



Private Bag X10, Weltevreden Park, 1715  
 Hutton Court, 2nd floor  
 8 Summit Road (cnr Jan Smuts Avenue)  
 Hyde Park  
 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 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: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Initials: 

--	--	--	--

First Names: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Title: 

--	--	--	--

Marital Status: Single  Married  Widowed  Divorced  If applicable

Maiden Name: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ID Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Gender: Male  Female

Home Language: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Date of Birth: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

Contact Details: Cell Number 

(C)	(O)	(D)	(E)																
-----	-----	-----	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cell Number 2 (Relative / Alternative) / Home Number 

(C)	(O)	(D)	(E)																
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Work Number 

(C)	(O)	(D)	(E)																
-----	-----	-----	-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-mail Address 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal Address: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Postal Code 

--	--	--	--

Work Address: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Postal Code 

--	--	--	--

Courier Address: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Postal Code 

--	--	--	--

(Address for deliveries of books between 09:00 and 16:00)

Do you have any disabilities?  NO  YES Please specify: 

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#### FOREIGN STUDENTS ONLY:

Passport Number:	<table border="1" style="width: 100%;"><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></tr></table>																				
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Foreign Nationality:	<table border="1" style="width: 100%;"><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></tr></table>																				
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#### WORK EXPERIENCE:

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

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

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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
X	Grade 10	Date obtained:	Grade 12	Date obtained:
X	Certificate	Specify:		
X	Diploma	Specify:		
X	Tertiary	Specify:		
X	FET	Specify:		
X	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? 

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Y

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

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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.

OR  Distance with additional support sessions

### 1 Mode of learning

## 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.

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

<b>!</b> Have you selected <u>one</u> examination venue?	Y
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## 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

<b>1.1</b> <input type="checkbox"/> Cash Deposit	<b>!</b> Have you attached an A4 copy of your proof of payment?	Y
--	---	---

<b>1.2</b> <input type="checkbox"/> Credit Card Option	Total amount: R	Payment over: <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> 18 Months <input type="checkbox"/> 24 Months
Expiry date of credit card	Y Y M M	Last three digits on back of credit card
Credit Card Number		Name on card:
		Cardholder signature:

<b>1.3</b> <input type="checkbox"/> Sponsored by Employer	Total 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?	Y
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### 2 Financing Option

<b>2.1</b> I am applying for finance	Y
Name of Financial Institution	

### 3 Payment With Terms

<b>3.1</b> <input type="checkbox"/> Deposit plus 3 consecutive monthly instalments	<b>!</b> Have you attached bank statements for the past 3 months?	Y
	<b>!</b> Have you attached a payslip, that is not older than 3 months?	Y
<b>3.2</b> <input type="checkbox"/> Deposit plus 10 consecutive monthly instalments	<b>!</b> If a sponsor is paying for you: Have you attached a verified copy of your sponsors ID?	Y
	<b>!</b> Have you completed and attached the OLG Liability Form?	Y
	<b>!</b> Have you attached a verified copy of your ID?	Y

<b>!</b> Have you completed the Company Credit Application Form?	Y
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**OLG Banking Details: First National Bank | Payee: Open Learning Group | Account Number: 627 809 23902 | Branch Code: 210 554 (PTA)**

**Reference: Use the ID number of the prospective student as reference when making the 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**
- 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 10 July 2018.**

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OLG SIGNATURE


(Representative of Open Learning Group)

\_\_\_\_\_  
DATE

## 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.

<b>!</b>	Have you <b>completed all sections?</b> (A,B,C,D and E?)	Y	<b>!</b>	Have you provided all the documents required in each section?	Y
<b>!</b>	Have you provided a clear copy of your ID? (certified)	Y	<b>!</b>	<b>Married Women:</b> Marriage certificate provided?*	Y
<b>!</b>	Have you signed the Terms and Conditions? (below)	Y	<b>!</b>	<b>Foreign Students:</b> Have you provided a copy of your permit?	Y
<b>!</b>	Have you signed the POPI clause?	Y	<b>!</b>	<b>Foreign Students:</b> Have you provided a copy of your passport?	Y
<b>!</b>	Have you completed and signed the Declaration on page 3?	Y	<b>!</b>	<b>Foreign Students:</b> Have you provided SAQA evaluation of your qualifications?	Y
<b>*Marriage certificate would only be required if the name on your academic qualifications and the name on your ID or passport are different.</b>					Y

<b>!</b>	<b>Protection of Personal Information (POPI)</b>	TICK	<b>PLEASE SIGN:</b> 
	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.		

## Marketing information

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

OLG Employee:	Email	Facebook	Leaflet
Colleague	SMS	Instagram	Poster
Family or Friends	Radio	LinkedIn	School
OLG Past Student	Magazine	Twitter	University
OLG website	Newspaper	Website banners	Other: (Please Specify)

## 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](http://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	Email Address	Area of Study

# Terms and Conditions

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 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](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 tel: 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 OL4ME, 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 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 delivery note, 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.
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 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).
17. 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.
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. OLG reserves the right to change the exam venue depending on availability and capacity requirements.

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!

\_\_\_\_\_  
OLG REPRESENTATIVE