APPLICATION FORM: HIGHER EDUCATION

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

Surname: 
First Names: 
Initials: 
Title: 
Marital Status: Single X Married X Widowed X Divorced X If applicable
Maiden Name: If applicable
ID Number: 
Gender: Male X Female X
Home Language: 
Date of Birth: C C Y Y M M D D
Population Group: Asian X Black X Coloured X White X
Contact Details: Cell Number
Cell Number 2 (Relative / Alternative) / Home Number
Work Number
E-mail Address
Postal Address: 
Postal Code
Work Address: 
Postal Code
Courier Address: (Address for deliveries of books between 09:00 and 16:00) 
Postal Code
Do you have any disabilities? NO YES Please specify:

FOREIGN STUDENTS ONLY:
Passport Number:
Expiry Date of Passport:
Foreign Nationality:
Type of Visa:
Expiry Date of Visa:

WORK EXPERIENCE:

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Position held</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
</table>

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

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

ACADEMIC PROFILE: (Mark with an X where applicable and specify where needed)

<table>
<thead>
<tr>
<th>Grade 10 Date obtained:</th>
<th>Grade 12 Date obtained:</th>
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</thead>
<tbody>
<tr>
<td>Certificate Specify:</td>
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<td>Diploma Specify:</td>
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<td>Tertiary Specify:</td>
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<td>FET Specify:</td>
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<td>Other Specify:</td>
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</tbody>
</table>

Have you completed your academic profile? YES

These programmes are offered through the Open Learning Group, the certifying body.
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.

1. ☐ Higher Certificate in Logistics Management [96798] (NQF Level 5) or ☐ Higher Certificate in Logistics Management (Access Programme) [96798] (NQF Level 5)
   - ☐ FULL REGISTRATION:
     - Please select ONE specialisation/elective subject:
       - [SUPMNGT] Supply Chain Management or [PURMNGT] Purchasing Management or [MARMNGT] Marketing Management
   - ☐ MODULAR REGISTRATION – Select the modules you wish to register for (A minimum of three modules per semester are required):
     - Please select ONE specialisation and minimum two compulsory modules:
       - [SUPMNGT] Supply Chain Management or [PURMNGT] Purchasing Management or [MARMNGT] Marketing Management

2. ☐ Diploma in Logistics and Supply Chain Management [85028] (NQF Level 6) – (Select Full or Modular Registration)
   - ☐ FULL REGISTRATION: ☐ Year 1 ☐ Year 2 ☐ Year 3
   - ☐ MODULAR REGISTRATION – Select the modules you wish to register for:
     - [BUSCOM] Business Communication
     - [TRANSEC] Transport Economics
     - [FSUP] Fundamental Supply Chain Management
     - [ILOG] Intermediate Logistics Management
     - [FLOG] Fundamental Logistics Management
     - [ILOGMGT] Intermediate Logistics Management

3. ☐ Bachelor of Business Administration in Logistics and Supply Chain Management [91114] (NQF Level 7)
   - ☐ FULL REGISTRATION – Please select a year AND an elective for Year 1, if applying for Year 1
     - ☐ Year 1: [TRANSEC] Transport Economics 2 or ☐ [MARMNGT] Marketing Management 2 or ☐ [PROMNGT] Procurement Management 1
     - ☐ Year 2: [TRANSEC] Transport Economics 2 or ☐ [MARMNGT] Marketing Management 2 or ☐ [PROMNGT] Procurement Management 1
     - ☐ Year 3: [TRANSEC] Transport Economics 2 or ☐ [MARMNGT] Marketing Management 2 or ☐ [PROMNGT] Procurement Management 1
   - ☐ MODULAR REGISTRATION – Select the modules you wish to register for
     - [LOGMNGT] Logistics Management 1
     - [LOGMNGT] Logistics Management 2
     - [LOGMNGT] Logistics Management 3
     - [MARMNGT] Marketing Management 1
     - [MARMNGT] Marketing Management 2
     - [MARMNGT] Marketing Management 3
     - [ECON] Economics 1
     - [ECON] Economics 2
     - [BSTATS] Business Statistics 1
     - [BSTATS] Business Statistics 2

Please note: A complete programme outline will be available in your information booklet.

2. OLG Short Learning Programmes

Distance Learning Programmes:

Assignments and examinations are compulsory

- FLOG_2 Fundamental Logic Management
- LOG_2 Intermediate Logic Management
- ALOG_2 Advanced Logic Management
- FSUP_2 Fundamental Supply Chain Management
- GSUP_2 Intermediate Supply Chain Management
- ASUP_2 Advanced Supply Chain Management
- FTRANS_2 Fundamental Transport Economics
- ITRANS_2 Intermediate Transport Economics
- FPPUR_2 Fundamental Procurement Management
- FPPO_2 Fundamental Project Management

Programmes offered to companies:

- Choose exam or non-exam modules
- FLOG_3 Fundamental Logic Management (NON)
- LOG_3 Intermediate Logic Management (NON)
- ALOG_3 Advanced Logic Management (NON)
- FSUP_3 Fundamental Supply Chain Management (NON)
- FSUP_4 Fundamental Supply Chain Management (EXM)
- ILOG_3 Intermediate Logistics Management (NON)
- ILOG_4 Intermediate Logistics Management (EXM)
- ALLOG_3 Advanced Logistics Management (NON)
- ALLOG_4 Advanced Logistics Management (EXM)
- FTRANS_3 Fundamental Transport Economics (NON)
- ITRANS_3 Intermediate Transport Economics (NON)
- FPPUR_3 Fundamental Procurement Management (NON)
- FPPO_3 Fundamental Procurement Management (NON)
- FPPO_4 Fundamental Procurement Management (EXM)
- ISUP_3 Intermediate Supply Chain Management (NON)
- ISUP_4 Intermediate Supply Chain Management (EXM)
- FPPO_4 Fundamental Project Management (NON)
- FPPO_4 Fundamental Project Management (EXM)
- ASUP_3 Advanced Supply Chain Management (NON)
- ASUP_4 Advanced Supply Chain Management (EXM)
- FTRANS_4 Fundamental Transport Economics (EXM)
- ITRANS_4 Intermediate Transport Economics (EXM)
- FPPO_4 Fundamental Procurement Management (NON)
- FPPO_4 Fundamental Procurement Management (NON)
- FPPO_4 Fundamental Procurement Management (EXM)
- FPPO_4 Fundamental Procurement Management (EXM)

3. Events Management

- Business Management
- Events Planning and Marketing
- Events Marketing

4. Microsoft Office

- Microsoft Office Excel® 2016: Part 1
- Microsoft Office Excel® 2016: Part 1
- Microsoft Office Outlook® 2016: Part 1
- Microsoft Office Outlook® 2016: Part 1
**SECTION D: EXAMINATION INFORMATION**

Choose your examination centre in the table below by marking an “X” next to your selection.

- If you want to change your selection after application, contact OLG before submitting Assignment 1.
- Should OLG be unable to accommodate you at your selected examination venue, the next closest venue will be selected automatically and communicated to you.

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<tr>
<th>EASTERN CAPE</th>
<th>FREE STATE</th>
<th>GAUTENG</th>
<th>KWAZULU-NATAL</th>
<th>LIMPOPO</th>
<th>MPUMALANGA</th>
<th>NORTH WEST</th>
<th>NORTHERN CAPE</th>
<th>WESTERN CAPE</th>
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<td>Alberton</td>
<td>Durban</td>
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<td>Ermelo</td>
<td>Potchefstroom</td>
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<td>Cape Town</td>
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<td>Newcastle</td>
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Have you selected one examination venue? [ ] Y

**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

- [ ] Have you attached an A4 copy of your proof of payment?

1.2 [ ] Credit Card Option

- Total cash amount: R
- Budget account: [ ] 6 Months [ ] 12 Months [ ] 18 Months [ ] 24 Months
- Expiry date of credit card
- Last three digits on back of credit card
- Signature of cardholder:

1.3 [ ] Sponsored by Employer

- Total cash amount: R
- Name of Company:
- Contact Person at Company:
- Work Address:
- Do you require a pro forma invoice? [Y] [N]
- VAT Reg. No.:

- [ ] Have you attached proof of payment or a valid purchase order from your company?

2 **Financing Option**

2.1 [ ] Fundi Financing

- Please indicate the number of monthly instalments you have selected:

- [ ] If not a government employee: Have you attached bank statements for the past 3 months?
- [ ] Have you attached a Salary advice, that is not older than 3 months?
- [ ] If a sponsor is paying for you: Have you attached a verified copy of the Sponsor’s ID?
- [ ] Have you completed and attached the Fundi Application form?
- [ ] Have you attached a verified copy of your ID?

- [ ] Have you completed the Company Credit Application Form?


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 completed all sections? (A,B,C,D and E?)
- Have you provided all the documents required in each section?
- Have you provided a clear copy of your ID? (certified)
- Have you signed the Terms and Conditions? (below)
- Have you signed the POPI clause?
- Have you completed and signed the Declaration on page 3?
- Have you provided the required permit?
- Have you provided a copy of your passport?
- Have you provided SAQA evaluation of your qualifications?

*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 hereby grant permission to OLG to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, employers, academic institutions etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a written request.

TICK

PLEASE SIGN:
1. Open Learning Group (Pty) Ltd (“OLG”) with the registration number 1997/020392/07, trading inter alia as OLG, is a company who administers 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 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 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. The 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 Call Centre on tel: 0860 053 276. 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. 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.

9. 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.

10. OLG may cease or assign the rights contained herein at any time to any institution without the prior consent of the Student.

11. 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.

12. 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.

13. 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 or before the stipulated dates.

14. 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.

15. 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. As a result of limited availability in all programmes and not limiting the Student's liability as stated herein, cancellation subsequent to the initial 7 (seven) days shall be subject to a cancellation charge (as determined on an annual basis).

16. No variation or amendment to or waiver of any rights or cancellation herein will be valid unless in writing and issued and signed by an authorised representative of OLG.

17. 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.

18. 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 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.

19. 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.

20. 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.

21. OLG reserves the right to change the exam venue depending on availability.

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

_______________________________
OLG REPRESENTATIVE

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