



BOARD PUBLIC SECTOR STAND-ALONE MAY

Please note that this form is only for the May examinations. The closing date is 31 March.

IMPORTANT INFORMATION

Examination enrolment must be done by final closing dates. If forms are incomplete & proof of payment is not attached, you will be registered and liable for all outstanding fees but will not receive your results. You will not be able to download past papers if your full account is not paid in full.

First time enrolment with CGISA:

- Certified copy of your ID
- Certified copy of your highest qualification or CGISA conversion letter or Exemption letter.

Other information

- Re-enrolment should only take place after results are released for the previous examination.
- No refunds will be given or cancellations accepted
- You will not be able to postpone any subject if you are not registered and paid in full.
- If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Submit this form and supporting documents to students@chartgov.co.za.

Note: Please update your personal profile on-line at <http://cssa.chartsec.co.za/CSSA-Online/Account/Login>

PERMISSION TO PROCESS YOUR PERSONAL INFORMATION

By agreeing to the terms of this enrolment form, I hereby voluntarily authorise Chartered Governance Institute of Southern Africa (CGISA) to process my personal information (including my name, physical address, telephone numbers and any other information I have provided to CGISA). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. I understand that my information provided will be stored on the CGISA database and that third parties will have access to such information for purposes of maintaining CGISA's database and for other purposes which may be required to adequately conduct the business of CGISA.

I furthermore take note that by supplying CGISA with the abovementioned information I consent to CGISA using the information for recruitment purposes by placing my information on the Chartered Governance Placements database.

I hereby consent to CGISA retaining my information including my academic transcripts on CGISA's database in order to adequately fulfil its mandate.

Should any of my details change, I will notify CGISA so that their records are as accurate as possible.

Should CGISA not receive such notification, I accept that the information they have on record is accurate.

I agree to the terms of CGISA's privacy policy (available at <https://www.chartgov.co.za/wp-content/uploads/2024/12/CGISA-Privacy-Policy-April-2022.pdf>) which sets out, inter alia, further information as to the personal information which CGISA processes, the purpose for such processing and my rights as a data subject.

By agreeing to the terms of this consent form, I expressly consent to the processing of my information for marketing purposes and know and understand that by agreeing to same that I may receive marketing materials in the form of SMS's, emails and the like from CGISA.

I hereby consent to the above.

If you do not tick the box, CGISA will be unable to fulfil its functions in terms of this form.

Full name and surname:

Signature

Date:

We will not proceed with exemptions if this form is not completed in full:

STUDENT INFORMATION

Student Number: (For returning students)

PERSONAL INFORMATION

Title:

Full Name(s):

Surname:

Maiden Surname: Initials:

ID / Passport Number: Date of Birth:

Nationality: Equity:

Disability: Sight Hearing Communication Physical
 Emotional Intellectual Other

Gender: Home language:

Proof of disability (e.g. medical certificate, psychologist's report) must be provided.

CONTACT INFORMATION

Home: Work:

Cellphone: Alternative:

Email:

Alternative Email:

ADDRESS INFORMATION

Physical Address:

Suburb: City:

Province: Country:

Postal Address:

Suburb: Postal Code:

Province: Country:

BILLING INFORMATION

Same as physical address Same as postal address

Company:	<input type="text"/>		
Registration Number:	<input type="text"/>	VAT No:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
Suburb:	<input type="text"/>	Postal Code:	<input type="text"/>
Province:	<input type="text"/>	Country:	<input type="text"/>
Contact Name:	<input type="text"/>	Contact Number:	<input type="text"/>
Contact Email:	<input type="text"/>		

EMPLOYMENT INFORMATION

Employer:	<input type="text"/>
Position:	<input type="text"/>
Industry:	<input type="text"/>
Skills Development Provider: (if applicable)	<input type="text"/>

EDUCATIONAL INFORMATION

This is compulsory. Should you not complete this, you will not be uploaded to the SAQA website:

Year	Highest school qualification (e.g.: Grad 9, 10, 12)	City	Province
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Year	Tertiary qualifications	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Where did you hear about us?

ENROLLMENT INFORMATION

PLEASE NOTE THIS FORM CAN ONLY BE USED FOR THE MAY EXAMINATIONS.

Please tick the relevant modules you wish to enroll for:

PSC-04 Public Sector Governance (NQF8)

Tuition Provider:
(if applicable)

Please indicate your preferred examination venue:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Alberton | <input type="checkbox"/> Polokwane |
| <input type="checkbox"/> Boksburg | <input type="checkbox"/> Port Elizabeth |
| <input type="checkbox"/> Bloemfontein | <input type="checkbox"/> Pretoria |
| <input type="checkbox"/> Cape Town | <input type="checkbox"/> Randburg |
| <input type="checkbox"/> Durban | <input type="checkbox"/> Windhoek |
| <input type="checkbox"/> Gabarone | |
| <input type="checkbox"/> Johannesburg | |

DECLARATION

Answer the following questions. The applicant acknowledges that by submitting their application for processing they have (a) read, accepted and held themselves bound by the admissions policy and all other student policies which seek to uphold the core values of diligence, honesty and integrity of the Institute; and (b) accepted that they and the Institute are bound by these policies in processing their application for registration and admission.

1. Have you ever been investigated and/or charged and/or convicted of any offence resulting from dishonesty, corruption, fraud, theft, perjury, misrepresentation and/or embezzlement?
2. Has your estate been provisionally or finally sequestrated in any jurisdiction?
3. Have you at any time been a party to a scheme of arrangement or made any other form of compromise with your creditors?
4. Have you ever been found guilty in disciplinary proceedings, by an employer or professional body, due to dishonest activities?
5. Have you ever previously or currently been barred from entry into any other professional body?
6. Are you currently the subject of pending litigation and/or investigations in your professional capacity and /or conduct on the grounds of corruption, fraud, theft, embezzlement, perjury, and/ or misrepresentation, including those where you are a third party?

Have you ever been removed from an office of trust, on the grounds of misconduct?

8. Have you been in the past or are you currently the subject of allegations in your professional capacity which may reasonably affect the integrity of the professional standards required of a Company Secretary, Governance Professional or Governance Practitioner, which allegations may include deceit, dishonesty, misconduct and/or deception?

If you have answered yes to any of the above, please provide the Institute with supporting documentation for further processing.

I, hereby, certify that my answers given to the above questions are true and correct.

Full name and surname:

Signature

Date:

PAYMENT INFORMATION

Proof of payment must be received by 31 March for the May examination and 31 August for the October examination – If no or part payment has been received you will be liable for outstanding fees.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination. Please e-mail enrolment form and proof of payment to students@chartgov.co.za.

Please refer to the applicable [fee schedule](#).

PAYMENT OPTIONS

- Electronic Funds Transfer (EFT)
- Direct deposit into the CGISA's bank account
- Card Payment at CGISA's office with a physical card
- Online payments via the CGISA's online portal

BANKING DETAILS

Account holder: Chartered Governance Institute Southern Africa

Bank details: Nedbank

Branch name: Braamfontein

Branch code: 19 87 65

Account number: 1968 298 991

Reference: Name, Surname and Student Number (**COMPULSORY**)

DISCLAIMER

As a student registering with the Institute, it is expected that you understand the rules governing the relationship between you and the Institute. The disclaimers below set out this relationship.

Before your registration will be accepted, you are required to sign and date this disclaimer, and attach it to your registration form. (Please make a copy for your own records).

The Institute reserves the right to change terms and conditions at any time, and you agree to abide by the most recent version.

1. The onus is on students to ensure that they are properly prepared for the examinations. It should be remembered that for each credit allocated to a module, it takes approximately 10 hours of study (so-called notional hours) to earn that credit. Notional hours include work experience, reading and studying textbooks and tuition material or attending lectures, doing assignments and working through past examination papers. For example, a subject worth 20 credits will take about 200 hours of learning; a subject worth 30 credits will take about 300 hours.

2. General conditions for all students:

In registering for the Institute examinations, I accept the following conditions and disclaimers:

2.1 The Institute is ONLY responsible for

- the syllabus and curriculum outline,
- the provision of a list of PRESCRIBED/ESSENTIAL textbooks, and where possible and relevant, a list of additional, recommended readings,
- the assessment of the syllabus via one examination and
- the publishing of the results of the examinations once the Institute quality assurance systems have approved the final results.

2.2 I accept that textbooks are generally not sufficient reading to cover all aspects of the syllabus and accept that it is entirely my responsibility to ensure that I have covered the syllabus and curriculum outcomes. I accept that it is my responsibility to obtain suitable tuition for these examinations and do not hold the Institute responsible in any way for inadequate tuition provision. I undertake not to hold the Institute liable for any matters which are the responsibility of the tuition provider.

2.3 I agree, except if disclaimer 3 applies in my case, to accept and to abide by the final decisions of the examiners and I accept the final decision of the Chief Examiner should I query a result through the appeals process. If disclaimer 3 applies to me, I accept that I may not use the appeals process.

2.4 I will only use the formal channels to appeal or query a result and undertake to pay all the costs involved in such appeals.

2.5 I have read and understood the contents of the Student Handbook for the applicable year of study and accept all the conditions and rules described in the document. I accept that all handbook information, brochures, website information, tuition provider information, published in prior years is no longer applicable, and hereby accept the revised conditions and terms as they apply to registered students of the Institute, as of 01 January 2022.

2.6 I accept that the main reason for the Institute providing the CGISA Qualifying Scheme and the Board Examinations is to qualify as a Chartered Secretary or Chartered Governance Professional.

2.7 I accept that it is the policy of all tertiary institutions to use their own exemption/credit policies and that the CGISA professional qualifying scheme and board examinations do not guarantee any access to other tertiary education programmes.

2.8 I accept that any applications in this regard needs to be made on an individual merit basis and that the Institute cannot be held responsible for any problems raised by individual tertiary institutions regarding the NQF status of the Institute programmes.

2.9 I accept that the CGISA Qualifying Schemes, the Board Examinations and Membership of the Institute, do not guarantee entry to any job or that these qualifications may be used anywhere to guarantee immigration points. There are now more stringent requirements regarding immigration rules, and I accept that a professional qualification on its own may not be sufficient to provide the education points needed for this purpose. I also accept that “International” refers to the portability of the Membership “Chartered Secretary” and “Chartered Governance Professional” and does not describe the actual qualifying scheme in any way.

2.10 I accept the Student Code of Conduct as it relates to my conduct as a student, during the provision of tuition and during the course of examinations. I accept that should I breach this code I may be disciplined by a tribunal convened by the Chief Examiner and/or his delegates and I accept that the outcome could lead to my being disbarred from any future registrations as a student and preclusion from being admitted as a Chartered Secretary or Chartered Governance Professional. In the event of such an outcome, I accept that all fees paid to date will be forfeited.

2.11 I have read and understand the following policies: the assessment and moderation policy, the independent feedback report policy and the appeals policy.

2.12 I accept that all registration and examination fees, as well as fees for all additional services, are payable strictly in advance and by bank deposit (i.e. not in cash). I accept that all of the Institute’s services, including the right to sit for examinations and to receive results, will be withheld until all fees are paid in full. I accept that it is my responsibility to be in possession of a valid examination registration form to be allowed entry to the examinations and I accept that my results will be withheld if I owe the Institute any fees. **I accept that the onus is on me to provide clear and unambiguous proof of such payments.**

2.13 I accept that it is my full responsibility to check the examination timetable and venue allocation/online examination procedures (as applicable) well in advance and to ensure that I am familiar with the venue and its location/the online examination procedures (as applicable). I will not hold the Institute responsible for my late arrival at a venue change to the online exam procedures/ as a result of changes to the online exam procedures/venue changes and/or timetable changes that might occur from time to time as a result of circumstances beyond the control of the Institute. I thus accept that I need to consult the published information on the website or via posted/e-mailed circular and ensure that I am totally familiar with the venue/online exam procedures well before hand.

2.14 I accept that it is my responsibility to ensure that the Institute is in possession of my current contact details. I am responsible for notifying the Institute of any changes and I undertake to ensure these changes are made by checking with the Institute or by logging my student details on the Institute website.

2.15 I accept that the Institute uses e-mail circulars as its main means of immediate communication, followed by the website, followed by tuition providers and in the last resort, by the postal system.

2.16 I accept that my consent given on page 1 of this form has been given voluntarily and that I have been adequately informed of what I have consented to.

3. Private Candidates: I am registering as a Private Candidate and will be writing the Institute examinations as indicated without the services of a tuition provider. I hereby accept the conditions and take full responsibility for my examination results.

If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Please ensure that you sign this enrolment form and complete in full; if not you will not be registered for the current examination.

Note: Electronic submission of this form without a signature will be regarded as formal acceptance of the terms and conditions.

Full name and surname:

Signature

Date: