

General Forms and Fees Lists

Item	Description & Instructions	Forms	Additional Cost
Admission & Registration			
Registration	All students need to submit the registration form	Complete Registration Form and submit to the NGCL office	N.A
Recognition of Prior Learning (RPL) Application Fee	If admission route of RPL is chosen, this fee will apply.	Complete RPL Form and submit to the NGCL office	R275.00
Portfolio of Evidence	If student does not meet the requirements for RPL Admission – Student can complete a POE to establish their ability to competently manage academically if allowed onto the said programme.		R2 700.00
Late Registration Fee	Late registration fee per module		R3 900.00
Cancellation			
Special Cancellation Fee	Cancellation after deadline for cancellations - This will only apply to special circumstances such medical conditions that require hospitalisation or death of a close relative or family member. Supporting documents will need to be submitted.	Complete Cancellation Form and email to cancel@immgsm.ac.za	R1400.00
Credit Transfer			
Credit Transfer Application	Students need to apply for credit transfers before cut-off date Semester 1 – Last day of January Semester 2 – Last day of June	Complete Credit Application Form and submit to the NGCL office	R100.00
Credit Transfer Fee	Once credit transfer application has been approved, student needs to pay the transfer fee per module		R525.00
Special Requests			
Private Invigilation Administration Fee	If a student is not close (within 150km radius)) to an IMM examination venue, they may opt to provide the IMM with the details of a Private Invigilator who will invigilate an examination that the student needs to write.	Read Private Invigilation Information, gather required documentation and email to pi@immgsm.ac.za	R2 650.00

Scribe Cost	Per module Students with learning disabilities such as e.g. poor eyesight, may require the services of a scribe to write and/or read on behalf of the student		R600.00
Assignments & Examinations			
Marking Fee	If IMM grades anything a student was not registered for (fee applies per item)		R225.00
Assessment Feedback Report	Per module – Individual feedback.		R525.00
Result Appeal	Per module Applies if a student wants to appeal a result - provided they meet the criteria.ie result should be 40% - 49% and only specific questions will be remarked. These will need to be motivated by the student.	Complete Assignment Result Appeal Application form, and email assessments@immgsm.ac.za	N.A
Final Result Appeal		Complete Final Assessment Result Appeal Application Form, and email exams@immgsm.ac.za	R450.00
Script viewing after Results Appeal	Once appeal of result was done or an Assessment Feedback Report, and student wants to see the script they will need to pay for this	Read Exam Script Viewing Policy	R315.00
Supplementary Fee: Exams and Projects	If student wants a 2nd attempt on examination or project_ Eligible students must meet the criteria as stated in the Supplementary Examinations Policy. A project or report submission is not examinable, but students will also need to meet minimum criteria as noted in our policy.	Read Supplementary Examination Policy, and email supplementary@immgsm.ac.za	R325.00
General Administration			
Personal Details	Change personal details	Complete Personal Details Form	N.A
Copy of Academic Record	This is the formal grade report/statement on an IMM letterhead These Academic Records cannot be emailed and must be collected or arranged to be collected from an IMM office.		R65.00
Archive Record Retrieval	Should a student require that we retrieve a document which they submitted to us, as an e.g. a certified copy of their matric certificate		R375.00

Reprint of Certificates/ Diplomas	Reprinting of any certificates	Complete Reprint Certificate Application Form and submit to NGCL office	R475.00
Reprint Student Card	Reprint IMM student card		R75.00

If you require any additional assistance, please consult the NGCL office or alternatively email your query to the following:

info@immgsm.ac.za

helpme@immgsm.ac.za

admin@supplychainsmart.com

Account name: IMM Graduate School of Marketing (Pty) Ltd
Bank: ABSA Commercial Banking
Account number: 405 6310 798
Branch Number: 632 005
Reference: IMM Student Number *or* first name and surname