

INSTRUCTIONS AND INFORMATION

1. Please complete this form in **BLOCK LETTERS** and return it to Southern Business School before **1 MARCH 2020**.
2. This is **NOT** a registration form. The **PURPOSE** of the Subject Choice Form is to provide you, our student, with the opportunity to indicate your subject/s choice/selection for this semester.
3. If you **DO NOT** complete this form, Southern Business School will **SELECT the next available subject/s for you, as per the Registration Contract (The R1 form which you originally signed when you first registered)**.
4. **NOTE:** Not completing this form **DOES NOT CANCEL** your studies. If you have to cancel your studies, it must be done in writing and submitted to Southern Business School whereby Terms and Conditions - Paragraph 9 of the Registration Form applies.
5. Student information is secured by **The Protection of Personal Information (POPI) Act**. Refer to www.sbs.ac.za for more details.

PERSONAL INFORMATION

ID Number

Student Number

Last Name/Surname

Full Name/s

ADDRESS & CONTACT DETAILS

Study Material Delivery Address (Refer to options below)

Telephone Work (Area Code + Number)

Cell Phone Number

Fax (Area Code + Number)

Postal Code

Indicate how you prefer to receive your **STUDY MATERIAL** (e.g. Study Guides and other study documents)

- By Post**
Sent to the address as indicated above
 Electronically (E-mail)
Study guides will be made available on MySBS and will NOT be posted. All additional study information should be downloaded from MySBS.
 Courier
Sent to PHYSICAL address as indicated above
 Postnet to Postnet
Sent to Postnet branch/ address provided above
 To Collect
At the Southern Business School Offices

E-Mail Address (To receive notification on availability of electronic study guides)

DECLARATION AND SIGNATURE OF APPLICANT

Please refer to the information below. It is compulsory for a student to complete the Declaration and send it back to Southern Business School

I, (name of Student)

Student / ID number

Complete the student number only if it has been allocated to you.

am fully aware that the programme I have enrolled for (select the qualification from the list) is the **Higher Certificate in Management** (SAQA ID 98913) or **Diploma in Management** (SAQA ID 96728) or **Advanced Diploma in Management** (SAQA ID 79586) or **Bachelor of Business Administration** (SAQA ID 59850) or **Bachelor of Business Administration Honours** (SAQA ID 71930) or **Higher Certificate in Paralegal Studies** (SAQA ID 94864) or **Bachelor of Commerce in Law** (SAQA ID 98933) or **Bachelor of Policing Practice** (SAQA ID 59226) or **Bachelor of Policing Practice Honours** (SAQA ID 61630) or **Master of Management** (SAQA ID 90908) or **Master of Policing Practice** (SAQA ID 93611) or **Bachelor of Laws (LLB)** (SAQA ID 111055) and that this programme is approved by the Department of Higher Education and Training to Southern Business School, as indicated on the Registration Certificate dated 19 September 2019.

Qualification + SAQA ID

Signature

Date (YYYYMMDD)

Student Number

QUALIFICATION AND ENROLMENT SELECTION

Qualification (e.g. Diploma in Management)

Majoring in (e.g. Human Resource Management)

NEW SUBJECTS TO REGISTER

(No more than 3 subjects per semester/6 months)

***SUPPLEMENTARY SUBJECTS (if any)**

(No more than 3 subjects per semester/6 months)

***What is a "Supplementary Subject"?**

- Should you have failed a subject for the first time during the November 2019 examination, you will automatically be allowed to register for a supplementary examination for the First Semester 2020.
- ONE supplementary examination opportunity will be granted PER subject. If you are unsuccessful at this opportunity, you will have to re-register for the subject in the Second Semester 2020.
- It is compulsory for you, as the registered student of a supplementary subject, to complete and submit the new assignment questions. Please download the new questions from the SUBJECT GROUPS on MySBS (www.sbs.ac.za) or alternatively, contact the office on +27 (0) 11 662 1444 for assistance.**

SELECT AN EXAMINATION VENUE WHERE YOU WISH TO WRITE YOUR EXAMS:

LIST OF EXAMINATION VENUES:

*Aliwal North *Beaufort West *Bela-Bela *Bethal *Bethlehem *Bloemfontein *Boksburg *Cape Town *Colesberg *De Aar *Douglas *Durban *East London *Empangeni *Ermelo *George *Giyani *Graaff-Reinett *Grahamstown *Groblersdal *Helderstroom *Hermanus *Johannesburg South *Kimberley *King Williams Town *Klerksdorp *Kokstad *Kroonstad *Krugersdorp (Undergrad) *Kuruman *Ladybrand *Makhado *Melmoth *Midrand *Mmabatho *Mthatha *Musina *Nelspruit *Newcastle *Nigel *Okiep *Oudtshoorn *Paarl *Phalaborwa *Pietermaritzburg *Piet Retief *Polokwane *Port Elizabeth *Porterville *Port Shepstone *Potchefstroom *Pretoria *Queenstown *Robertson *Rustenburg *SBS Head Office (postgrad) *Sibhayi *Soweto *Thohoyandou *Umzimkhulu *Upington *Vanderbijlpark *Virginia *Vredendal *Vryburg *Witbank *Worcester

EXAM VENUE selection:

International Exam Venue:

(Provide details: Country/City/Town)

This form can be faxed or e-mailed (as indicated below)

or it can be posted to: **THE REGISTRATION DEPARTMENT, PRIVATE BAG X03, HELDERKRUIJN 1733**

SEND THIS FORM TO:

Higher Certificate:

Diploma:

Advanced Diploma:

Bachelor of Commerce in Law:

Higher Certificate in Paralegal Studies:

Bachelor of Business Administration (BBA) & BBA HONOURS:

Bachelor of Policing Practice (BPP) & BPP HONOURS:

Masters Degree:

Bachelor of Laws (LLB)

hcmcurrent@sbs.ac.za	or	+27 (0) 86 554 4430
dmncurrent@sbs.ac.za	or	+27 (0) 86 554 4430
amncurrent@sbs.ac.za	or	+27 (0) 86 575 7508
bclawadmin@sbs.ac.za	or	+27 (0) 86 588 3520
hcpadmin@sbs.ac.za	or	+27 (0) 86 588 3520
bbacurrent@sbs.ac.za	or	+27 (0) 86 575 7513
bppcurrent@sbs.ac.za	or	+27 (0) 86 575 7508
masters@sbs.ac.za	or	+27 (0) 86 528 7477
LLB@sbs.ac.za	or	+27 (0) 86 588 3520