



Faculty of Law: School of Financial Planning Law

General Information: Postgraduate Diploma in Financial Planning

2019

Contents

Welcome	1
Contact details	1
Postgraduate Diploma in Financial Planning	2
Admission Requirements	2
Academic Overview	3
Application and Registration Process	4
Study Material and Study Guides	5
Assignments	6
Examination	6
Course Fees	7
Payment Procedures and Consequences	7
Cancellation of studies	10

The School of Financial Planning Law (SFPL) takes every measure to ensure that the information provided in this document is correct and up to date. The SFPL however reserves the right to change information contained herein as prescribed by the University of the Free State or due to unforeseen circumstances.

Please note that this programme has limited capacity and may close before the set closing dates if capacity is reached. We thus encourage candidates to apply as early as possible.

Welcome

This qualification enables you to obtain the highest academic and professional level of competency, to be recognised as such, and to become eligible for professional membership to the Financial Planning Institute of Southern Africa (FPI). The FPI is the leading professional association in South Africa catering for the competency needs of financial service providers including financial planners. The FPI competence certificates of CFP® professional / CERTIFIED FINANCIAL PLANNER® professional accreditation represents the pinnacle of competence as a professional financial planner. The FPI, as the Southern African affiliate of the International Financial Planning Standards Board, is licensed to award the CERTIFIED FINANCIAL PLANNER® professional accreditation in South Africa. The CFP® professional accreditation mark used in 24 countries around the world represents the global professional designation for the profession of financial planning.

For more information on the FPI please go to their website www.fpi.co.za

Contact Details

Please include the following information when you make an enquiry:

- your initials and surname;
- your cell phone or work number, or both of these;
- Module code, your question or your enquiry.

For enquiries on the Postgraduate Diploma in Financial Planning, please contact:

If your surname starts with the letter A - H	Jaqueline Badenhorst badenhorstje@ufs.ac.za / 051 401 2823
If your surname starts with the letter I – N	Julia Molete moletemj@ufs.ac.za / 051 401 2823
If your surname starts with the letter O – Z	Joyce Leeuw leeuwj@ufs.ac.za / 051 401 2823

Postal address: School of Financial Planning Law (78)
University of the Free State
PO Box 339
Bloemfontein
9300

Website: www.ufs.ac.za/SFPL

The preferred mode of contact is via e-mail.
Please feel free to contact us; we are here to assist you.

INTERNATIONAL STUDENTS: All international students, from SADC and non-SADC regions, must please note that registration requirements, minimum payments and course fees will differ from the information contained in this document. International students must please contact the International Office.

Mrs Jeanne Niemann niemannaja@ufs.ac.za +27 (051) 401-3219

Postgraduate Diploma in Financial Planning

The exit level outcomes for the above diploma state that you will have to demonstrate the ability to:

- apply essential financial planning expertise and knowledge in financial planning for the benefit of clients and society;
- establish a planner/client relationship by explaining concepts and services and client responsibilities – all within the parameters of professional conduct;
- assess a client profile, obtain documented personal information and determine the current financial status of a client;
- determine the financial goals (capital risk and investment needs) of a client;
- present a plan to a client for approval and agreement;
- implement, manage and monitor such plan within the ethical constraints of the profession, testing effectiveness and recommending change where necessary.

Learners will have to provide evidence, in the various learning modules in the different prescribed fields of financial planning, of attaining the required knowledge and expertise by:

- presenting and analysing hypothetical case studies and proposals in financial planning;
- writing assessments of client needs with suggested strategies to address those needs;
- drafting financial plans with due regard to financial risks, applicable regulatory and legislative requirements, investment options and the influence of changing economic conditions and markets;
- write proposals for implementation and monitoring of such plans

Admission Requirements

For admission to the Postgraduate Diploma in Financial Planning, one of the following is required:

- an applicable bachelor's degree, or
- an applicable advanced diploma, or
- an applicable qualification at NQF Level 7 with a minimum of 120 credits will allow admission to the Diploma.
- that a student, with the consent of the Dean, at the recommendation of the Education Committee (appointed by the School of Financial Planning Law), in consultation with the Registrar, can also be admitted on the basis of a qualification they regard as equivalent or on condition that the student, in some other way, achieved a standard of competence which they regard as adequate for the purposes of the study. (This is known as Recognition of Prior Learning)

Recognition of Prior Learning

Applicants, without degrees but with 5 years relevant experience in the financial planning environment and an NQF level 5 or 6 (minimum of 120 credits) qualification, have the opportunity to enrol for the Postgraduate Diploma in Financial Planning, based on the completion of the Recognition of Prior Learning (RPL) programme. Contact the RPL office at (051) 401 7326 or slabbertcm@ufs.ac.za

Duration of studies

Students must complete all four modules in this Diploma. However, they do not need to register for all the modules simultaneously.

All modules must be completed within three CONSECUTIVE years from the date of first registration. No module may be registered for a third time (thus if a student fails a module for the second time, the student will not be allowed to register for the module for the third time).

Minimum duration of the course is 1 year, and maximum period is 3 years (calculated consecutively from the date of first registration).

The Postgraduate Diploma in Financial Planning is on an NQF level 8.

The SAQA code is 96722. The programme information can be found on the old code 48866 on the SAQA website.

Academic Overview

The Postgraduate Diploma in Financial Planning (hereafter the Diploma) comprises of four modules. A brief summary of the four modules are given hereunder. Should students require more information, please consult the 2019 Curriculum document that is available on the website. This Diploma is offered only in English.

	Content	Assignment	Examination
LFPE5800: Financial Planning Environment	Compliance Legislation Financial Management Financial Calculations Economics Tax	5 online electronic quizzes to be completed on given dates. Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Closed Book.
LFPP5800: Personal Financial Planning	Investment Planning Retirement Planning Estate Planning Risk management	5 online electronic quizzes to be completed on given dates. Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.
LFPC5800: Corporate Financial Planning	Employee Benefits Business Insurance Business Entities Health Benefits Financial Statements and Ratios	5 online electronic quizzes to be completed on given dates. Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.
LFPS5800: Financial Planning Case Study	Combination of all of the above in one holistic case study.	There are no assignments for this module and thus no subminimum is required for the examination.	Open Book.

Please refer to the remainder of the document for more information regarding the Study Material and Study Guides, Assignments (Quizzes) and Examinations.

Application and Registration Process

Step-by-Step Guide to apply for enrolment

Ensure that you are familiar with the admission requirements for the Postgraduate Diploma in Financial Planning. If you are uncertain, contact us at +27 (051) 401-2823.

STEP 1: APPLY ONLINE

No application fee is payable.

The closing date for applications is 15 January 2019. Late applications will not be considered.

Click on this link: <https://apply.ufs.ac.za/>

Click on University of the Free State: Online Application - UFS and follow the steps.

As this is, a distance learning programme it is expected that all students apply and register online. Students thus need a valid email address. No hard copy applications and registration will be accepted.

You will be prompted throughout the application process. In the event that you do not receive any communication from the UFS within 10 days of submitting your documentation, please contact the School of Financial Planning Law immediately. (See contact details on page 1.)

Please ensure that you have the following documents available for application and registration purposes:

- Certified copy of ID / Passport document must be attached
- Certified copies of your qualification(s) and academic transcripts must be attached
- International qualifications must be accompanied by the SAQA verification for that specific qualification.

UFS4life@ufs.ac.za

Once the online registration process is completed, the student will be issued with a UFS4life email address. All communication from this point forward will be sent to your ufs4life email address.

STEP 2: MAKE PAYMENT (REGISTRATION PURPOSES)

Once the application process is complete, the student will be notified of the outcome. For students who have been accepted, the minimum amount is payable immediately. Registration cannot take place until the full minimum payment has been made.

Student making use of financial aid (such as bursaries and sponsorships), must submit proof of financial aid with the application documents. Students who register for the Diploma will not be entitled to UFS Financial Aid. Students who are in need of financial aid can contact the SFPL.

Quotations are available on the website www.ufs.ac.za/SFPL - Postgraduate Diploma - quotations and create your own invoice.

STEP 3: REGISTRATION

Once the application process is complete and the payment has been effected, registration can take place. Students must register online and will be prompted regarding the process via email. It is the responsibility of the student to notify the University of any changes to his/her contact details and registration information.

STEP 4: LEARNING MANAGEMENT SYSTEM

Students will get access to the Learning Management System (Blackboard) by the last week in February. Students must make sure that they can access Blackboard as soon as possible. In the

event that Blackboard is not accessible, contact the School of Financial Planning Law immediately. Please see contact details on page 1.

Please take note that the prescribed textbook, "The South African Financial Planning Handbook 2019" is not included and must be ordered separately from Lexis Nexis. Order online @ [lexisnexis.co.za](http://www.lexisnexis.co.za) or visit Butterworths <http://www.lexisnexis.co.za/store/za/> (telephone number: 0860 765 432).

Official Registration:

The registration of a student becomes official - once the required fees have been paid, and the student has completed the online registration, and the student has drawn the official proof of registration from the system.

Registration must be completed by no later than 1 February 2019. Please ensure that payment is made in due time as it may take 3 to 5 working days to process the payment before the registration can be completed.

Study Resources

The study material for the Diploma comprise of a number of sources. This ranges from the textbook, the study guides, Acts and a number of practice documents.

Study guide

We define a study guide as a collection of notes and reinforcement exercises, which is additional to the textbook, the Acts and other reference material. The authors of the study guides have developed their discussion to ensure that students are able to work through the topics with the assistance of self-assessment questions, review questions and other learning strategies, such as the use of case studies for analysis. Each module in your course comprises of one study guide. The study guide also contains all the administrative information that is important to manage your studies. The study guide can be found on Blackboard.

Study notes (addenda)

Due to the nature of the programme, changes may take place during the courses of the year, the UFS endeavours to provide you with the most up-to-date study material. It is therefore necessary to make new or additional information available. Such notes will be made available on Blackboard (Learning Management System).

Blackboard

Blackboard, the Learning Management System, contains all the information that you need to complete this Diploma. From the Study guide, to the assessments, Lecture Videos, Full training Recordings and everything in between. Students are encouraged to make use of the information on Blackboard as the main source of information and communication with students.

Resources Needed

- Students who enrol for the Diploma must have access to email at all times (not just during working hours, but at all times, as this is the mode of official communication).
- Students must also have access to internet, as this is a distance learning programme everything will be done via a learning management system and thus students need to have access to the system at all times.
- It is suggested that students have a laptop that has at least Microsoft Word, PDF (Acrobat) Reader and Internet Explorer. The SFPL will not take any responsibility for students who do not have the resources to complete this Diploma.
- Students should be comfortable in a distance-learning environment, although the SFPL tries to offer support as and where needed, the SFPL cannot assist postgraduate student in study techniques, study guidance or study schedules.

Assignments

You are required to complete 5 online quizzes for **LFPE5800**, **LFPP5800** and **LFPC5800**. The assignments comprise of multiple-choice questions and are designed to encourage a lot of reading and research. Students will be given more detail in this regard in the study guides for each of the modules that they will receive upon registration.

The exam will count 70% and the assignment 30% of the final year mark. In order to gain admission to the examination a student must have an average of 40% for the 5 quizzes for each module.

There are no quizzes for **LFPS5800** and thus no year mark minimum is required.

Examinations

LFPE5800 is a closed book exam; however, **LFPP5800**, **LFPC5800** and **LFPS5800** are all open book exams.

Examinations take place during August/September - this is a compulsory examination opportunity. Any student who is not able to write the examination in August/September will have to apply to be granted permission due to compelling reasons to write the additional examinations which take place in November. Compelling reasons do NOT include heavy workload.

More information regarding the calculation of the final results and the content of each paper will be found in the study guide that the students will receive after registration.

Learners, who wish to qualify for extra time during the exams, must apply in writing with supporting documents (original medical certificate) before 27 June. Please see Information in Study Guide. NO late applications will be considered.

Course Fees

Although the information in the yearbook has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omission. All University fees are determined by the Council, but may be amended at any time. The amended fees will be payable on request.

The fees hereunder are for the 2018 academic year. For planning purposes, you may use these fees **and add 10%**. The UFS, however reserves the right to increase fees as it deems fit and thus this is only a benchmark and in no way represents the true fees for 2018.

Registration fee (compulsory each year)	R 1 020-00
Module Fees:	
Financial Planning Environment (LFPE5800)	R 5 320-00
Personal Financial Planning (LFPP5800)	R 5 320-00
Corporate Financial Planning (LFPC5800)	R 5 320-00
Case Study (LFPS5800)	R 5 320-00

Payment Procedures and Consequences

Bank Details

ABSA Bank

Name of account: UFS Bloemfontein (Tuition fees)

Branch code: 632005

Account number: 1570 151 688

Reference number: 100 and student number (13 characters)

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

Electronic Transfers

To ensure that the information appears in the correct format, registration of the University as a beneficiary at any bank is essential. 100 & student number must be used in the reference box. "Enter your account number with the institution" as this information appears on the bank statement of the University.

Please use the same ABSA bank details as indicated above.

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

Credit Cards

Students can make online credit card payments www.ufs.ac.za - **students - tuition fees - online credit card payment**. Please note that no automatic second payments on credit cards can be made. Students are expected to resend all payment information

Dates for payment:

Tuition fees are calculated per semester. All fees must be paid as follows, whether an account has been received or not. (It is the responsibility of the student to supply the University with the correct postal address, and to make enquiries if he/she does not receive an account.)

- Minimum amount in order to register for **(2018 was R6 340.00), (2019 amount to be confirmed)**.
- **50%** of the module fees payable **before 31 March**.
- **Balance** must be settled **before 31 August**.
- International students have to settle the balance on/before 30 June.

If payments are not made by the due dates:

- Interest at prime rate as charged by ABSA + 2% will be levied on all accounts in arrears.
- All academic records will be withheld.
- International students with outstanding fees on the 1st of July will not be allowed to continue with their studies for their academic year.

Official registration

The registration of a student becomes official once the required fees have been paid and the registration has been completed online by the student.

Correction of module codes

If an incorrect module code was used, e.g. LFPE5800 instead of LFPP5800, an additional fee per module will be added to your student account for the correction thereof.

Fees in arrears

If a student is in arrears with the payment of any account of the University, the University has the right to, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, refuse to mark any examination papers and to retain statements of results, study records, certified examination timetables and examination results until the amount in arrears has been paid to the University.

Certificates of conduct, certified statements and certificates for degrees/diplomas will only be issued after all outstanding fees have been paid to the University.

Re-registration

If a student did not settle his/her account with the University for the previous year (excluding a study loan account) in full, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration. Such an account shall be paid by means of a bank guaranteed cheque, cash or postal order.

Prescribed debt: fees for the academic year are payable in advance

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be permitted to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Erroneous Registration

Should the University admit a student to or register a student for any degree or course, and it appears later that the student does not qualify for it, the student shall remain responsible for all amounts (including but not limited to registration fees, tuition fees and residence fees) that are payable, as in the case of a student who cancelled his/her studies, and the rules and regulations that apply in that case shall apply mutatis mutandis.

Default of payment

If a student fails to settle his/her account with the University, the University shall, notwithstanding any other rights be entitled to hand the account to an attorney for collection.

Conferment of degree:

Unless a student's account with the University (with the exception of a study-loan account) has been settled in full at least 21 days before a graduation ceremony, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse to confer the degree/diploma at such ceremony. Such student's degree/diploma certificate may be withheld until the account is settled in full.

Disciplinary measures:

A student will be responsible for the outstanding balance on their student account even if they are prohibited, in terms of the rules and regulations of the University, to continue their studies for that year or any other year.

Disruption of studies:

Students are liable for fees, even if any services that the University provides are disrupted by conditions outside the control of the University, e.g. student boycotts, strikes, public disturbances or any other disruptions on campus.

Refunding of credit:

The refund process takes at least **10 working days**.

Credit balances will only be paid out to the person confirming on the application for admission that he/she is responsible for the payment of the student's fees (the payer). Credit balances will not be paid out to any other person without the written permission of the payer.

Access to personal tuition fees account

Students can gain access to their personal tuition fees account via the UFS Self-help Service. Please see www.ufs.ac.za, and follow the links: Students-Tuition Fees- My Account. The username is the student number of the student. The initial password is provided by the UFS Information and Communication Technology Services. For security reasons, students are advised to change their passwords as soon as possible.

Bursaries and Loans

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursars have to provide their sponsors with details of their accounts.

If a sponsor does not pay a student's account in time, interest will be charged and debited to the account, and the student or his parents or guardian will be responsible for the payment of such interest.

Cancellation of studies

- Cancellation of a module must be done by the student personally, in writing on the dates indicated in this document.
- The date on which the notice will be received by our office, will be considered the date of notification for the purposes of calculating the amount due.
- Cancellation of studies may NOT be done by email notification.

Please follow the following process:

Step 1: Log in on the PeopleSoft self-service site <http://www.ufs.ac.za/kovsielife/student-self-service>

Step 2: a) Click on Student Self Service; or
b) Log in with your User ID and Password.

If you do not have a password, please contact the Help Desk on 051 401 2442.

Step 3: On the Student Service Centre.

Select Enrolment

Select Semester 1

Select Drop Modules

Select the modules that you would like to drop

Select Continue

Once you have completed steps 1 – 3 please send a written notice by registered mail to the SFPL to confirm request for cancellation.

If you do not receive an email from our office regarding the refund request then please follow up with your contact person to confirm that the request is received.

Students, who cancel their studies, must do so by registered mail. The date on which notice of cancellation of study is received will be used as the official cancellation date in calculating the owed amount. It is the student's responsibility to ensure that the cancellation is received by our office.