



ELSIMATE INSTITUTE EXEMPTION FORM

PART A: STUDENT DETAILS

NAME: _____

SURNAME: _____

ID NUMBER/PASSPORT NUMBER: _____

DATE: _____ CELL: _____

NAME OF PREVIOUS COURSE IN FULL : _____

NAME OF CURRENT COURSE IN FULL: _____

PART B: EXEMPTION DETAILS

Applicants with qualifications from outside of Botswana will be required to submit additional supporting documentation, course curriculum, individual subject syllabus and the course rating.

Document Title: Student File		Document Id: 8/19/6-	Version: 1
Process Owner: Curriculum & Development Committee	Approved By: Governing Board	Date of Issue: 01/06/2023	
Signature:	Date Signed:	Date of Review: 01/06/2028	

ElsiMate Module	Module Name as it appears on the Qualification Previously Studied	Name of Institution/ College Attended	Year Obtained	Marks/ Grade	Notes (For Official Use only)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

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Please note:

1. **A CERTIFIED COPY OF THE ACADEMIC RECORD, WITH SYMBOLS AND MARKS MUST BE ATTACHED TO THIS APPLICATION FORM**
2. An exemption fee of P300.00 for our former learners must accompany this application form. Learners from other institutions pay a P350.00 exemption fee.
3. A direct deposit must be made to:
 1. **FNBB, First Place Branch: 62064341507 Branch Code 281467 OR**
 2. **ABSA, Broadhurst Branch: 1084650 Branch Code 04 OR**

[REFERENCE - write your FULL NAMES]

**Proof of payments should always be sent to accounts on 77927224 OR
Customer Service: 71809178**

4. Applicants who are granted exemption shall become liable to the ElsiMate Institute for the exemption fee
5. Only modules completed during the last 10 years will be considered for exemptions.
6. A pass of 50% or above is applicable to be considered for exemption.

EXEMPTION PROCEDURE

Modules completed during the 10 years will be considered for exemptions.

Procedure

1. Fill in the exemption Application Form and pay the exemption application fee.
2. Post or hand in an original or certified copy of the academic record, with symbols, marks or percentages, to ElsiMate together with the exemption Application Form and proof of payment. If the marks obtained for a subject do not appear on the academic record, the student will not qualify for an exemption. The year the module was written must also appear in the academic record.
3. A copy of the syllabus of the relevant subjects applicable to the period when the subject/s were completed should be attached to the qualification.

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Further notices

1. The exemption fee (per module) is determined annually. Please see the fee structure on the ElsiMate prospectus.
2. All registered students will automatically have their account debited for exemptions granted which need to be paid immediately.
3. Non-registered students must submit a copy of the exemption letter upon registering, in order to complete the exemption process.
4. Exemption fees are non-refundable
5. If a student has attempted a subject with ElsiMate in the past, and failed this subject, they may not apply for an exemption if they pass the said subject at another institution.
6. If a module has been passed at a public university, and accepted by the ElsiMate, the pass rate accepted must be 50% or higher.

STUDENT SIGNATURE: _____ DATE: _____

ELSIMATE OFFICER: _____ SIGNATURE _____ DATE: _____

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