ACCSA BASIC APPLICATION

Please fill out the basic information below and e-mail it back to us at info@accsa.co.za. We will respond with an e-mail shortly and contact you as soon as we can to schedule a booking. Please ensure when applying for the IC&RC Certifications that you read the certification requirements and meet them all. Also ensure that a copy of your ID is attached.

APPLICANT INFORMATION

Name:				
Date of birth:		ID No:		Phone:
Current address:				
City:		Province:		Area Code:
Email:				Cell:

EMPLOYMENT INFORMATION

Current employer:			
Employer address:			Position:
Phone:		E-mail:	
City:		Province:	Area Code:

EDUCATION LEVEL

Highest Qualification:
Where was the qualification acquired:
Other Qualifications:

COURSE/CERTIFICATION APPLICATION

Course(s) you are applying for:	Distance/Classroom:

ADDITIONAL INFO (IF NEEDED)

SIGNATURE

Signature of applicant:	Date:

Important Information

Course Modules

- Please ensure you have specified whether applying for the distance learning or classroom option.
- Please ensure you have completed documentation and payment at least 2 weeks before the course date.
- Please ensure that you understand all information provided in this document, and that this document is signed before submitting it to ACCSA.
- Ensure that you have attached a scanned copy of your ID and proof of payment to confirm bookings.
- There is no previous education or experience requirements for applying for course modules in tiers one and two.

Online Distance Learning

- Logins to the ACCSA Online Distance Learning portal will only be approved, and passwords for course modules sent, once bookings have been completed and confirmed.
- There are no time constraints for online distance learning option. Courses can be booked and completed at any time convenient for the candidate.
- Each student needs to have their own personal email address as we do not allow the sharing of addresses between students.

Seated Course Lectures

- All documentation and payment must be completed and returned to us at info@accsa.co.za, and booking confirmed, or the candidate will be refused entry to the course.
- Candidates must be able to display identification upon arrival to the venue.
- Cancellations will only be accepted and refunds made, if ACCSA are notified at least 2 weeks in advance of the course date.

Examinations

- ACCSA has employed a new Learner Management System (LMS) with Classmarker.com. After registering for courses or packages with ACCSA, student details will be uploaded to Classmarker.com. Students will then receive an email from Classmarker.com with login details and a link to access the Classmarker.com website. We will also send an email with the ACCSA examination policy and information. After logging in to the website, students will be presented with their relevant examination, and simply need to click on the exam to begin.
- Instructions will also be given on the platform once the exam begins.
- Examination bookings can be made by contacting us at info@accsa.co.za.

Certificates

- Please note that certificates will not be issued until a completed COURSE EVALUATION is received by us. Evaluations are mandatory for ACCSA audits.
- After the completion of each exam on the Classmarker examination system, you will be issued with a digital copy of your certificate by the system.

Refund Policy

- Refunds for cancellations will be made as long as the cancellation is made sooner than two weeks before seated courses begin. If the cancellation is made after this time, a cancellation fee will be charged.
- Cancellations and Refunds for online distance learning will not be made or accepted once the candidate has gained access to the secure course content and manuals on the website.

Reactivation Policy

- Please ensure that you complete your exam at least a year after your registration with ACCSA or a possible reactivation fee will need to be paid.

Tier 2 Packages

- Please ensure that you fill the correct application for Tier 2 packages. Each package has its own application.

Once your application is received it will be processed, and you will be notified of your acceptance once documentation and payment have been confirmed.

Candidate Signature: _____

Payment Information:

ACCSA PTY Ltd
Standard Bank
Account No: 052793850
Branch Code: 057627
Current Account

Send Payment Confirmation to: info@accsa.co.za