



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:

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 Initials:

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First Names:

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 Title:

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Marital Status: Single Married Widowed Divorced If applicable

Maiden Name:

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ID Number:

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 Gender: Male Female

Home Language:

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 Date of Birth:

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Population Group: Asian Black Coloured White

Contact Details: Cell Number

(C)	(O)	(D)	(E)																	
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Cell Number 2 (Relative / Alternative) / Home Number

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

(C)	(O)	(D)	(E)																	
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E-mail Address

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Postal Address:

 Postal Code

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Work Address:

 Postal Code

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Courier Address:

 Postal Code

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(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><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><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																							
<input checked="" type="checkbox"/>	Grade 10	Date obtained:	<table border="1" style="display: inline-table; 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><td></td></tr></table>																						Grade 12	Date obtained:	
<input checked="" type="checkbox"/>	Certificate	Specify:																									
<input checked="" type="checkbox"/>	Diploma	Specify:																									
<input checked="" type="checkbox"/>	Tertiary	Specify:																									
<input checked="" type="checkbox"/>	FET	Specify:																									
<input checked="" type="checkbox"/>	Other	Specify:																									

! Have you completed your academic profile?

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 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

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	OLG Programmes <input type="checkbox"/> Distance or <input type="checkbox"/> Distance with additional support sessions	
	Please select ONE venue where you want to attend support sessions: <input type="checkbox"/> Johannesburg: Learning Hub <input type="checkbox"/> Pretoria: Learning Hub <input type="checkbox"/> Durban: Learning Hub	
1. <input type="checkbox"/> Higher Certificate in Logistics Management [96798] (NQF Level 5) or <input type="checkbox"/> Higher Certificate in Logistics Management (Access Programme) [96798] (NQF Level 5)		
<input type="checkbox"/> FULL REGISTRATION: Please select ONE specialisation/elective subject: <input type="checkbox"/> [SUPMNGT] Supply Chain Management or <input type="checkbox"/> [PURMNGT] Purchasing Management or <input type="checkbox"/> [MARMNGT] Marketing Management		
<input type="checkbox"/> 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: <input type="checkbox"/> [SUPMNGT] Supply Chain Management or <input type="checkbox"/> [PURMNGT] Purchasing Management or <input type="checkbox"/> [MARMNGT] Marketing Management <input type="checkbox"/> [BUSCOM] Business Communication or <input type="checkbox"/> [DIGLIT] Computer and Digital Literacy or <input type="checkbox"/> [BUSMNGT 1] Business Management 1 <input type="checkbox"/> [LOGMNGT 1] Logistics Management 1 or <input type="checkbox"/> [TRANSEC 1] Transport Economics 1 or <input type="checkbox"/> [FINMNGT 1] Financial Management 1		
2. <input type="checkbox"/> Diploma in Logistics and Supply Chain Management [85028] (NQF Level 6) – [Select Full or Modular Registration]		
<input type="checkbox"/> FULL REGISTRATION: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3		
<input type="checkbox"/> 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"/> [BUSMNGT 1] Business Management 1 <input type="checkbox"/> [SUPMNGT 1] Supply Chain Management 1 <input type="checkbox"/> [ECON 1] Economics 1 <input type="checkbox"/> [TRANSEC 1] Transport Economics 1		
<input type="checkbox"/> Year 2: <input type="checkbox"/> [BIS] Business Information Systems <input type="checkbox"/> [TRANSEC 2] Transport Economics 2 <input type="checkbox"/> [LOGMNGT 2] Logistics Management 2 <input type="checkbox"/> [WIL 1] Work Integrated Learning 1 WIL 1 <input type="checkbox"/> [BUSMNGT 2] Business Management 2 <input type="checkbox"/> [MARMNGT 2] Marketing Management 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"/> [WIL 2] Work Integrated Learning 2 <input type="checkbox"/> [LOGMS 1] Logistics and Supply Chain Management Systems 1 <input type="checkbox"/> [PROMNGT 1] Procurement Management 1		
3. <input type="checkbox"/> Bachelor of Business Administration in Logistics and Supply Chain Management [91114] (NQF Level 7)		
<input type="checkbox"/> FULL REGISTRATION – Please select a year AND an elective for Year 1, if applying for Year 1		
<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"/> Year 2 <input type="checkbox"/> Year 3		
<input type="checkbox"/> 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"/> [LOGMNGT 1] Logistics Management 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 2 <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"/> [LOGMS 1] Logistics and Supply Chain Management Systems 1 <input type="checkbox"/> [RSRCH:PR] Logistics and Supply Chain Research: Project		
Please note: A complete programme outline will be available in your information booklet.		

2 <input type="checkbox"/> OLG Short Learning Programmes	
Distance Learning Programmes: Assignments and examinations are compulsory	Programmes offered to companies: Choose exam or non-exam modules
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"/>	FLOG_3 Fundamental Logistics Management (NON) <input type="checkbox"/> FLOG_4 Fundamental Logistics Management (EXM) <input type="checkbox"/> ILOG_3 Intermediate Logistics Management (NON) <input type="checkbox"/> ILOG_4 Intermediate Logistics Management (EXM) <input type="checkbox"/> ALOG_3 Advanced Logistics Management (NON) <input type="checkbox"/> ALOG_4 Advanced Logistics Management (EXM) <input type="checkbox"/> FSUP_3 Fundamental Supply Chain Management (NON) <input type="checkbox"/> FSUP_4 Fundamental Supply Chain Management (EXM) <input type="checkbox"/> ISUP_3 Intermediate Supply Chain Management (NON) <input type="checkbox"/> ISUP_4 Intermediate Supply Chain Management (EXM) <input type="checkbox"/> ASUP_3 Advanced Supply Chain Management (NON) <input type="checkbox"/> ASUP_4 Advanced Supply Chain Management (EXM) <input type="checkbox"/> FTRANS_3 Fundamental Transport Economics (NON) <input type="checkbox"/> FTRANS_4 Fundamental Transport Economics (EXM) <input type="checkbox"/> ITRANS_3 Intermediate Transport Economics (NON) <input type="checkbox"/> ITRANS_4 Intermediate Transport Economics (EXM) <input type="checkbox"/> FPUR_3 Fundamental Purchasing Management (NON) <input type="checkbox"/> FPUR_4 Fundamental Purchasing Management (EXM) <input type="checkbox"/> FPRO_3 Fundamental Procurement Management (NON) <input type="checkbox"/> FPRO_4 Fundamental Procurement Management (EXM) <input type="checkbox"/> FPROJ_3 Fundamental Project Management (NON) <input type="checkbox"/> FPROJ_4 Fundamental Project Management (EXM) <input type="checkbox"/>

3 Events Management	
<input type="checkbox"/> Business Management <input type="checkbox"/> Events Marketing	<input type="checkbox"/> Events Planning and Marketing

4 Microsoft Office	
<input type="checkbox"/> Introduction to Personal Computers Using Windows® 7 <input type="checkbox"/> Microsoft Office Word® 2016: Part 1	<input type="checkbox"/> Microsoft Office Excel® 2016: Part 1 <input type="checkbox"/> 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.

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	Kuruman	Cape Town
Port Elizabeth		Johannesburg Central	Newcastle		Middelburg	Rustenburg		
		Kempton Park	Richards Bay		Nelspruit			
		Krugersdorp						
		Pretoria						
		Springs						

! 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

1.1 <input type="checkbox"/> Cash Deposit	! Have you attached an A4 copy of your proof of payment?	Y
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1.2 <input type="checkbox"/> Credit Card Option	Total cash amount: R	Budget account: <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		Signature of cardholder:

1.3 <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.:

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

2.1 <input type="checkbox"/> Fundi Financing	! If not a government employee: Have you attached bank statements for the past 3 months?	Y
Please indicate the number of monthly instalments you have selected:	! Have you attached a Salary advice, that is not older than 3 months?	Y
	! If a sponsor is paying for you: Have you attached a verified copy of the Sponsor's ID?	Y
	! Have you completed and attached the Fundi Application form?	Y
	! Have you attached a verified copy of your ID?	Y

! Have you completed the Company Credit Application Form?	Y
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OLG Banking Details: First National Bank | Payee: Open Learning Trading | Account Number: 620 111 877 98 | Branch Code: 251 445 (PTA).
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).

- HIGHER CERTIFICATE IN LOGISTICS MANAGEMENT with SAQA ID: **96798**
- 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 the **Open Learning Group (Pty) Ltd** as indicated on the Registration Certificate dated 7 November 2013.

SIGNATURE OF STUDENT

DATE


OLG SIGNATURE
(Representative of the 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.

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

!	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: 
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Terms and Conditions

1. 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, 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 cede 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/ 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 hereof 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/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.
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



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

OLG REPRESENTATIVE