



**Dear Sir/Madam**

***Re: New Courses Starting as from next semester***

Further to your inquiry we are pleased to enclose requested information about the course/s that you are interested in. We are also enclosing the price list as an indication to charges for the course and an enrolment form for you to complete and return, should you have decided to join the course.

We take this opportunity to inform you that all the courses offered at Sagittarius are approved either by the Mauritius Qualifications Authority or the Tertiary education Commission, and that companies sponsoring their employee/s for any of our courses, falling under the 'Training Grant Incentive Scheme', are entitled for refund under the '***Levy and Grant system***' of the HRDC.

Please do not hesitate to contact us, should you require any further information.

Thank you.

Yours sincerely

Management

*This is a computer generated document and requires no signature*



ICSA support its members in organisations of all sizes across all sectors of the economy, including large corporates, SMEs, the public sector and charities. The institute is the only organisation to confer chartered secretary status on those who are suitably qualified and experienced. Established in 1891, its knowledge and expertise is rooted in history and it continues to lead current thinking and practice.



## *Governance*

Governance is the way that an organisation is directed and controlled. It is the toolkit for the processes and the oversight which drives the highest standards of leadership, accountability and behaviour.

Strong governance helps boards and organisations to achieve their goals by acting appropriately and fairly.

## *ICSA Guidelines:*

- **Openness:**  
we are open, accessible and honest in our business and behaviours
- **Integrity:**  
we are impartial, independent and informed
- **Authority:**  
we speak for our profession with experience and expertise

## SAGITTARIUS

Centre for Information Technology & Business Studies (Mauritius) Ltd.  
Quatre Bornes  
464 0997



### WHY SETTLE FOR SECOND BEST JOIN SAGITTARIUS AND ENJOY THE FOLLOWING BENEFITS

1. Top quality training facilities
2. Internationally qualified lecturers and consultants
3. Support administrators and consultants from the UK
4. Courses approved by the MQA and TEC and the examinations conducted by the Mauritius examinations Syndicate
5. Information Technology support and Internet access
6. Latest application softwares
7. Local administration service for students' registration and examinations entries
8. Flexible study hours - (full time/ part time/ Online Learning)
9. Prepayment discounts on full courses and instalment facilities
10. Advice on further education in the UK
11. Repeat classes at reduced cost
12. Branch network : Quatre Bornes and Flacq

For any further information on any of the above, please contact us at any of our offices;

*Suite 54A  
Nova Building  
St Jean Road  
Quatre Bornes  
Tel: 464 0997  
Fax: 465 3165*

OR

*3<sup>rd</sup> floor  
Arcade Sibartie  
La Source  
Central Flacq  
Tel: 413 5719  
Fax: 465 3165*



ICSA has been established since many years and specialises in the setting and marking of the internationally recognised examinations shown below.

It is the policy of the institution to identify, anticipate and provide programmes (with regular review) that will train people to work in both public and commercial sectors such as offshore companies, banks, governmental institutions and accountancy firms etc, at all levels.

**ICSA courses** are so designed to stand up to the challenges of the fast moving and ever more demanding business environment.

Start your path to becoming Chartered with the ICSA Foundation Programme.

The Foundation Programme provides the relevant skills and knowledge to help prepare you to meet the demands of Part One of the qualifying programme. This is especially useful if you do not have the academic or professional experience to enter the ICSA qualifying programme at Part One. The Foundation Programme is your first step on the path to a career as a governance professional or company secretary.

Although this programme is open entry, with no prior qualifications required, we would expect learners to have at least studied up to 'A' levels. The Foundation Programme is a Level 4 qualification, set at the same academic level as a first year undergraduate degree.

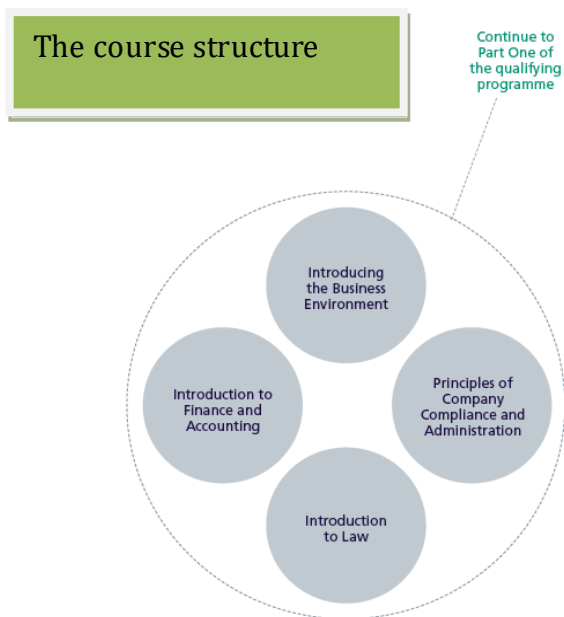
The Foundation Programme comprises four modules covering the following subjects:

- **Business environment** – how businesses are organised and run and how the external environment affects business activities
- **Law** – an introduction to corporate and business (commercial) law and the legal framework within which businesses operate
- **Company compliance and administration** – introducing legal, ownership and management structures for companies, how companies are incorporated and routine company compliance and governance obligations
- **Finance** – the basics of bookkeeping and how to understand the components of financial documentation as well as the principles of financial decision making.

We recommend 150-200 notional hours of study for this course which will take around six to twelve months.

You will be assessed in one 3 hour exam with 15 minutes reading time. You can take your exam in June and November each year. The paper contains a mixture of short- and extended-answer questions with a pass mark of 50%.

This qualification is appropriate for learners who wish to start a career in the governance field, and most appropriate to continue with the ICSA 'Qualifying Programme' and aim to become a GradICSA





**Terms and conditions of acceptance**

- **Enrolment Fee:** An applicant is required to pay an enrolment fee of Rs 100, for all courses (Rs 500 for undergraduate and post graduate) on joining Sagittarius which is only refundable if the student’s enrolment is rejected by the centre.
- **Course Fee:** Applicants should forward the full course fees or agreed course deposit prior to commencement of studies. This fee will only be refunded in full should the centre not offer the course for which the candidate has enrolled.
- **Qualifications:** Students should ensure that they are suitably qualified to be accepted as a *Student Member* by the awarding body prior to commencement of studies.
- **Registration and Examination Fees:** These are separate from course fees of Sagittarius. For full details, consult our office. The amounts payable and payment deadlines are posted on the notice board at appropriate times.
- **Photographs:** Two passport size photographs must accompany your application.
- **Acceptance:** The centre can only confirm course places on receipt of a correctly completed application form and full payment of course fees or course deposit fee.
- **Refunds:** It is regretted that fees cannot be refunded once the course has started. Students are entitled to a refund, less Rs. 500 cancellation fee, if they advise Sagittarius, in writing of their intention to withdraw from the course, two weeks before the start of the course.
- **Sponsors:** In case of a candidate being sponsored by his/her employer, the course fees must be paid in full, prior to commencement of the course.
- **Repeat Classes:** Students who have paid for and attended a full course but have unfortunately failed, are eligible for 50% discount\* when repeating. (\* condition applies)
- **Legal Obligations:**
  - Sagittarius is committed to assist students during the course for which fees have been accepted.
  - The student also has an obligation that once the course has commenced, he/she should complete the payment of the agreed course fees.

*Sagittarius can administer all correspondences with the examination boards on behalf of the students, if agreed by the student.*

**NOTES**  
(Office use)

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AGREED FEES

COURSE	FEES	Student Signature