

## EXAMINATION ENTRY FORM



The Institute of Administration and Commerce

### CONTACT DETAILS

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P O Box 2056, Harare  
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### SECTION 1

#### EXAMINATION SESSION

(Tick the appropriate box)

MARCH  MAY  OCTOBER

#### EXAMINATION VENUE

(Tick the appropriate box)

BULAWAYO	<input type="checkbox"/>	CHINHOYI	<input type="checkbox"/>
GWANJA	<input type="checkbox"/>	GWERU	<input type="checkbox"/>
VIC FALLS	<input type="checkbox"/>	HARARE	<input type="checkbox"/>
MASVINGO	<input type="checkbox"/>	MUTARE	<input type="checkbox"/>
PRIVATE	<input type="checkbox"/>	YOUNG AFRICA	<input type="checkbox"/>

STUDENT NUMBER: .....

SURNAME: .....

NAME: .....

POSTAL ADDRESS: .....

CELL NUMBER: .....

E-mail: .....

**NOTE on PRIVATE VENUE** – Students outside the country may apply for private invigilation. The venue and invigilator **MUST** be approved by the Institute. Full costs of this arrangement must be paid for by the candidate.

### PLEASE READ THIS BEFORE COMPLETING THE REST OF THIS FORM

- 1 Please complete all sections of this form. An incomplete form may be rejected by the Institute. Students are responsible for ensuring that they enter for the correct subject according to their programme of study.
- 2 The form together with the correct examination fees should be submitted at the Institute. **Note** that at some instances students may be required to top up fees due to inflationary environment.
- 3 The form and fees must be received at the Office before the closing date.
- 4 Fees should be paid in full. Due to fluctuations in value of currency students may be required to pay top up fees after exam registration or before the release of results.
- 5 Students may enter for an unlimited number of subjects in one academic year on condition that there is **no timetable clash**. **No examinations will be conducted other than that at the scheduled time and date**
- 6 If you postpone your processed entry form, a postponement fee will be levied.
- 7 Please do not disclose your student number to anyone. Should you do that you are in breach of this contract and you may be expelled or disqualified.

**Section 2: Tick the Appropriate Subject**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Administrative Practice         | <input type="checkbox"/> Financial Management       | <input type="checkbox"/> Organisational Behaviour        |
| <input type="checkbox"/> Auditing (Zimbabwe)             | <input type="checkbox"/> Freight & Passenger Trans  | <input type="checkbox"/> Principles of Law (Zim)         |
| <input type="checkbox"/> Business Practice               | <input type="checkbox"/> Global & Inter logistics   | <input type="checkbox"/> Principles of logistics & Trans |
| <input type="checkbox"/> Communication                   | <input type="checkbox"/> Human Resources Mgt 1      | <input type="checkbox"/> Public Relations1               |
| <input type="checkbox"/> Concepts of Mgt computing       | <input type="checkbox"/> Human Resources Mgt 2      | <input type="checkbox"/> Public Relations2               |
| <input type="checkbox"/> Corporate Law                   | <input type="checkbox"/> Human Resources Mgt 3      | <input type="checkbox"/> Public Relations3               |
| <input type="checkbox"/> Corporate Governance            | <input type="checkbox"/> Income Tax (Zim)           | <input type="checkbox"/> Purchasing Materials Mgt1       |
| <input type="checkbox"/> Corporate Secretaryship         | <input type="checkbox"/> Labour Relations           | <input type="checkbox"/> Purchasing Materials Mgt2       |
| <input type="checkbox"/> Corporate Social Responsibility | <input type="checkbox"/> logistics                  | <input type="checkbox"/> Purchasing Materials Mgt3       |
| <input type="checkbox"/> Cost & Mgt Accounting 1         | <input type="checkbox"/> logistics Supply chain Mgt | <input type="checkbox"/> Secretarial OfficeTech 1        |
| <input type="checkbox"/> Cost & Mgt Accounting 2         | <input type="checkbox"/> logistics & Trans Planning | <input type="checkbox"/> Secretarial OfficeTech 2        |
| <input type="checkbox"/> Cost & Mgt Accounting3          | <input type="checkbox"/> Management 1               | <input type="checkbox"/> Secretarial OfficeTech 3        |
| <input type="checkbox"/> Economics                       | <input type="checkbox"/> Management 2               | <input type="checkbox"/> Shipping Forwarding & Trans     |
| <input type="checkbox"/> Employment law                  | <input type="checkbox"/> Management 3               | <input type="checkbox"/> Strategic Management            |
| <input type="checkbox"/> Entrepreneurship Development    | <input type="checkbox"/> Marketing Communication    | <input type="checkbox"/> Statistics                      |
| <input type="checkbox"/> Financial Management            | <input type="checkbox"/> Marketing Mgt 1            | <input type="checkbox"/> Total Quality Mgt               |
| <input type="checkbox"/> Financial Accounting 1          | <input type="checkbox"/> Marketing Mgt2             | <input type="checkbox"/> Transformational leadership     |
| <input type="checkbox"/> Financial Accounting 2          | <input type="checkbox"/> Marketing Mgt3             | <input type="checkbox"/> Transport Costing Mgt           |
| <input type="checkbox"/> Financial Accounting 3          | <input type="checkbox"/> Marketing Research         | <input type="checkbox"/> Warehouse & Retail Logistic     |

STATE THE DIPLOMA YOU ARE DOING.....

SECTION 3: DETAILS OF PAYMENT BANK  Cash  Total amount \$.....

**SECTION. STUDENT DECLARATION**

I have familiarized myself with the I.A.C examination policy & procedures as set out in the Prospectus and I agree to abide by the rules and regulations for the examination DATE ..... / ..... / .....

SIGNATURE

**Note:** An examination admission form will be mailed to all students whose entries have been accepted, giving the address of examination venue and the dates and times of the subjects for which you have been entered. This form will be posted to the address you have given on this form approximately two weeks before the examinations. If you have not received your admission form seven days before exam, please contact the office using the details overleaf.