

**BUSINESS STUDIES N4-N6 CORRESPONDENCE-2018**

1. **REGISTRATION FEE: R500 NON-REFUNDABLE**
2. **EXAM FEE: R450 PER SUBJECT NON-REFUNDABLE**
3. **FEES STRUCTURE & EXAMINATION SUBJECTS**

SUBJECTS REGISTERING	REGISTRATION FEE	EXAM FEE	STUDY MATERIAL INCLUDING ASSIGNMENTS FOR TERM MARK	TOTAL PAYABLE	FIRST PAYMENT (TO RECEIVE STUDY MATERIAL INCLUDING REGISTRATION AND EXAM FEE)	OUTSTANDING PAYMENT (PAYABLE BEFORE EXAM)	TICK
1 SUBJECT	R500	R450	R2 000	R2 950	R1 950	R1 000	
2 SUBJECTS	R500	R900	R2 420	R3 820	R2 610	R1 210	
3 SUBJECTS	R500	R1350	R2 696	R4 546	R3 198	R1 348	
4 SUBJECTS	R500	R1800	R3 146	R5 446	R3 873	R1 573	

**BANKING DETAILS: Ekurhuleni Tech; Standard Bank; Account No. 02 143 1396, Branch code 01584141, Reference-Your Name and Surname**

**MARK WITH AN X SUBJECTS CHOSEN**

	<b>Human Relations Management (HR)</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Management Communication	✓		
2	Entrepreneurship & Business Management	✓		
3	Personnel Management	✓	✓	✓
4	Computer Practice	✓	✓	✓
5	Personnel Training		✓	✓
6	Labour Relations		✓	✓

	<b>Business Management</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Public Relations		✓	✓
2	Entrepreneurship & Business Management	✓	✓	✓
3	Management Communication	✓		
4	Financial Accounting	✓	✓	✓
5	Computer Practice	✓		
6	Sales Management		✓	✓

	<b>Public Relations (PRO)</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Communication	✓	✓	✓
2	Information Processing	✓	✓	✓
3	Office Practice	✓	✓	✓
4	Public Administration	✓		
5	Public Relations		✓	✓

	<b>Legal Secretary</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Office Practice	✓	✓	✓
2	Computer Practice	✓		
3	Legal Practice		✓	✓
4	Information Processing	✓	✓	✓
5	Communication	✓	✓	✓

	<b>Management Assistance (N4-N6)</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Entrepreneurship & Business Management	✓	✓	✓
2	Office Practice	✓	✓	✓
3	Information Processing	✓	✓	✓
4	Communication	✓	✓	✓

	<b>Marketing Management</b>	<b>N4</b>	<b>N5</b>	<b>N6</b>
1	Entrepreneurship & Business Management	✓	✓	
2	Marketing Research			✓
3	Marketing Management	✓	✓	✓
4	Management Communication	✓		
5	Sales Management		✓	✓
6	Computer Practice	✓		
7	Public Relations		✓	
8	Marketing Communication			✓

**Please note: Very important before you make any payment**

- Half of the total fees payable (inclusive of registration and exam fees) must be paid before receiving textbooks and assignments). Refer to table of FEES above.
- Final outstanding fees are to be paid before the candidate receives their exam permit. No permit will be issued when the candidate has not settled their outstanding balances. No permit means NO final exam.
- Small monthly payments can also be made during the course of the studies and send proof of payment.
- **Registration and Exam fees are non-refundable. All monies paid cannot be refunded once student has received study material and student must settle the full amount.**
- Study material is printed in black and white.
- **ALL exams are written in Pretoria and cannot be changed**
- Failure to attend your exam day will automatically forfeit your exam fee. However registration for the next exam is still possible upon paying the exam fee ONLY
- Failure to submit assignments will mean no term mark. NO term mark means NO exam.
- It is your responsibility to ensure you received correct study material, assignments and past exam papers
- It is your responsibility to check that you are registered for exams a week after the exam closing date
- Enquire about the exam timetable three days before the start of your exams

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*If acknowledging please sign and send back*