



**SACOB ENROLMENT QUESTIONNAIRE**

Kindly complete in full and return to:

Your course advisor [or admin@sacob.com](mailto:admin@sacob.com)

Name:

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Email:

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Contact Number:

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No.	Questions:	Answers:
1	<b>Kindly confirm:</b> Full name of the registering student <b>i.e.</b> Full name as per ID/Passport <b>i.e.</b> First Name/s, Middle Name/s, Surname	
2	<b>Kindly confirm the name of the Qualification/s being registered:</b> <b>e.g.</b> CIMA - Certificate Level <b>e.g.</b> ICB Financial Accounting - Foundation Level	
3	<b>Would this registration be for the:</b> A. Full Qualification <i>all subjects listed in the qualification</i> B. Specific subject/s within the Qualification <i>not all subjects listed / not the full qualification</i>	
4	<b>If your answer to the above questions is B:</b> Then please confirm the names of the specific individual subjects for which you would like to register	
5	<b>Kindly confirm your preferred study package:</b> A. Home Study B. Online Classroom C. Blended Learning	
6	<b>Kindly confirm how fees shall be paid:</b> A. Once Off Payment - EFT / Bank Deposit <i>Pay all fees invoiced in one payment</i> B. Payment Plan – Deposit & B Debit Order <i>Pay a deposit on studies and balance per debit order</i>	



Traditional education, Modern delivery.

7	<p><b>Should the SACOB invoice:</b></p> <p>A. Include Institute Fees <i>Exam &amp; student registration fees</i></p> <p>B. Exclude Institute Fees <i>Exam &amp; student registration fees</i></p> <p><b>Kindly Note:</b> Institute Fees cannot be paid by means of payment plan</p> <p>In the event that students enrol their SACOB tuition via payment plan, we would suggest to first register the tuition with SACOB and then pay Institute Fees at a later stage as the student is ready to book each exam.</p>	
8	<p><b>Kindly confirm who shall be responsible for payment of fees:</b></p> <p>A. The registering student B. Employer / Company C. Third Party – please specify relation <i>e.g. Parents, Cousin, Guardian, Sibling</i> D. Student Loan via NSFAS / FUNDI / Edu Loan E. Student Loan via Bank F. Other - if other, please specify</p>	
9	<p><b>In the event that an employer / company or third party will be paying for the invoice and studies:</b></p> <p>Please provide us with company details <u>or</u> details of third party responsible for fees:</p> <p>Company Name Company Address Company VAT Number (if applicable) Manager / Third Party Contact Details <i>Name, Email, Contact Number</i></p>	
10	<p><b>In the event that the employer / company or third party requires specific detail to be stated on the invoice and/or registration letter - please confirm here:</b></p> <p><b>e.g.</b> Invoice to state employee number <b>e.g.</b> Invoice to state purchase order number</p>	
11	<p><b>Would the courier of study materials be delivered:</b></p> <p>A. Locally (within South Africa) B. Internationally (outside South African Borders - this includes Lesotho and Swaziland)</p> <p><b>Kindly Note:</b> Courier outside of South African may carry additional international courier charges</p>	



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12	<p><b>In the event that courier is being sent outside of South Africa, please confirm:</b></p> <p>Physical Courier Address (no postal addresses)</p> <p>Provide as much detail as possible so that we may quote appropriate courier fees and delivery times</p>	
13	<p><b>Do you have any disability or require specific assistance during your studies?</b></p> <p>i.e. Any disability/need which would require specific accommodation and assistance when completing studies in general, assignments or exams</p> <p>If yes, please state nature and extent of disability</p> <p>Students may need provide records/evidence of any stated disability/special need</p>	
14	<p><b>Expected Date of Payment to SACOB:</b></p> <p>In order to determine the provision of study materials / courier times</p>	

**Suppliers / Vendors:**

In the event that a third party or company requires SACOB to register as supplier in order for payment to proceed on invoices provided:

Kindly provide SACOB with specific supplier/vendor registration forms which SACOB shall complete and provide to you (along with any further required documents such as VAT, Tax, BEE, Cancelled Cheque etc.)

**Acceptance and Registration Letters:**

Should the student/ third party / employer require an acceptance or registration letter, then SACOB shall require the following along with complete enrolment questionnaire answers:

1. Student - to register SACOB student account by clicking on the following link: <http://www.sacob.com/users/add>
2. Student - ID / Passport
3. Student - Marriage Certificate / Confirmation of Name Change (if applicable)
4. Student - Matric or Highest School Leaving Particulars

**Student Declaration and Undertaking** - [Please refer to our T's and C's on [www.sacob.com](http://www.sacob.com)]

I declare that all particulars furnished by me on this form are true and correct.

I undertake to comply with all the rules and regulations and decisions and policies and procedures of SACOB.

Third Party / Manager Name (if applicable): \_\_\_\_\_

Third Party / Manager Signature (if applicable): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_