

INTERNATIONAL STUDENTS' ADMISSION POLICY/AGREEMENT

POLICY No. 0001/01/2017

1. BACKGROUND

The CharterQuest Institute is a global leader at the forefront of grooming financially qualified business leaders of tomorrow. It is accredited with the South African Qualifications Authority (SAQA) and working alongside global professional bodies such as: the South African Institute of Chartered Accountants (SAICA), the Association of Chartered Certified Accountants (ACCA), Association of Corporate Treasurers (ACT), the Chartered Institute of Management Accountants (CIMA) and the CFA Institute.

The Institute has about 650 students spread out over campuses in Johannesburg -Sandton, Parktown and Pretoria. The students come from within South Africa and many other countries in the rest of Africa, Europe and the Far East. We also help young people connect with their dream career and work experience opportunity via our e-recruitment portal called [charterconnect](#) and are the global organisers and brand sponsors of [The CFO Case Study Competition](#) for universities around the world and High Schools in South Africa; and are the publishers of [The Future CFO Magazine](#). CharterQuest is also active in the corporate education space, helping CFOs and other C-Suit executives with tailored corporate training solutions using the case study methodology.

As an international student in South Africa, you will receive world class tuition at less than 50% of the total cost of equivalent studies in the UK and mainland Europe. Studying at CharterQuest enables you to mix with students from other parts of world, securing a cross-cultural and global perspective of cutting edge professional finance and business education. Our teaching methodology is exams-focused and capacitates learning for students from all backgrounds. For students whose language of instruction is not English, we arrange a semester or two of English lessons, before your main course. South Africa being the only English-speaking BRICS (Brazil, Russia, India, China, South Africa) country, studying here gives you a head start building your career and positioning yourself from the emerging markets where the next phase of global growth, industrial expansion and employment prospects is poised to come.

2. POLICY/AGREEMENT

This policy/agreement applies to all students who at the time of enrolment are **not** formerly resident in South Africa and/or will require our assistance for the purpose of applying for (or renewing) their Study Permit/Visa. The following provisions will apply:

- 2.1 To process your enrolment, you will need to check/tick each item on the checklist as defined in 2.8 below, initial and sign this policy/agreement and send it back to us with the documents as defined in 2.10 below.
- 2.2 Upon successful evaluation, you will receive a **Provisional Offer (signed by Spectrum, our admissions processing partner)** with a tuition fee invoice for a flat amount of GBP £4600 (USD \$8,500). This amount **covers your tuition fees** for a maximum of 6 modules or 1 CFA level, **study materials**, as well as, **accommodation including light and water for one full academic year (i.e. 8 months)**. The amount however excludes fees payable to your professional/examining body and other home furnishings and living expenses. You may pay a refundable deposit of GBP £2425 (USD \$4,480) to receive the necessary study Permit/Visa application documentation. CFA Students pay an extra GBP £1200 on this refundable deposit to cover additional CFA materials. The balance of GBP £2176 (USD \$4,025) must be paid upon receipt of your study permit/visa and before arrival in the country. Alternatively, the balance can be paid each month end, after arrival, at GBP £490 per month (USD \$910) interest implied, over the ensuing 6 months or in two installments within 6 months at GBP £1450 (USD \$2,683) each (Note: 1st payment is due 3 months after arrival in the country and ALL subsequent payments will same arrangements as the initial one).
- 2.3 Should you wish to only pay the tuition fee component and arrange your own accommodation, the fees will be GBP £2550 (USD \$4720) which covers your study materials but excludes fees payable to your professional body and living expenses. You

can either pay the fees in full or pay a 50% deposit (GBP £1275/USD \$2360) to process your admission and the balance can be paid over 6 months at 25% interest per month. CFA Students pay their extra GBP £1200 on this refundable deposit.

- 2.4 Upon receipt of the required deposit fee a **Spectrium-signed Formal Letter of Admission (see item 10) together with items 11/12/13 shaded on the checklist below** will be issued to you. You will then have 21 days to prepare the rest of the checklist requirements and lodge your study permit/visa application at your local SA Embassy/Consulate.
- 2.5 In the unlikely event that your study permit/visa application is refused, please notify us within 3 days attaching a copy of the visa rejection letter so we can refund your deposit/full fees less 8% non-refundable admin fee or assist you with an appeal if we can augment the application and overturn the study permit/visa rejection (8% based on total invoice value). Once fees are paid and visa obtained, the fees are not refundable even if the student elected on his or her own accord not to proceed with the studies.
- 2.6 You can transfer/defer the start of your course if you cannot travel to South Africa immediately after procuring your study permit/visa subject to making a written request to CharterQuest at least 30 days prior to the start of your course. The commencement of your course during your preferred time slots is subject to sufficient numbers at the campus your course is scheduled to run. It is therefore important that you take that into account or confirm the campus running your classes should you choose to arrange your own accommodation as this will attract extra time and/or costs should you stay far from the campus.
- 2.7 Should you elect that we arrange your accommodation for you, a suitable one will be arranged with easy access to campus for about GBP £180 (USD \$300) per month -sharing (this is already included in your tuition fee). Alternatively, one can be arranged for +/-GBP £380 (+/-USD \$690) per month. The extra GBP £200 (USD \$390) is not included in your tuition fees and you will need to enter into a lease agreement that will entail paying this separately. Please take note that accommodation does not include furnishings and living expenses although we will be more than happy to guide you on how to procure these.
- 2.8 Except for items 10-13 on the check list below which will come from the school, please tick the other requirements to confirm you will be able to produce them within 21 days of receiving formal admission from CharterQuest. Please tick as appropriate and as fully as possible to enable us assess your study permit/visa prospects accurately:

#.	Study Permit/Visa Checklist/Requirement	Where/How Obtainable?	Tick
1.	Duly completed and signed TRP application form (B1-1738).	Available from your Local South African High Commission/Consulate in your country or Department of Home Affairs in South Africa.	
2.	Two recent photographs with white background.	Do yourself.	
3.	Original passport with minimum 12 months validity.	From your Local Police or Passport Authorities.	
4.	All previous passports.	If applicable but from yourself.	
5.	Non-refundable processing fee.	Check exact amount with your local SA Embassy. Normally around \$50	
6.	Medical report on the Mission's prescribed form.	Your local South African Commission/Embassy/Consulate.	
7.	Radiological Report on the Mission's prescribed form.	Your local South African Commission/Embassy/Consulate.	
8.	Original Copy of Police clearance certificate from all countries where applicant has lived more than 12 months.	From your Local Police Authorities or Applicable Authorities in all countries you have lived more than 12 months prior to now.	
9.	Detailed CV and Proof of Qualifications and Experiences.	Do yourself but obtain from Schools/Univ./Colleges attended and validated by professional bodies you are member of if applicable.	
10.	Admission/Acceptance Letter.	To be provided by Spectrium through CharterQuest upon enrolling/paying (see 2.4).	✓
11.	South African Qualifications Authority (SAQA) Evaluation.	To be provided by Spectrium through CharterQuest upon enrolling/paying (see 2.4).	✓
12.	Prospectus of the School.	To be provided by Spectrium through CharterQuest upon enrolling/paying (see 2.4).	✓
13.	Proof of registration with SAQA or Dep't of Education.	To be provided by Spectrium through CharterQuest upon enrolling/paying (see 2.4).	✓
14.	A letter of motivation (original).	Do yourself (sort of why do you wish to study this course in particular and why particularly in South Africa?)	
15.	Bank statement (with a minimum of USD 12,000) (original).	It's required to show you have sufficient financial means. The higher the amount, the better as it could exempt you from items 22/23.	

16.	Proof of accommodation arrangement (certified copy).	Yourself or from your School in S. Africa i.e. CharterQuest upon enrolling/paying (see 2.7) and upon your request.	
17.	Affidavit from parent(s) for sponsorship (original).	Yourself and sponsor if applicable (if you are below 21, both parents must also sign otherwise the one with legal custody must sign).	
18.	Detail of sponsor's business/employment.	Yourself and sponsor if applicable.	
19.	Sponsor's ID & passport copy (certified copy).	Yourself and sponsor if applicable.	
20.	Proof of relationship with the sponsor (certified copy).	Yourself and sponsor if applicable.	
21.	Yellow fever vaccination certificate (if the applicant has traveled to yellow fever belt countries).	Yourself and your local doctor if applicable.	
22.	Medical insurance to confirm should you fall ill; you will not resort to public funds/hospitals whilst in South Africa.	Check any local international medical insurance company in your country or we can arrange quotations for you on request. May not be required subject to the amount in your bank statement in 15 above.	
23.	Repatriation guarantee equivalent to a return air ticket to cover any deportation if warranted.	Retain in cash. It may or may not be called for by the embassy at the point of issuing your visa subject to amount in your bank statement in item 15 above.	
24.	Any other item required by your local SA Embassy	Every effort has been made to ensure this list is complete but please tick to confirm you have contacted your local SA Embassy to confirm every requirement is listed here and if not, you are satisfied any other requirement unique to your country, you will be able to meet within 21 days.	

2.9 Please initial each page of this policy and, tick all boxes on the above checklist to confirm you can produce all the requisite documents within 21 days except for items 10-13 which will come from us and perhaps item 16 and 22. If so, sign it in the space provided below then scan and email to us using: enquiries@charterquest.co.za together with the following documents (or confirmation):

		Tick/Yes/No
2.10	1. Copy of outside front cover and bio pages of your passport	
	2. Any proof that you are a student member of the relevant professional body, e.g. ACCA, CIMA	
	3. Postal address for receipt of documentation from us if applicable.	
	4. Full initiated and signed International Student Agreement form (this document)	
	5. My invoice should be prepared in terms of Provision 2.2 of this policy i.e. inclusive of my accommodation costs.	
	6. My invoice should be prepared in terms of Provision 2.3 of this policy as I will be accountable for my own accommodation. Please input full address and city of where you will stay:	
	7. I will like to settle my full invoice amount at once.	
	8. I will like to pay deposit and balance in installments. Enter 2 or 6 for number of installments.	
	9. The currency that should appear on my proforma invoice : British Pounds (GBP)	
	United State Dollars (US\$) (Note that an extra 15% surcharge is applicable should you elect to pay in US\$)	

How did you hear about us:

2.11 *I have read and accepted the Terms and Conditions for this application process. I certify that all information provided is accurate.*



D. Valentine NTI
Founding Chief Executive, CQ

Signed by applicant:	
Full names	
Passport number	
Country of origin	