1. Application & Registration Process

The application process takes place before registration. Application is the process of evaluating whether the student meets the requirements for the qualification/programme he/she would like to register for. In the event that the student owes outstanding tuition fees, NMMU will not allow such a student to register for any future training until such time that the account has been settled. Please refer to the checklist on the front page of the application form for documents to be submitted during the application process.

Registration: Once a student has received a letter of acceptance from the University for a specific programme, the student must register for the modules they will complete during the relevant year. It is the responsibility of the student to ensure that the correct modules are registered for and credit applications made, if required.

NMMU Business School must be informed of certain disabilities to determine whether it is able to make special arrangements to accommodate persons with disabilities. Advice can be obtained from the senior disability officer at NMMU Disability Unit on 041 504 2562 / 2313 / 4756 or email: disability@nmmu.ac.za.

2. Fees

The fees and conditions shall be determined by NMMU Business School and are subject to amendment without prior notice. The student or sponsoring company becomes liable for the full fees upon registration. The student’s application must be accompanied by a letter from the company stating who will be responsible for payment of fees. The programme fees are all inclusive and include all relevant training materials. Cheques should be made payable to NMMU (See Banking Details in Section 5).

Interest will be charged on outstanding accounts exceeding 30 days at the interest prime rate (prime rates are subject to change). In the event of the university successfully instituting legal action against the student for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, the student shall be liable to pay all legal costs incurred on an attorney and client scale, including the collection commission and interest.

The student’s certificate and study record may be withheld under the following circumstances:

- In the event of the student account being in arrears or
- In the event of any disciplinary matter pending against the student

3. Programme Cancellations

3.1 Open Programmes

If the student/sponsor wishes to cancel their enrolment in an Open Programme less than 10 working days prior to commencement of the programme, the student/sponsor will be liable for the full cost as per quote. In the event that NMMU cancels the Open Programme due to insufficient numbers registered, students/sponsors will be reimbursed in full.

3.2 In-house Training - Standard Programmes

Once confirmation has been received in the form of a signed quote; an order number; and/or a signed Service Level Agreement/Memorandum of Understanding, a 40% cancellation fee on the full quoted amount will apply to cancellations received 20 or more working days prior to commencement of training. Where cancellations are made less than 20 working days prior to commencement, the company will be liable for the full cost as per quote.

3.3 Client Specific / Newly Developed Programmes

Once confirmation has been received in the form of a signed quote; an order number; and/or a signed Service Level Agreement/Memorandum of Understanding, a 60% cancellation fee on the total quoted amount will apply to cancellations received 20 or more working days prior to commencement of customised training and programmes developed on company request. Where cancellations are made less than 20 working days prior to commencement, the company will be liable for the full cost.

4. Programme Postponements

4.1 Open Programmes

If the programme is postponed by NMMU the student may elect to attend the programme as postponed or to receive a refund. In the event that a student/sponsor elects to receive a refund, such request should be done in writing. The student is advised to keep evidence of the date on which such request is sent.

4.2 In-house Training - Standard Programmes

Once confirmation has been received in the form of a signed quote, an order number and/or a signed Service Level Agreement/Memorandum of Understanding, standard training programmes may be postponed once without any additional penalties. The sponsoring company will be billed for all costs associated with the postponement request (such costs may include: venue/equipment hire, travel & accommodation costs, facilitator availability, etc.). In the event that the programme has been rescheduled and then again postponed or cancelled, the company will become liable for the full cost as per the quotation.

4.3 Client Specific / Newly Developed Programmes

Once confirmation has been received in the form of a signed quote, an order number and/or a signed Service Level Agreement/Memorandum of Understanding for the customisation of standard programmes or the development of new programmes, NMMU will commence with the development process and the company will become liable for the full development/customisation cost.

5. Credit Applications

Students must apply for credits on registration. No credits will be awarded after the start of the programme. An Application for Module Exemption form must be submitted together with a certified copy of the relevant qualification, the full programme outline and/or outcomes from the institution that offered the programme, and a credit application fee must accompany applications for credits. Please consult the Programme Coordinator for details of the relevant application fee. This fee does not apply to credits awarded for NMMU Business School SLP’s. Credit application for modules completed more than 5 years ago will not be considered.
6. Class attendance

80% attendance is required per module failing which a student will have to repeat the module at 50% of the current module fee in order to be assessed. Where a student fails to notify the relevant programme coordinator of his/her intended non-attendance within the required timeframe, the student/sponsoring company will be held liable for the fees, as if the student/company had attended. The student/sponsoring company will then be expected to pay the full fee again should the relevant payee indicate his/her intention to attend the same module at a later date.

7. Assessment Strategy

Students and sponsoring companies must ensure that they are familiar with the Assessment Strategy applied by the NMMU Business School: Leadership Academy division. This information is available on the Business School website and in the Student Guideline Document which will be discussed during the orientation phase. It is important to note that there might be cost implications attached to unsuccessful modules.

8. NMMU Policy Framework

Students enrolling with the NMMU Business School must abide to NMMU Polices of which the “NMMU Student Disciplinary Policy” and “Policy for the Promotion of Academic Integrity and Prevention of Plagiarism” have special reference.