

Don't delay  
Enrol today



Time is running out!

The last date to register as a pharmacist's  
assistant learner basic or post-basic on  
the National and FET Certificate Courses  
is 30 June 2024



Dear Candidate

2024

## PHARMACIST'S ASSISTANT COURSES

### Introduction to course

S Buys Academy is an accredited training provider with the South African Pharmacy Council (SAPC) to present the National and Further Education and Training (FET) Certificate Pharmacist Assistance Courses. These courses are the prescribed requirements for registration as a Pharmacist's Assistant, Basic or Post-basic.

The pharmacist's assistant courses are in-service training courses and thus consist of two sections, which must be completed simultaneously. The first is the theoretical section, for which the Academy is responsible. The second section is the practical in-service training, for which the tutor is responsible.

Study material is structured into modules grouped into sessions and focuses on specific outcomes. All the training requirements, as prescribed by SAQA (South African Qualification Authority), have been incorporated into the course.

Depending on the pharmacy where a learner will be doing the in-service training, they will specialise in one of the four pharmacy sectors. These are Community (Retail), Institutional (Hospital), Distribution (Wholesale), or Manufacturing pharmacies.

The revised basic course (a requirement to enrol for the revised post-basic course) can be completed in a minimum of 12 months, and the revised post-basic course requires another minimum of 12 months. After completing each course, a learner will be registered with the SAPC as a qualified Pharmacist's Assistant (Basic) or (Post-basic).

Candidates working in a pharmacy's dispensary since before 2003 may apply for RPL (Recognition of Prior Learning). RPL allows candidates to be credited for skills and knowledge gained in the workplace. The Academy may be contacted telephonically (018 788 2102 / 2103) or via email ([training@sbuys.co.za](mailto:training@sbuys.co.za)) for detailed information on RPL.

### Minimum requirements

Candidates must adhere to the following minimum requirements to enrol:

- **National Certificate Basic Course:**
  - i. Grade 10 Certificate (with Maths/Maths Literacy and English)
  - ii. Be employed in a pharmacy (Full-time)
  - iii. The pharmacy must be registered as a training facility
  - iv. A pharmacist who is willing to be your tutor and
  - v. This pharmacist must be registered as a tutor (Only three learners per tutor)
- **FET Certificate Post-basic Course:**
  - i. Registration with the SAPC as a Qualified Basic Pharmacist's Assistant
  - ii. Be employed in a pharmacy (Full-time)
  - iii. The pharmacy must be registered as a training facility
  - iv. A pharmacist who is willing to be your tutor and
  - v. This pharmacist must be registered as a tutor (Only three learners per tutor)
  - vi. Optional: If an applicant submits proof that 50% or more was obtained for an official South African language other than English on NQF4 (e.g. matric certificate), exemption for session 1 will be granted.

**Course Content: Revised Basic Pharmacist's Assistant course:**

Unit STD	Module	Modules per session	Credits
<b>Session 1: Basic language and communication skills</b>			
119457	1	Interpret and use information from texts	5
119465	2	Write/present texts for a range of communicative contexts	5
119467	3	Use language and communication in occupational learning programs	5
119472	4	Accommodate audience and context needs in oral communication	5
<b>Session 2: Basic number skills</b>			
9010	5	Use of different number bases and measurement units	2
9012	6	Investigate life and work-related problems using data and probabilities	5
9013	7	Describe, apply, analyse and calculate shape and motion in 2- & 3-dimensional space	4
7456	8	Use maths to investigate and monitor financial aspects of personal, business and national issues	5
<b>Session 3: Basic workplace safety understanding and skills</b>			
116520	9	Apply safety, health & environmental principles and procedures in the workplace	2
13915	10	Demonstrate knowledge and understanding of HIV/AIDS in the workplace	4
120496	11	Provide risk-based primary emergency care/first aid in the workplace	5
<b>Session 4: Basic pharmaceutical healthcare understanding and skills</b>			
256475	12	Explain pharmaceutical concepts and terms	5
256477	13	Define health promotion in the South African context	5
256485	14	Apply ethical and legally compliant behaviour in pharmaceutical and health environments	8
<b>Session 5: Basic customer service</b>			
256476	15	Interact with clients in a health and pharmaceutical environment	6
243680	16	Take orders from customers (Only CPS, DPS & MPS)	12
256482	17	Sell products or services to clients in a pharmacy (Only CPS & IPS)	6
114911	18	Resolve customer queries/complaints (Only CPS & IPS)	8
243712	19	Address customer queries in a wholesale environment (Only DPS)	10
<b>Session 6: Basic stock control skills</b>			
256497	20	Receive, count and store pharmacy stock	10
256479	21	Monitor, handle and dispatch pharmacy stock	7
117899	22	Pick stock in a distribution centre (Only DPS)	12
256478	23	Pack pharmaceutical products (Only IPS & MPS)	7
256484	24	Display products in a pharmacy (Only CPS & IPS)	6
<b>Session 7: Basic manufacturing skills</b>			
256480	25	Define concepts and terminology related to large-scale pharmaceutical manufacturing (Only MPS)	3
256483	26	Weigh raw materials in large-scale pharmaceutical manufacturing (Only MPS)	4
256481	27	Manufacture pharmaceutical products on a large scale (Only MPS)	12
256496	28	Compound, manipulate, prepare and pack pharmaceutical products (Only CPS & IPS)	12
<b>Session 8: Basic self-enrichment skills</b>			
116945	29	Use electronic mail to send and receive messages	2
116931	30	Use a Graphical User Interface (GUI)-based web browser to search the Internet (Only CPS, DPS & IPS)	4
242811	31	Prioritise time and work for self and team	5
13912	32	Apply knowledge of self and team in order to develop a plan to enhance team performance (Only DPS, IPS & MPS)	5
244589	33	Identify causes of stress and techniques to manage it in the workplace (Only CPS & IPS)	2
244611	34	Apply problem-solving techniques to make a decision or solve a problem in a real-life context	2
<b>TOTAL CREDITS CPS (Community Pharmacy Sector)</b>			<b>147</b>
<b>TOTAL CREDITS DPS (Distribution Pharmacy Sector)</b>			<b>140</b>
<b>TOTAL CREDITS IPS (Institutional Pharmacy Sector)</b>			<b>147</b>
<b>TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)</b>			<b>140</b>

**Course Content: Revised Post-basic Pharmacist's Assistant course:**

Unit STD	Module	Modules per session	Credits
<b>Session 1: Basic language and communication skills</b>			
119457	1	Interpret and use information from texts	5
119465	2	Write/present texts for a range of communicative contexts	5
119467	3	Use language and communication in occupational learning programs	5
119472	4	Accommodate audience and context needs in oral communication	5
<b>Session 2: Advanced language and communication skills</b>			
119459	5	Write/present for a wide range of contexts	5
119462	6	Engage in sustained oral communication and evaluate spoken texts	5
119469	7	Read/view, analyse and respond to a variety of texts	5
119471	8	Use language and communication in occupational learning programmes	5
<b>Session 3: Advanced number skills</b>			
9015	9	Apply knowledge of stats and probability to critically interrogate and effectively communicate findings on life-related problems	6
9016	10	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4
7468	11	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
<b>Session 4: Advanced workplace safety understanding and skills</b>			
242665	12	Apply technical knowledge and skill in order to manage risk in occupational health and occupational hygiene	8
256536	13	Apply the principles of asepsis and sterility in a healthcare environment	12
120348	14	Demonstrate knowledge and understanding of basic toxicological principles	3
<b>Session 5: Advanced customer service</b>			
256495	15	Identify common conditions and ailments and provide information relating to health and medicine	10
256557	16	Issue prescribed medicines to a patient (Only CPS & IPS)	15
114491	17	Educate and work closely with the community with regard to STIs, including HIV/AIDS (Only CPS, DPS & IPS)	10
118028	18	Supervise customer service standards (Only DPS & MPS)	8
<b>Session 6: Advanced stock control skills</b>			
256535	19	Order and reconcile pharmaceutical stock	8
256556	20	Issue, dispatch, and receive returned specified scheduled medicines in a distribution centre (Only DPS & MPS)	10
<b>Session 7: Advanced manufacturing skills</b>			
256555	21	Implement quality assurance in a pharmaceutical manufacturing environment (Only MPS)	10
<b>Session 8: Advanced self-enrichment skills</b>			
114589	22	Manage time productively	4
114215	23	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	3
242819	24	Motivate and build a team	10
115855	25	Create, maintain and update record-keeping systems	5
<b>TOTAL CREDITS CPS (Community Pharmacy Sector)</b>			<b>144</b>
<b>TOTAL CREDITS DPS (Distribution Pharmacy Sector)</b>			<b>147</b>
<b>TOTAL CREDITS IPS (Institutional Pharmacy Sector)</b>			<b>144</b>
<b>TOTAL CREDITS MPS (Manufacturing Pharmacy Sector)</b>			<b>147</b>

## Application process

1. This information pack includes an application form (S Buys Academy) and a registration form (SAPC).
2. Complete all fields on the application and registration forms and attach all requested documents (see checklist – including proof of payment of R880 admin fee).
3. Candidates may email clear copies of the forms and supporting documents to the Academy.
4. The Academy will check that all documentation has been completed and are in order (the Academy will contact the applicant immediately in case of incomplete documentation).
5. Once everything is found to be in order, the applicant will be contacted by the Academy to make payment according to the payment option selected (see “Acknowledgement of Debt” form in the application pack) as well as SAPC registration fees (see below).
6. Once proof of payment for the course fees has been received, the applicant will be enrolled as a learner with the Academy and registered with the SAPC.
7. The learner’s tutor will receive an SMS from the SAPC to approve the learner (by replying “Yes” to the SMS).
8. Once done, the Academy will complete the SAPC registration process and email the learner to confirm that the study material will be dispatched to the registered tutor.
9. If the study material needs to be couriered to an outlying rural area and the cost exceeds R100, the applicant will be contacted for alternative arrangements.

## Facilitation Sessions & Summative Assessments

All facilitation sessions and summative assessments are conducted in English.

Per the resolution of the South African Pharmacy Council (SAPC), both courses include compulsory facilitation sessions. The SAPC requires attending at least 80% of these facilitation sessions to obtain the certificate. The Academy strongly recommends that ALL presentations be attended.

Facilitation sessions are available in two formats, namely:

- Audio-visual-recorded presentations are sent to learners with their study material on a dual flash drive. This flash drive can be connected to a smartphone, tablet, laptop, or desktop. The learner must complete an audio-visual attendance document per session and submit it to the Academy as proof of completing the audio-visual presentation for the specific session.
- Zoom facilitation sessions, conducted live by a facilitator for a specific session, are scheduled throughout the year. These are real-time alternatives to the audio-visual-recorded presentations. They are not compulsory but highly recommended if a learner requires an additional learning opportunity. Please note: The learner is responsible for the cost of the data needed to attend the Zoom presentation, and recordings of conducted Zoom facilitation sessions are not made available to learners.

Summative assessments are in-person contact sessions conducted in most of the main centres across South Africa (visit the Academy’s web page on [www.sbuys.co.za](http://www.sbuys.co.za) to see the full calendar). Additional assessment centres will be considered if volumes allow and an assessor is available. Each learner will receive a study letter with their study material.

Included in the Study Letter are booking forms to be used to book for summative assessments.

Sessions can be attended and booked in any order as they are not dependent on one another.

## Registration with the SAPC

All professional personnel in a pharmacy must be registered with the South African Pharmacy Council (SAPC). The SAPC learner registration form is also attached to this document (right at the end). Please note to add/attach all required documents, including proof of payment of **R2 738** made to the SAPC.

## Re-admission

The Academy offers the option to be re-admitted if the course was not completed within 14 months. The learner has to apply for an extended contract period of 6 months at an administration fee plus a fixed fee per credit not completed. (Fees are revised annually and applicable as of 1 January each year). Please note that learners studying through a learnership (HWSETA/CHIETA/WRSETA) are only allowed 12 months to complete the course.

### Payment options for basic or post-basic courses (all prices VAT incl.):

Notwithstanding any option selected upon submitting the application form, proof of payment of **R880** (admin fee\*\*) must also be submitted. This fee is non-refundable.

The fees for the course for 2024 are as follows:

- **Option A:** All fees once off: R24 438 (Including SAPC fees)
- **Option B:** 50% of course fees plus SAPC fees upfront and the balance in equal payments over 5 months: R25 178
- **Option C:** First instalment plus SAPC fees upfront and the balance in equal payments over 6 months: R25 398.
- **Option D:** First instalment plus SAPC fees upfront and the balance in equal payments over 11 months: R26 638.

See detail below:

Option	All fees				Course fee first instalment	Monthly fees	
	Total cost	S Buys Regs fee **	SAPC Regs fee	S Buys Course Price excl. regs fees	Books & certificate fee	Monthly instalment	Number of instalments
<b>A</b>	<b>R24 438</b>	R880	R2 738	R20 820	R20 820	R0	0
<b>B</b>	<b>R25 178</b>	R880	R2 738	R21 560	R10 160	R1 900	6
<b>C</b>	<b>R25 398</b>	R880	R2 738	R21 780	R 3 630	R3 630	5
<b>D</b>	<b>R26 638</b>	R880	R2 738	R23 020	R 3 220	R1 800	11

### The price includes the following:

- ✓ All the learner's required study guides
- ✓ The tutor's tutor guide and formative assessment material
- ✓ A flash drive that provides all audio-visual-recorded presentations for distance learning facilitation sessions as required
- ✓ Additional Zoom presentation if the learner prefers it to the audio-visual presentations
- ✓ First-time summative assessments and
- ✓ Study period to a maximum of **14 months** with the option to re-admit.

### General information

- Completed application and registration forms with all the requested documents and proof of payment (R880.00 admin fee) must be emailed ([apply@sbuys.co.za](mailto:apply@sbuys.co.za)) to the Academy.
- **Please note:** As part of the registration process, the tutor must accept the learner on the SAPC's website by logging into their profile. The S Buys Academy will send the tutor a WhatsApp or SMS to notify them to accept the learner. A penalty fee of R350 will be added to the learner's account if the Academy needs to re-load a tutor due to the tutor failing to accept the learner on SAPC's website within 6 days after receiving the notification.
- Application and registration forms will only be processed if completed with the following additional documents:

	List of documents	Check		
1.	The pharmacy where in-service training will be done is registered as a training facility with SAPC.			
2.	The tutor works in the same pharmacy as above and is registered with SAPC.			
3.	Completed S Buys application form and payment option selected on the page titled "Acknowledgement of debt."			
4.	The completed SAPC application form.			
5.	A <b>Certified</b> copy of the learner's ID document			
6.	A colour photo of the learner facing forward, like an ID photo, but you may smile. The photo must be preferably sent electronically via email ( <a href="mailto:apply@sbuys.co.za">apply@sbuys.co.za</a> ) or WhatsApp (061 103 4165) marked with the applicant's ID number.			
7.	<table border="0"> <tr> <td style="vertical-align: top;"> <p>For: <b>Basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of highest qualification (at least Grade 10 with Mathematics/Mathematical Literacy and English)</li> </ul> </td> <td style="vertical-align: top;"> <p>For: <b>Post-basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of registration as Qualified Basic.</li> <li>• Grade 12 Certificate (if the applicant received 50% or more for a language other than English)</li> </ul> </td> </tr> </table>	<p>For: <b>Basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of highest qualification (at least Grade 10 with Mathematics/Mathematical Literacy and English)</li> </ul>	<p>For: <b>Post-basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of registration as Qualified Basic.</li> <li>• Grade 12 Certificate (if the applicant received 50% or more for a language other than English)</li> </ul>	
<p>For: <b>Basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of highest qualification (at least Grade 10 with Mathematics/Mathematical Literacy and English)</li> </ul>	<p>For: <b>Post-basic course application:</b></p> <ul style="list-style-type: none"> <li>• Proof of registration as Qualified Basic.</li> <li>• Grade 12 Certificate (if the applicant received 50% or more for a language other than English)</li> </ul>			
8.	Proof of payment of the R880 administration fee <i>(If proof of payment is not received within 5 days after submitting the application form, the application form will be discarded.)</i>			

- **Banking details of S Buys Academy:**

NAME OF ACCOUNT: **S Buys Academy**  
BANK: **ABSA**  
BRANCH CODE: **632005**  
ACCOUNT NUMBER: **4054414695**  
REFERENCE NUMBER: **ID number with Surname or TDA number**

- **Contact details of S Buys Academy (018) 788 2102 / 2103**

Please don't hesitate to contact us should you have any further queries.

*Estelle Victor*

*Executive Manager: S Buys Academy*

**Attention**

To avoid disappointment, please ensure that:

- The attached application forms (for S Buys Academy and the SAPC) are completed in full, the facility where in-service training will occur is registered, and the tutor has a valid certificate and capacity.
- The documents will reach S Buys Academy on 23 June 2024 at the latest.

**Application for enrolment:  
Pharmacist's Assistant Course**

<b>TDA</b> For Office use only
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**Course Information**

<b>Please indicate your pharmacy sector:</b> (Tick one)	Community / Retail		Institutional / Hospital		Distribution / Wholesale		Manufacturing
<b>Course enrolled for:</b>	Basic		Post-basic				
<b>Have you completed any courses with similar unit standards?</b> (Tick one)	NO		YES	If yes, please attach proof to this application form.			
<b>Is this for an HWSETA learnership?</b>	NO		YES				
<b>If yes for above:</b> (Tick one)	18.1		18.2				

**Personal Information**

<b>Title:</b>			<b>SAPC P-number:</b> (if available)						
<b>Surname:</b>									
<b>First name(s):</b>									
<b>ID number:</b>									
<b>Highest qualification:</b> (If ABET is done, supply level)					Year passed:				
<b>Race:</b> (Tick one)	Black		White		Coloured		Indian		Asian
<b>Gender:</b> (Tick one)	Male		Female						
<b>Contact numbers:</b>	Home:				Work:				
	Fax:				Cell:				
<b>Email address:</b>									
<b>Courier address:</b> (Pharmacy)	Address:								
	Postal code:								

**Employer Information**

<b>Employer:</b> (Tick one)	Private sector:		Public sector:	
<b>Name of pharmacy where employed:</b>				
<b>If public sector:</b>	Sub-district:		District:	Region:
<b>Name of Owner/Manager:</b>				
<b>Name &amp; Surname of Tutor:</b>				
<b>Contact details of Tutor:</b> (Cell no for WhatsApp)	Tel:			Fax:
	Cell:			
<b>Email of Tutor:</b>				

**Payee Information**

<b>Amount paid (VAT incl.):</b>		<b>Date of payment:</b>	
<b>Description of reference used:</b>			
<b>Who should be invoiced:</b> (Tick one)	Self-funded:		Employer:
<b>Name of the person or company to be invoiced:</b>			
<b>Company VAT number, if applicable:</b>			
<b>Contact person in case of a company:</b>			
<b>Contact details of payee:</b>	Tel:		
		Cell:	
<b>Email of payee:</b>			
<b>Address for correspondence:</b> (Person or company to be invoiced)	Address:		
	Postal code:		
<b>If applicable, S Buys Wholesaler account number:</b> (You might be eligible for a discount if upfront payment is made)			

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_


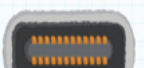


### Audio-visual options:

Presentations are provided as audio-visual presentations that are sent to learners with their study material on a dual flash drive that can be used on:

- a computer, i.e., laptop or desktop (audio or earphones should be used to listen to the audio); and
- a tablet or smartphone (inserted where the charger cable is inserted)

Look at the charging point of your smartphone or tablet. If it is a rectangle shape, mark "Type C" below. If it is the shape of a house with a flat roof, mark "Micro B" below. **Select one:** (Circle only one)

 Micro B	To be found on most smartphones and Android tablets	 Type C	To be found on the latest Samsung smartphones and Apple phones & tablets
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### Assessment centre for summative assessments: (Mark only one with an X)

Select the assessment centre where you prefer to go and write your summative assessments. (Only one)

Assessment centre	Tick	Assessment centre	Tick	Assessment centre	Tick
Carletonville		Bloemfontein		Nelspruit	
Benoni		East London		Empangeni	
Parktown		PE/Gqeberha		Durban	
Pretoria		George		Pietermaritzburg	
Mokopane		Goodwood		Other (as per contract)	

### Information regarding fees

1.	The learner is responsible for the payment of all reassessment fees.
2.	The learner will be charged a cancellation fee for not attending a booked summative assessment.
3.	In the unfortunate event of a learner being found guilty of any fraudulent activity regarding the course, the learner could be either suspended for three months and fined a penalty fee OR even expelled from S Buys Academy, in which case the entity liable for payment of the course fees will not be eligible for any refund.
4.	In the event of the course being cancelled, the learner will be liable for a cancellation fee, which amounts to the following: <ul style="list-style-type: none"> <li>• R880.00 (incl. VAT) admin fee, plus</li> <li>• R142.00 (incl. VAT) per credit completed, plus</li> <li>• R1 000.00 (incl. VAT) for learning material received.</li> </ul>
5.	<b>Please note:</b> Refund only applies if notice of the cancellation of the course is given in writing within the first 6 (six) months from the commencement date of the course. Refund is further subject to the learner not completing more than two sessions. No course fees will be refunded if a learner is indefinitely suspended from S Buys Academy due to fraudulent activity.

**PLEASE TAKE NOTE THAT NO INCOMPLETE APPLICATION FORMS WILL BE PROCESSED**

**Applications submitted without an admin fee will be destroyed within five working days.**

### CONTRACTUAL AGREEMENT

I, ..... (full name & surname of applicant), the undersigned, declare that this document constitutes a binding agreement upon the terms set out there between myself and S Buys Academy (Pty) Ltd (hereforth referred to as the Academy) when signed.

- I understand that it is my responsibility to notify the Academy within **5 working days** if there have been **any changes** in my personal or employer information, such as a change of contact details, change of tutor or change of pharmacy as a training facility.

- I take note that if new study material needs to be sent to me unless an alternative arrangement can be made for the study material to be sent to my tutor, I will be liable for the cost of courier fees exceeding R110.
- I note that the Academy will not allow me to book my final summative assessment if there are any outstanding fees.
- I also understand that the Academy will be under no obligation to issue any final results if any amounts are outstanding on my account.
- In line with Section 15 of the Protection of Personal Information Act, 4 of 2013, I hereby give my consent freely and voluntarily that the Academy, its data operators and its employees may collect, process, share and store my personal data obtained through this document including future documents, such as booking forms, assessments and assignments, in the day to day business with regards to the completion of this course, to create a profile and update it from time to time. The Academy and its employees may further share the information obtained to report on the progress of my studies to my tutor, coordinator, employer, funder, or the South African Pharmacy Council, as the case may be.
- I understand that my personal information, as recorded and stored by the Academy, is protected under and in full accordance with the Protection of Personal Information Act (4 of 2013). Any additional personal information I supply will be subject to the same standard of confidentiality and protection.
- I understand that I may enquire about what personal information the Academy shares and why it is necessary. I further understand that I may object to my information being processed and request a correction or deletion of my information at any time.

The Academy may  / may not  (tick the relevant box) send me marketing information regarding new courses or products via email in future.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

I, ..... (full name & surname of tutor), the undersigned, declare that this document constitutes a binding agreement upon the terms set out there between myself and S Buys Academy (Pty) Ltd (here forth referred to as the Academy) when signed.

- I declare that this applicant is employed full-time in ..... (name of training facility), Y..... (Y number of the training facility) as stipulated.
- In line with Section 15 of the Protection of Personal Information Act, 4 of 2013, I hereby give my consent that the Academy, its data operators and its employees may collect, process, share and store my personal data obtained through this document, including future documents in the day to day business with regards to the completion of this course, to create a profile and update it from time to time. The Academy and its employees may further share the information obtained to report on my learner's studies progress to the coordinator, employer, funder, or South African Pharmacy Council, as the case may be.
- I understand that my personal information, as recorded and stored by the Academy, is protected under and in full accordance with the Protection of Personal Information Act (4 of 2013). Any additional personal information I supply will be subject to the same standard of confidentiality and protection.
- I understand that I may enquire about what personal information the Academy shares and why it is necessary. I further understand that I may object to my information being processed and request a correction or deletion of my information at any time.

The Academy may  / may not  (tick the relevant box) send me marketing information regarding new courses or products via email in future.

Tutor's signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of S Buys Academy: \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF DEBT**

I, ..... (full name & surname), the undersigned, do hereby acknowledge and declare myself to be truly and lawfully indebted to **S Buys Academy (Pty) Ltd** (hereforth referred to as “the Academy”) regarding the Payment Option as indicated below (please tick one of the options below).

	<p><b><u>PAYMENT OPTION A:</u></b></p> <ul style="list-style-type: none"> <li>• I am enrolled in the true and lawful sum of <b>R21 700.00</b> (VAT incl.) regarding money due and payable for the pharmacist’s assistant course.</li> <li>• I have paid the R880 admin fee.</li> <li>• I hereby agree and undertake to repay the Academy the remainder of the course fees by paying <b>R20 820.00</b> (VAT incl.) upon instruction of the Academy before being enrolled and registered with the SAPC.</li> </ul>
	<p><b><u>PAYMENT OPTION B:</u></b></p> <ul style="list-style-type: none"> <li>• I am enrolled in the true and lawful sum of <b>R22 440.00</b> (VAT incl.) regarding money due and payable for the pharmacist’s assistant course.</li> <li>• I have paid the R880 admin fee.</li> <li>• I hereby agree and undertake to repay the Academy the remainder of the course fees by:               <ul style="list-style-type: none"> <li>○ Paying <b>R10 160.00</b> (VAT incl.) upon instruction of the Academy before being enrolled and registered with the SAPC; after that</li> <li>○ Paying six (6) consecutive monthly payments of <b>R1 900.00</b> (VAT incl.) each.</li> </ul> </li> </ul>
	<p><b><u>PAYMENT OPTION C:</u></b></p> <ul style="list-style-type: none"> <li>• I am enrolled in the true and lawful sum of <b>R22 660.00</b> (VAT incl.) regarding money due and payable for the pharmacist’s assistant course.</li> <li>• I have paid the R880 admin fee.</li> <li>• I hereby agree and undertake to repay the Academy the remainder of the course by:               <ul style="list-style-type: none"> <li>○ Paying <b>R3 630.00</b> (VAT incl.) upon instruction of the Academy before being enrolled and registered with the SAPC; after that</li> <li>○ Paying five (5) consecutive monthly payments of <b>R3 630.00</b> (VAT incl.) each.</li> </ul> </li> </ul>
	<p><b><u>PAYMENT OPTION D:</u></b></p> <ul style="list-style-type: none"> <li>• I am enrolled in the true and lawful sum of <b>R23 900.00</b> (VAT incl.) regarding money due and payable for the pharmacist’s assistant course.</li> <li>• I have paid the R880 admin fee.</li> <li>• I hereby agree and undertake to repay the Academy the remainder of the course fees by:               <ul style="list-style-type: none"> <li>○ Paying <b>R3 220.00</b> (VAT incl.) upon instruction of the Academy before being enrolled and registered with the SAPC; after that</li> <li>○ Paying eleven (11) consecutive monthly payments of <b>R1 800.00</b> (VAT incl.) each.</li> </ul> </li> </ul>

I shall make all payments in terms of the Acknowledgement of Debt agreement to the Academy at Carletonville or such other place as the Academy shall in writing direct from time to time.

**I hereby agree that the Academy will:**

- **only courier my study material once I am enrolled and registered with SAPC, and**
- **not allow me to write more than one session of summative assessment per month.**

I hereby agree that the Academy may cancel my course if any instalment is not paid in full within 30 days of invoice without reimbursing paid fees. I acknowledge that I will be liable for a reinstatement fee of R880.00 plus all accrued outstanding fees as per the payment option if I wish to continue the course without any additional time granted.

This Acknowledgement of Debt is executed with respect to the total course fees per the chosen option’s capital amount.

I will make payment as follows (please tick one of the options below):

EFT transfer or Internet banking (preferred method)	
Debit order per attached debit order document	
Cash deposit or cardless cash deposit at an additional administration fee of R40.00 per instalment	

THIS DONE AND SIGNED AT ..... ON THIS ..... DAY OF ..... 20..... IN THE PRESENCE OF THE UNDERSIGNED.

**WITNESSES:**

1. \_\_\_\_\_  
Signature

**DEBTOR:**

\_\_\_\_\_  
Signature

Please note: Only complete this page if you want to pay by debit order.



**DEBIT ORDER AUTHORITY SHEET**

**TD/TDA**  
For Office use only

<b>Name of learner for whom payment will be made:</b>													
<b>ID number of learner:</b>													
<b>Account holder name:</b>													
<b>Tel no:</b>		<b>Email address:</b>											
<b>Bank name:</b>						<b>Branch code:</b>							
<b>Branch name:</b>													
<b>Account number:</b>						<b>Account type:</b>							
<b>Debit transaction date:</b> (Indicate the day of the month)													

Attached is a letter from my bank confirming my banking details (as stated above).  
Initial: .....

I, the undersigned, hereby authorise S Buys Academy (Pty) Ltd to draw against the account, stated above, the amount of R\_\_\_\_\_ (and in words) \_\_\_\_\_, for the monthly payment of the course fees for the pharmacist's assistant course on the \_\_\_\_\_ day of every month, commencing \_\_\_\_\_ (month) \_\_\_\_\_ (year) and continuing until the final instalment of the course fees. All such withdrawals from the above-stated account shall be treated as though I had personally signed them.  
Initial: .....

I understand that the withdrawal, hereby authorised, will be processed by computer through a system known as the *Bankserv Magnetic Service*. I also understand that details of each withdrawal will be printed on my bank statement or an accompanying voucher.  
Initial: .....

I agree to pay any bank charges relating to this debit order instruction and take note that a penalty will be charged in the event of insufficient funds upon the date of the debit order.  
Initial: .....

I may cancel this authority by giving S Buys Academy (Pty) Ltd thirty days' written notice. I understand that I shall not be entitled to any refund of the amount S Buys Academy (Pty) Ltd has withdrawn while this authority was in force in such amounts legally owed to S Buys Academy (Pty) Ltd.  
Initial: .....

Receipt of this instruction by S Buys Academy (Pty) Ltd shall be regarded as receipt thereof by the above-stated bank.  
Initial: .....

I agree that S Buys Academy (Pty) Ltd, hereby authorised to effect the drawing(s) against the above-stated account, may not cede or assign any of its rights to any third party without my prior written consent and that I may not delegate any of my obligations in terms of this authority to any third party without the prior written consent of the authorised party.  
Initial: .....

SIGNED at .....on the ..... day of ..... 20.....

\_\_\_\_\_  
Authorised signatory of above-stated account                      Witness

Name of signatory: \_\_\_\_\_  
In their capacity as: \_\_\_\_\_

<b>FOR OFFICE USE:</b>			Name & signature of caller:	
Telephone number :	Date:		Time of call:	
Spoken to:			Confirmation signatory:	by YES NO
Comments:			Date confirmed:	YES NO



