

**BUSINESS STUDIES N4-N6 CORRESPONDENCE-2019**

- 1. REGISTRATION FEE: R500 NON-REFUNDABLE**
- 2. EXAM FEE: R500 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 <u>INCLUDING REGISTRATION AND EXAM FEE</u> )	OUTSTANDING PAYMENT (PAYABLE BEFORE EXAM)	TICK
1 SUBJECT	R500	R500	R2 200	R3 200	R2 100	R1 100	
2 SUBJECTS	R500	R1 000	R2 662	R4 162	R2 831	R1 331	
3 SUBJECTS	R500	R1 500	R3 236	R5 236	R3 618	R1 618	
4 SUBJECTS	R500	R2 000	R3 932	R6 432	R4 466	R1 966	

**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**

- All registration forms need to be completed and emailed together with copy of ID and proof of payment.
- We use Postnet Courier Services. Study material is sent to your nearest Postnet. Sending to your personal address will mean extra payment of courier fees on your part
- Half of the total fees payable (inclusive of registration and exam fees) must be paid before receiving textbooks, assignments and videos). Refer table of FEES above.
- **FEES PAID ARE ONLY VALID FOR THE CURRENT TRIMESTER AND MUST BE SETTLED IN FULL. FAILURE TO DO SO WILL FORFEIT YOUR FEES.** If not clear please call us for further information.
- Please note videos are on selected subjects.
- 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 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. For languages (English and Sake Afrikaans) there is an option of getting a full color study material however an extra R300 for each textbook will be payable
- **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.**

## STUDENT RESPONSIBILITIES

- Check that you received correct study material.
- Check that you are enrolled for your exams 1 week before closing date
- Submit your assignments on time. **Good assignment mark does NOT guarantee a PASS.** Assignment first and foremost qualifies you to sit for final exam.
- Request for exam tentative dates
- Enquire about your exam time table/ permit three days before final exam

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

*If acknowledging please sign and send back*