

## INTERNATIONAL STUDENTS' ADMISSION POLICY/AGREEMENT 2018

POLICY No. 0001/01/2018

### 1. BACKGROUND

The CharterQuest Professional Education 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 \(& CFO Junior\) Case Study Competition](#) for universities around the world and high schools across 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, and 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 an invoice with one of the following 3 alternatives (read the **Notes** as well as 2.3 and 2.4 and then select in the last column):

		Amount	Select One
2.2.1*	Tuition fees ONLY	GBP £2800 (USD \$5,110)	
2.2.2**	Tuition fees with shared and furnished student accommodation - single bed in single private room	GBP £5950 (USD \$10,850)	
2.2.3***	Tuition fees with shared and furnished student accommodation - 2 single beds in single shared room	GBP £4700 (USD \$8,600)	
Per item 22 (next page), we can arrange/confirm your medical insurance for a separate amount of £550 (\$1000) for the school year. Enter <b>Yes</b> if you we should include this fee in your invoice?			

#### Notes:

- Tuition fees (2.2.1\*) covers **your school fees** for one (1) and up to a maximum of six (6) modules (or, 1 CFA level) as well as all the standard required **study materials** (textbook, notes and revision kits), but, it excludes fees payable to your professional/examining body (e.g. registration and exam fees);
- Tuition fees with shared accommodation covers the above (i.e. 2.2.1\*) as well as **lease/rentals** (including light and water for one full academic year (i.e. 8 months) and within walking distance to campus, or in worse-case scenario, 7 minutes taxi drive to campus). The accommodation consists of a neat, shared common home/student hostel -with a single bed in a private bedroom, assigned to you alone (2.2.2\*\*) or, with you and another student of the same sex, sharing a bedroom (with two separate beds -2.2.3\*\*\*). Furnishing includes study tables, and chairs, small TV, fridge, stove/cooker, and curtains (these items may or may not be shared in a common home). The amounts exclude living expenses (e.g. food, transport, data bundles/airtime, etc.).

- 2.3 Should you choose 2.2.1\*, 100% of the payment must be received before we can issue an admission letter. In the case of 2.2.2 and 2.2.3, you may pay a 60 % refundable deposit and sign a payment agreement for the balance 40%, in order to receive the necessary study permit/visa application documentation (CFA Students pay an extra GBP £1500 on this refundable deposit to cover additional CFA materials). Per the said payment agreement, the balance 40%, 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 (with 15% monthly interest on the reducing balance), over the ensuing 6 months, or in two installments within 6 months at 25% interest on the reducing balance.
- 2.4 Should you elect to follow 2.2.1\* and hence, you have to find your own accommodation, please note that the visa authorities will require written proof that you have arranged your own accommodation (e.g. student hostel or lease agreement); we therefore advise you to work around estimates in the region of +/-GBP £380 (+/-USD \$690) per month for unfurnished accommodation.
- 2.5 Upon receipt of the required deposit fee, a **Spectrum-signed Formal Letter of Admission (see item 10 together with items 11/12/13 shaded on the checklist under provision 2.9 below)** will be issued to you. You will then have 21 days to prepare the rest of the checklist requirements (i.e. 1-9 and 14-24) and lodge your study permit/visa application at your local SA Embassy/Consulate.
- 2.6 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 10% non-refundable admin fee, or assist you with an appeal if we can augment the application and overturn the study permit/visa rejection (10% 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. Furthermore, as places for international students are limited, once you have paid and received our admission letter, should you decide not proceed with the process, your fees will be forfeited in full especially because any such admission granted would have used up limited space that could have been granted to another international student;
- 2.7 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 should you choose to arrange your own accommodation (per 2.4 above) as this will attract extra time and/or costs should you stay far from the campus.
- 2.8 The tuition fees implied in 2.2 are per annum fees for up to 6 modules –this means, even if you are only due to study one module with us, the same fees for up to six modules will apply. Also, as the fees are per annum, should you not have completed, or studied all your modules with us in the 12 months after arriving (or, should you have and wish to continue with your studies beyond the first six modules -or the first year), in order to renew your study permit, the same fees will have to be paid, following the current rules and modalities governing payment of your fees, subject to a 10% annual escalation.
- 2.9 Except for items 10-13 on the checklist 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 Spectrum through CharterQuest upon enrolling/paying (see 2.4).	✓
11.	South African Qualifications Authority (SAQA) Evaluation.	To be provided by Spectrum through CharterQuest upon enrolling/pay	✓

12.	Prospectus of the School.	To be provided by Spectrium through CharterQuest upon enrolling/pay	✓
13.	Proof of registration with SAQA or Dep't of Education.	To be provided by Spectrium through CharterQuest upon enrolling/pay	✓
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	
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 search the web in South Africa, or we can arrange one for you and include in your invoice/total fees.	
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	

2.10 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](mailto:enquiries@charterquest.co.za) together with the following documents (or confirmation):

		Yes or No?
2.11	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 lease and accommodation costs.	
	6. My invoice should be prepared in terms of Provision 2.4 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 pro-forma 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?

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*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**

<b>Signed by applicant:</b>	
<b>Full names</b>	
<b>Passport number</b>	
<b>Country of origin</b>	