



APPLICATION FOR EXEMPTION FORM

SECTION A: STUDENT PERSONAL DETAILS

Full Name:	
Student Number:	
Contact Number:	
Email Address:	

SECTION B: PROGRAMME DETAILS

Programme Enrolled In:	Tick the applicable box
NCQF Level:	☐ Level 5 ☐ Level 6 ☐ Level 7
Current Academic Year:	☐ Year 1 ☐ Year 2 ☐ Year 3
Semester of Application:	☐ Semester 1 ☐ Semester 2
Academic Year:	

SECTION C: EXEMPTION REQUEST

List all modules you wish to be exempted from in this semester:

No.	Module Name to be Exempted (As written in the previous qualification)	Module Name to be Exempted (As written in the current qualification)
1.		
2.		
3.		
4.		

Total Credits Modules Requested: _____ (Maximum 40% of programme credits)

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SECTION D: REASON FOR EXEMPTION

- ☐ I have completed this/these course(s) at another accredited institution.
- ☐ I have completed this/these course(s) in another programme at ElsiMate Institute.
- ☐ Other: _____

SECTION E: SUPPORTING DOCUMENTS CHECKLIST

Tick (✓) all documents you are attaching. Incomplete applications will not be processed.

Document	Tick (✓)
Certified Copy of National ID / Passport	☐
Certified Copy of Academic Transcripts	☐
Certified Copy of Academic Certificates	☐
Detailed Course Syllabi / Module Outlines (for each module requested)	☐
Proof of Institutional Accreditation (BQA registration or equivalent)	☐
Motivation Letter (explaining why exemption should be granted)	☐

SECTION F: DECLARATION

I, the undersigned, declare that:

1. All information provided is true, complete, and accurate.
2. I understand that providing false information will result in rejection of this application.
3. I have read and understood the ElsiMate Institute Policy on Exemption, RPL, and CAT.
4. I understand that a maximum of **40%** of programme modules may be exempted.
5. I understand that applications must be submitted **two (2) weeks before the start of the semester.**
6. I understand that the application fee is **non-refundable** once assessment has commenced.

SIGNATURE OF APPLICANT:	
DATE:	

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SECTION G: FOR OFFICIAL USE ONLY

G.1. Academic Department's Office Verification

Documents Verified:	☐ Yes ☐ No
Application Fee Paid:	☐ Yes ☐ No
Verified By:	
Date:	

G.2. Head of Department - Academics Review

NCQF Level of Previous Qualification:	
Content Overlap Assessment:	☐ $\geq 80\%$ ☐ $< 80\%$
Currency of Knowledge (within 10 years):	☐ Yes ☐ No
Recommendation:	☐ Grant ☐ Grant Partial ☐ Deny
Comments:	
Reviewed By:	
Date:	

G.3. Academic Board Decision

Decision:	☐ Approved ☐ Partially Approved ☐ Rejected
Courses Exempted:	1. _____ 2. _____ 3. _____ 4. _____
Total Modules Exempted:	
Signature:	_____
Date:	

G.4. Notification

Date Applicant Notified:	____ / ____ / 20____
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Processed By:	_____
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SIMPLIFIED GUIDELINES FOR APPLYING FOR EXEMPTION

1. What is an Exemption?

An exemption allows you to skip a specific course because you have already covered the content in a previous qualification at another accredited institution or in another programme at ElsiMate Institute.

2. Am I Eligible?

You may apply if:

- You have completed a course at **another accredited institution** at the same or higher NCQF level.
- You have completed the course within the last **10 years**.
- The course content overlaps by at least **80%** with the ElsiMate course.

3. How Many Courses Can I Be Exempted From?

- A maximum of **40%** of the total courses in your programme.
- For example: If your programme has 20 courses, you can be exempted from a maximum of **8 courses**.

4. When Must I Apply?

- You must apply **TWO (2) WEEKS BEFORE THE START OF THE SEMESTER**.
- Applications after this deadline will **NOT** be processed.

5. What Documents Must I Submit?

DOCUMENT	EXPLANATION
Certified ID / Passport	Certified by a Commissioner of Oaths
Academic Transcripts	Certified copies showing courses completed
Academic Certificates	Certified copies of your qualification

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Course Syllabi / Outlines	Detailed syllabi for each course you want exempted
Proof of Accreditation	Evidence that the previous institution is registered with BQA
Motivation Letter	Explain why you should be exempted

6. What is the Process?

1. **Complete the form** and attach all documents.
2. **Pay the application fee** at the Finance Office.
3. **Submit** to the Registrar's Office **two weeks before the semester starts**.
4. The **Head of Department - Academics** reviews your application.
5. The **Academic Board** makes the final decision.
6. You will receive a **written notification** of the outcome.

7. What Happens If My Application is Rejected?

You may **appeal** within **14 working days** of receiving the decision. Submit a written appeal to the Academic Board stating the grounds for appeal and providing any new evidence.

8. Important Reminders

Rule	Detail
Late Applications	Will NOT be accepted.
Fee Refund	The application fee is non-refundable .
False Information	Will result in automatic rejection and possible disciplinary action.
Exemptions are not automatic	Each application is reviewed on its merits.

9. Where Can I Get Help?

Contact	Details
HOD- Academic Affairs	76551241
Email	academicservices@elsimate.co.bw

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Website	www.ElsiMate.co.bw
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FEES SCHEDULE

Fee Type	Amount
Exemption Application Fee	P550.00
Appeal Fee	P550.00

(Fees are reviewed annually and subject to change)

QUICK CHECKLIST FOR STUDENTS

Before submitting, ensure you have:

- ☐ Completed ALL sections of the form
- ☐ Signed the declaration
- ☐ Attached certified copies of ALL required documents
- ☐ Paid the application fee (attach receipt)
- ☐ Submitted at least **TWO WEEKS BEFORE** the semester starts

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