open Learning Group (Pty) Ltd ("OLG") registration number 1997/020392/07, trading inter alia as OLG, administrates and facilitates online 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 financial approval process. Debi-check authentication is required through your bank. The Applicant consents to OLG verifying all qualifications and credit worthiness. 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 4700. These terms and conditions as well as 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 affected as stipulated. Student qualifications will not be issued/deferred if the account is not settled.
8. Prescribed E-books, physical 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. E-books and Physical textbooks are redeemable via the Wisebooks platform.
9. It is the student's responsibility to thoroughly check and verify any educational material provided by OLG within five (5) calendar days from date of the voucher email. If the content differs in any way the student shall notify OLG accordingly, in writing. If no notification is received from the Student OLG will regard voucher submissions as correct at the time of issue.
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 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 of an attorney and own client scale should the programme fees not be paid per the method of payment selected on 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. Student data is securely stored on the OLG database per business best practice and is strictly controlled. OLG will not share student data with a Third Party including but not limited to his/her identity details, qualifications, assessments and/or outcome of assignments, test, or exams without prior consent (or unless we are required to do so by law).
22. **Application for Module Exemption or Credit Transfers:** OLG will at its discretion charge a 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