

Marketer STAMP

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STUDENT NUMBER (Office use only)

## APPLICATION FORM: FURTHER EDUCATION AND TRAINING

- Please fill in all information in this application form neatly and in capital letters. All requested information is compulsory and must be completed for 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

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| Marital Status:   | Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>  | If applicable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Population Group: | Asian <input type="checkbox"/> Black <input type="checkbox"/> Coloured <input type="checkbox"/> White <input type="checkbox"/> Indian <input type="checkbox"/>   |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Do you have any disabilities?  NO  YES Please specify: 

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**FOREIGN STUDENTS ONLY:**

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| Foreign Nationality:     | <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Type of Visa:            | <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|                          |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**WORK EXPERIENCE:**

| Place of Employment | Position held | Start date | End date (if applicable) |
|---------------------|---------------|------------|--------------------------|
|                     |               |            |                          |
|                     |               |            |                          |
|                     |               |            |                          |
|                     |               |            |                          |

|  |                            |
|--|----------------------------|
| <b>!</b> Have you completed ALL the information requested in this section? (All information is compulsory) | <input type="checkbox"/> Y |
|--|----------------------------|

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

| ACADEMIC PROFILE: (Mark with an X where applicable and specify where needed) |             |                |          | Date Obtained  |
|--|-------------|----------------|----------|----------------|
| <input type="checkbox"/>   | Grade 10    | Date obtained: | Grade 12 | Date obtained: |
| <input type="checkbox"/>   | Certificate | Specify:       |          |                |
| <input type="checkbox"/>   | Diploma     | Specify:       |          |                |
| <input type="checkbox"/>   | Tertiary    | Specify:       |          |                |
| <input type="checkbox"/>   | FET         | Specify:       |          |                |
| <input type="checkbox"/>   | Other       | Specify:       |          |                |

|   |   |   |
|---|---|---|
| ! | Have you completed your academic profile?                           | Y |
| ! | Have you attached a certified copy of your matric certificate?      | Y |
| ! | Have you attached a certified copy of your previous qualifications? | Y |

## SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

Choose a Programme by ticking the box, and make your detailed selections within each table.

| FULL QUALIFICATIONS / LEARNERSHIPS  |   |   |
|---|---|---|
| 1 <input type="checkbox"/> Wholesale and Retail Programmes (Full programmes)  |   |   |
| 1. <input type="checkbox"/> 58206 National Certificate: Wholesale and Retail Operations (NQF Level 2)   | 4. <input type="checkbox"/> 49397 National Certificate: Wholesale and Retail Operations Supervision (NQF Level 4) |   |
| 2. <input type="checkbox"/> 49280 National Certificate: Wholesale and Retail Distribution (NQF Level 2)                                       | Modules 1-6 are compulsory. Modules 7-9 are electives.  |   |
| 3. <input type="checkbox"/> 63409 National Certificate: Wholesale and Retail Operations – specialising in Forecourt Supervision (NQF Level 3) | <b>(Choose one only)</b>  |   |
|   | <input type="checkbox"/> Module 1: Communication Level 3  | <input type="checkbox"/> Module 7: Management and Labour Legislation  |
|   | <input type="checkbox"/> Module 2: Communication Level 4  | <input type="checkbox"/> Module 8: – Induction and Meetings – Finance |
|   | <input type="checkbox"/> Module 3: Numeracy   | <input type="checkbox"/> Module 9: Promotion and Point of Sales       |
|   | <input type="checkbox"/> Module 4: Stock and Sales  |   |
|   | <input type="checkbox"/> Module 5: Housekeeping and Loss Control  |   |
|   | <input type="checkbox"/> Module 6: Customer Service and Teamwork  |   |

| 2 <input type="checkbox"/> Wholesale and Retail Skills Programmes                    |   |  |
|--|---|--|
| 1. <input type="checkbox"/> 27/873402 Store Person (NQF Level 2)                     | 6. <input type="checkbox"/> 27/833402 E Store Person (Stock Person) (NQF Level 2)     |  |
| 2. <input type="checkbox"/> 27/523101 Checkout Operator (Cashier) (NQF Level 2)      | 7. <input type="checkbox"/> 27/833402 C Store Person (Stockroom Person) (NQF Level 2) |  |
| 3. <input type="checkbox"/> 27/833401 Shelf Filler (Packer) (NQF Level 2)            | 8. <input type="checkbox"/> 27/432102 F Dispatch & Receiving Clerk (NQF Level 2)      |  |
| 4. <input type="checkbox"/> 27/833402 A Store Person (Picker/Puller) (NQF Level 2)   | 9. <input type="checkbox"/> 27/833401 Shelf Filler (NQF Level 2)                      |  |
| 5. <input type="checkbox"/> 27/833401 Shelf Filler FCMG Merchandiser D (NQF Level 2) |   |  |

| 3 <input type="checkbox"/> Transport Programmes (Full programmes)   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> 57831 National Certificate: Freight Handling (NQF Level 3)                                      | 5. <input type="checkbox"/> 74149 National Certificate: Supply Chain Management (NQF Level 5)               |   |
| <input type="checkbox"/> 123259 Convey dangerous goods by road<br>(For certificate purposes learners must be 26+ years old) | (Module 1 is compulsory and Modules 2-8 are electives)  |   |
| <b>OR</b> <input type="checkbox"/> 242983 Arrange the distribution of small to medium sized consignments door-to-door       | <input checked="" type="checkbox"/> Module 1: Supply Chain Principles and Key Criteria                      |   |
| 2. <input type="checkbox"/> 48437 National Certificate: Road Transport (NQF Level 3)  | <b>(Choose one only)</b>  |   |
| 3. <input type="checkbox"/> 59365 National Certificate: Freight Forwarding and Customs Compliance (NQF Level 3)             | <input type="checkbox"/> Module 2: Purchasing, Procurement and Supply                                       |   |
| <b>(Choose one only)</b>  | <input type="checkbox"/> Module 3: Strategic Supply Chain   |   |
| <input type="checkbox"/> Airfreight <input type="checkbox"/> Customs  | <input type="checkbox"/> Module 4: Distribution <b>PLUS</b> <input type="checkbox"/> Module 6: Disposal     |   |
| <input type="checkbox"/> Generic <input type="checkbox"/> Surface Freight   | <input type="checkbox"/> Module 5: Materials and Logistics <input type="checkbox"/> Module 7: Public Sector |   |
| 4. <input type="checkbox"/> 48439 Further Education and Training Certificate: Road Transport Supervision (NQF Level 4)      | 6. <input type="checkbox"/> 110942 Occupational Certificate: Supply Chain Practitioner (NQF Level 5)        | <input type="checkbox"/> Module 8: Sales and Services |

## SHORT LEARNING PROGRAMMES

| 1 Road Transport   |  |  |
|--|--|--|
| 1. <input type="checkbox"/> 113840 Apply basic road transport managerial principles              | 7. <input type="checkbox"/> 113826 Collate and process road transport operational        |  |
| 2. <input type="checkbox"/> 113844 Ensure compliance with routing and scheduling                 | 8. <input type="checkbox"/> 113827 information Operate the fleet                         |  |
| 3. <input type="checkbox"/> 113843 Obtain and communicate road transport operational information | 9. <input type="checkbox"/> 113832 Transport passengers                                  |  |
| 4. <input type="checkbox"/> 113837 Oversee the routing and scheduling function                   | 10. <input type="checkbox"/> 113834 Apply standard operating procedures and practices    |  |
| 5. <input type="checkbox"/> 113833 Manage customer satisfaction in a road transport activity     | 11. <input type="checkbox"/> 113853 Apply strategic road transport management principles |  |
| 6. <input type="checkbox"/> 113839 Manage road transport work teams                              |  |  |

| 2 Freight Handling   |  |  |
|--|--|--|
| 1. <input type="checkbox"/> 8022 Allocating freight for packaging and grouping                   | 5. <input type="checkbox"/> 113841 Transport freight                             |  |
| 2. <input type="checkbox"/> 8024 Receiving and dispatching freight, and handling freight returns | 6. <input type="checkbox"/> 242875 Describe basic freight logistic principles    |  |
| 3. <input type="checkbox"/> 8020 Controlling hazardous/dangerous and dangerous goods             | 7. <input type="checkbox"/> 8021 Taking basic care of freight handling machinery |  |
| 4. <input type="checkbox"/> 8036 Packing, handling and securing freight                          |  |  |

| 3 Customs Compliance  |  |  |
|---|--|--|
| 1. <input type="checkbox"/> 252417 Apply geographic principles in mapping a trade route   | 17. <input type="checkbox"/> 252434 Classify commodities according to customs tariff                             |  |
| 2. <input type="checkbox"/> 252437 Interpret and apply International commercial terms   | 18. <input type="checkbox"/> 252414 Calculate customs values   |  |
| 3. <input type="checkbox"/> 252429 Explain the concept of international trade   | 19. <input type="checkbox"/> 252421 Calculate duties on tax payable on internationally traded goods              |  |
| 4. <input type="checkbox"/> 252413 Describe and apply the regulations and documentary requirements which govern international trade | 20. <input type="checkbox"/> 252425 Frame and submit customs declarations and carrier release documentation      |  |
| 5. <input type="checkbox"/> 252415 Identify equipment and infrastructure used in international transport                            | 21. <input type="checkbox"/> 252436 Document and handle export airfreight general non-hazardous cargo            |  |
| 6. <input type="checkbox"/> 252416 Describe and apply the Customs and Excise Act  | 22. <input type="checkbox"/> 252428 Secure cargo for airfreight  |  |
| 7. <input type="checkbox"/> 252423 Explain the administration of a freight forwarding and clearing operations                       | 23. <input type="checkbox"/> 252431 Facilitate airfreight clearance and delivery                                 |  |
| 8. <input type="checkbox"/> 252427 Outline the structure of the airfreight forwarding environment                                   | 24. <input type="checkbox"/> 252422 Calculate cost of airfreighting goods  |  |
| 9. <input type="checkbox"/> 252424 Outline the structure of the surface freight forwarding environment                              | 25. <input type="checkbox"/> 242983 Arrange the distribution of small to medium sized consignments door-to-door  |  |
| 10. <input type="checkbox"/> 252418 Perform processes and procedures required for the administration of export transactions         | 26. <input type="checkbox"/> 242987 Identify, pack, mark and label dangerous goods for transportation by air     |  |
| 11. <input type="checkbox"/> 252432 Perform processes and procedures required for the administration of import transactions         | 27. <input type="checkbox"/> 242986 Accept and process dangerous goods for transportation by air                 |  |
| 12. <input type="checkbox"/> 252439 Handle cargo for import and export  | 28. <input type="checkbox"/> 252430 Explain and identify sea freight carriers and agents                         |  |
| 13. <input type="checkbox"/> 120009 Demonstrate knowledge and understanding of transportation insurance                             | 29. <input type="checkbox"/> 252426 Administer multimodal surface freight import clearances                      |  |
| 14. <input type="checkbox"/> 252419 Comply with procedures in respect of lost, discrepant and damaged cargo                         | 30. <input type="checkbox"/> 252433 Document and handle export surface general non-hazardous cargo               |  |
| 15. <input type="checkbox"/> 120020 Apply knowledge of insurance to the transportation of a consignment of goods                    | 31. <input type="checkbox"/> 252438 Apply groupage processes and procedures to cargo imported by surface         |  |
| 16. <input type="checkbox"/> 252411 Generate invoices, credit notes and landed costings   | 32. <input type="checkbox"/> 252440 Carry out intermodal surface costings  |  |
|   | 33. <input type="checkbox"/> 242991 Facilitate the forwarding and clearing of dangerous goods for transportation |  |

| 4 Stock Control  |   |  |
|--|---|--|
| 1. <input type="checkbox"/> 242996 Handle dangerous goods during warehousing and storage | 5. <input type="checkbox"/> 117898 Move, pack and maintain stock in a distribution center/warehouse |  |
| 2. <input type="checkbox"/> 114892 Dispatch stock  | 6. <input type="checkbox"/> 114891 Count stock for a stock take                                     |  |
| 3. <input type="checkbox"/> 243681 Uplift stock for return                               | 7. <input type="checkbox"/> 118043 Supervise stock counts   |  |
| 4. <input type="checkbox"/> 117899 Pick stock in a distribution Centre/warehouse         | 8. <input type="checkbox"/> 8025 Controlling and locating stock                                     |  |

| 5 Wholesale & Retail                |  |
|-------------------------------------|--|
| 1. <input type="checkbox"/> 114895  | Define the core concepts of the wholesale and retail environment                                 |
| 2. <input type="checkbox"/> 114912  | Maintain a safe and secure wholesale and retail environment                                      |
| 3. <input type="checkbox"/> 114904  | Implement promotional instructions   |
| 4. <input type="checkbox"/> 114894  | Process payment at a Point of Sales (POS)  |
| 5. <input type="checkbox"/> 114906  | Mark merchandise and maintain displays   |
| 6. <input type="checkbox"/> 114889  | Record transactions  |
| 7. <input type="checkbox"/> 117892  | Maintain a safe and secure environment in a distribution Centre                                  |
| 8. <input type="checkbox"/> 10358   | Apply in-bound Contact Centre Operations within a commercial environment                         |
| 9. <input type="checkbox"/> 118045  | Supervise implementation of loss control measures  |
| 10. <input type="checkbox"/> 117887 | Complete basic business calculations   |
| 11. <input type="checkbox"/> 258161 | Apply theft, fraud and safety controls in a Wholesale and Retail outlet                          |
| 12. <input type="checkbox"/> 258155 | Explain the factors that impact on the bottom line of a Wholesale and Retail unit                |
| 13. <input type="checkbox"/> 118029 | Supervise housekeeping and hygiene in a store  |
| 14. <input type="checkbox"/> 258160 | Demonstrate knowledge of products in own area of operation in a Wholesale and Retail environment |
| 15. <input type="checkbox"/> 118030 | Supervise P.O.S. Operations  |

| 6 Business Skills                   |   |
|-------------------------------------|---|
| 1. <input type="checkbox"/> 113845  | Supervise employees   |
| 2. <input type="checkbox"/> 113829  | Operate within a logistics environment  |
| 3. <input type="checkbox"/> 113830  | Conduct costing and budgeting   |
| 4. <input type="checkbox"/> 8000    | Apply basic business principles   |
| 5. <input type="checkbox"/> 8037    | Ensuring customer satisfaction and competitive practice   |
| 6. <input type="checkbox"/> 7996    | Operating computer systems  |
| 7. <input type="checkbox"/> 9506    | Communicate in an assertive manner with clients and fellow workers  |
| 8. <input type="checkbox"/> 242816  | Conduct a structured meeting  |
| 9. <input type="checkbox"/> 242819  | Motivate and build a team   |
| 10. <input type="checkbox"/> 117156 | Interpret basic financial statements  |
| 11. <input type="checkbox"/> 118033 | Supervise promotional activities  |
| 12. <input type="checkbox"/> 242811 | Prioritise time and work for self and team  |
| 13. <input type="checkbox"/> 13912  | Apply knowledge of self and team in order to develop a plan to enhance team performance   |
| 14. <input type="checkbox"/> 118028 | Supervise customer service standards  |
| 15. <input type="checkbox"/> 114903 | Interact with customers   |
| 16. <input type="checkbox"/> 258156 | Build customer relations in an operational unit   |
| 17. <input type="checkbox"/> 7175   | Provide customer service in a banking environment   |
| 18. <input type="checkbox"/> 7997   | Managing self-development   |
| 19. <input type="checkbox"/> 118037 | Supervise sales performance   |
| 20. <input type="checkbox"/> 244589 | Identify causes of stress and techniques to manage it in the workplace  |
| 21. <input type="checkbox"/> 8035   | Processing and controlling documentation  |
| 22. <input type="checkbox"/> 110009 | Manage administration records   |
| 23. <input type="checkbox"/> 11286  | Institute disciplinary action   |
| 24. <input type="checkbox"/> 14667  | Describe and apply the management functions of an organization  |
| 25. <input type="checkbox"/> 252435 | Apply basic invoicing and accounting principles   |
| 26. <input type="checkbox"/> 14182  | Comply with organisation ethics   |
| 27. <input type="checkbox"/> 13952  | Demonstrate basic understanding of the primary labour legislation that impacts on a business unit   |
| 28. <input type="checkbox"/> 13936  | Outline the legal environment of a selected industry  |
| 29. <input type="checkbox"/> 113852 | Apply occupational health, safety and environmental principles  |
| 30. <input type="checkbox"/> 13915  | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace |

| 7 Communication                    |   |
|------------------------------------|---|
| 1. <input type="checkbox"/> 119472 | Accommodate audience and context needs in oral/signed communication       |
| 2. <input type="checkbox"/> 119467 | Use language and communication in occupational learning                   |
| 3. <input type="checkbox"/> 119465 | programmes Write/present/sign texts for a range of communicative contexts |
| 4. <input type="checkbox"/> 119454 | Maintain and adapt oral/signed communication                              |
| 5. <input type="checkbox"/> 119460 | Use language and communication in occupational learning programmes        |

| 8 Training and Development  |  |
|---|--|
| <b>ASSESSOR</b>   | <b>ASSIST AND SUPPORT</b>  |
| 1. <input type="checkbox"/> 115753 Conduct Outcomes-based assessments   | 1. <input type="checkbox"/> 117865 Assist and support learners to manage their learning experiences      |
| <b>MODERATOR</b>  | <b>DESIGN AND DEVELOP</b>  |
| 1. <input type="checkbox"/> 115759 Conduct moderation of Outcomes-based assessments   | 1. <input type="checkbox"/> 115755 Design and develop Outcomes-based assessments                         |
| <b>SDF</b>  | <b>TRAIN-THE-TRAINER</b>   |
| 1. <input type="checkbox"/> 15217 Develop an organisational training and development plan   | 1. <input type="checkbox"/> 10231 Plan a learning event  |
| 2. <input type="checkbox"/> 15218 Conduct an analysis to determine outcomes of learning for skills development and other purposes                                   | 2. <input type="checkbox"/> 12544 Facilitate the preparation and presentation of evidence for assessment |
| 3. <input type="checkbox"/> 15227 Conduct skills development administration in an organisation  | 3. <input type="checkbox"/> 10289 Facilitate a Programme of Learning                                     |
| 4. <input type="checkbox"/> 15228 Advise on the establishment and implementation of a quality management system for skills development practices in an organisation |  |
| 5. <input type="checkbox"/> 15232 Coordinate planned skills development interventions in an organisation  |  |

## SECTION D: 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.

|          |  |   |                          |
|----------|--|---|--------------------------|
| <b>1</b> | <input type="checkbox"/> Full Payment  | <b>!</b> Have you attached an A4 copy of your proof of payment? | <input type="checkbox"/> |
| <b>2</b> | <input type="checkbox"/> Sponsored by Employer   | Total cash amount: R  |                          |
|          | Name of Company:   |   |                          |
|          | Contact Person at Company:   |   |                          |
|          | Work Address:  |   |                          |
|          | Do you require a pro-forma invoice? Yes <input type="checkbox"/> No <input type="checkbox"/> | VAT Reg. No.:   |                          |
| <b>!</b> | Have you attached proof of payment or a valid purchase order from your company?              |   | <input type="checkbox"/> |

**OLG Banking Details: First National Bank | Payee: Open Learning Group | Account Number: 627 809 239 02| Branch Code: 252 445**  
**Use the ID number of the prospective student as reference when making the payment.**

# 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 <b>completed all sections</b> ? (A,B,C and D?)       | Y | ! | <b>Married Women:</b> Marriage certificate provided? *                             | Y |
| ! | Have you provided a clear copy of your ID? (certified)        | Y | ! | <b>Foreign Students:</b> Have you provided a copy of your visa?                    | Y |
| ! | Have you signed the Terms and Conditions? (below)             | Y | ! | <b>Foreign Students:</b> Have you provided a copy of your passport?                | Y |
| ! | Have you signed the POPI clause?                              | Y | ! | <b>Foreign Students:</b> Have you provided SAQA evaluation of your qualifications? | Y |
| ! | Have you provided all the documents required in each section? | Y | ! |  |   |

\*Marriage certificate would only be required if the name on your academic qualifications and the name on your ID or passport are different.

|   |   |                          |                     |
|---|---|--------------------------|---------------------|
| ! | <b>Protection of Personal Information (POPI)</b><br>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. | <input type="checkbox"/> | <b>PLEASE SIGN:</b> |
|   |   | <input type="checkbox"/> |                     |

## Terms and Conditions

- Open Learning Group (Pty) Ltd ("OLG") with the registration number 1997/020392/07, trading inter alia as OLG, is a company who administrates and facilitates distance education and acts as a disclosed agent on behalf of a Third-Party, such as academic institutions and regulatory authorities.
- Availability is limited for all programmes. Registration is at the sole discretion of OLG and/or Third Party.
- The Applicant warrants that the information provided in the Application Form and documentation provided are both true and correct.
- All applications undergo an academic- and finance approval process. 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.
- The OLG terms and conditions, together with the Student Code of Conduct, are available on [www.olg.co.za](http://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 Call Centre on 011 670 4700. These terms and conditions and rules and regulations shall be regarded as being incorporated herein by reference.
- 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.
- OLG reserves the right to cancel a Student's registration, re- fuse 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.
- It is the Student's responsibility to thoroughly check and verify the educational material and books received from OLG within five (5) calendar days from date of the delivery note. If the content differs from the included control sheet, the Student shall notify OLG in writing accordingly.
- 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 cost occurred to resend any material and/or books.
- 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.
- OLG may cede or assign the rights contained herein at any time to any institution without the prior consent of the Student.
- 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 fax.
- 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 de-registered without repayment of fees.
- 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.**
- An applicant may cancel his/her application within 7 (seven) 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 7 (seven) days shall be subject to a **cancellation charge (as determined on an annual basis).**
- No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless in writing and issued and signed by an authorised representative of OLG.
- 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.**
- 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.
- 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.
- 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).

I, \_\_\_\_\_ (full names & surname) confirm that I have read the Terms & 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 costs 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!

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