



IIE-VEGA DISTANCE (ONLINE)

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Registration Guidelines



Contents

1	Welcome	3
2.	Important Qualification Specific Information	5
3.	Important Financial Information.....	5
3.1	Payment Methods.....	5
3.1 a)	PAYU.....	5
3.1 b)	Debit Orders.....	5
3.1 c)	Direct Deposit/EFT/ Card Machine	5
4.	Your Registration Confirmation	6
5.	Wize Books.....	6
6.	Contract Amendments and Transfers.....	7
7.	Student Information System and Single Sign On (SSO)	7
8.	Assessment Support Relating to Learning Concessions and Needs	7
9.	Applying for an Internal/External Credit?.....	7
9.	Need assistance with registration?.....	7
	Annexure A.....	8
	Important Qualification specific information for NEW students.....	8
	Annexure B.....	9
	Important Qualification specific information for RETURNING students	9
	Annexure C Material List.....	16
	Annexure D Discounts and Bursaries.....	12

1 Welcome

Hello – if you are reading this step-by-step registration guide, you have received an invite to register for 2023. Registration will take place in your Student Portal. Your log in credentials to your Student Portal have been provided in the email you received – inviting you to register for 2023.

This guide will take you through your registration process using your Student Portal. It also includes the list of additional materials or prescribed textbooks you need to purchase. Please do not attempt to register without reading this guide first, programme specific information has been included for your benefit, and registration errors can lead to delays in the processing of your registration.

You have the option to register:

- By following this guide and the registration video
- By following this guide and the registration video and making use of the online booking centre where a Registration Support Navigator can assist you via MS Teams.

Please see below a diagram to assist you with your registration and the steps you must follow.

For a step-by-step guide on the registration process, please watch the video [here](#) or you can click on the link on the registration home page. You can pause the video at any time to make sure you follow the process correctly.



To assist our students with any troubleshooting and registration related queries, we have set up a Registration Support Centre (RSC).

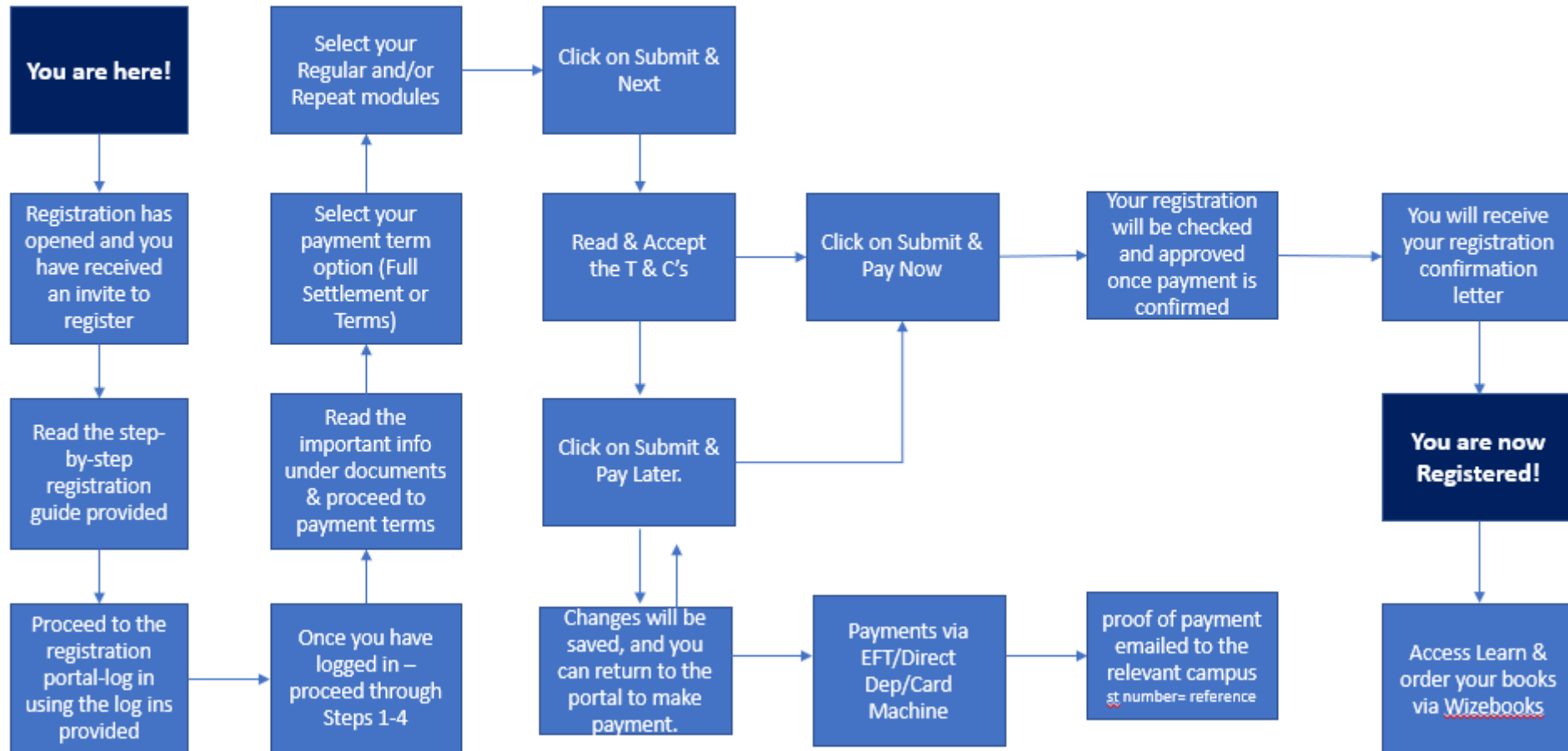
To contact the RSC, please book an appointment on their Calendly calendar and a support agent from our dedicated Registration Support Centre will contact you.

- Smangele Senosi - <https://calendly.com/ssenosi/registration-support-consultation>
- Leeam Kgama - <https://calendly.com/lkgama/registration-support-consultation>
- Refilwe Setsiba - <https://calendly.com/rsetsiba/registration-support-consultation>

The RSC will operate during the following times:

- **1 June – 31 July 2023:**
 - **Mon-Friday from 8am- 5pm**

2023 Student Portal Registration Process



2. Important Qualification Specific Information

Please note that important qualification specific information may be required before you register and refer to Annexure A and B to guide you on your module selection:

Qualification Name	Qualification Code
IIE Bachelor of Arts in Strategic Brand Communication	BASB0701

Please note that important qualification specific information may be required before you register.

Returning students (moving from 1st to 2nd year or 2nd year to 3rd year) need to consult the academic progression document that has been uploaded in the registration document section on your student profile for module selection. This would have been completed in consultation with an Academic Navigator.

3. Important Financial Information

3.1 Payment Methods

There are two payment terms are available:

1. Full settlement option which is due in full upon registration
2. Monthly instalment option which requires a deposit upon registration and thereafter 10 equal monthly instalments

You may select how you would like to make payment. These are as follows:

3.1 a) PAYU

Payment for registration is **preferred** via the PAYU portal which is available in the registration portal. This will allow for a seamless registration approval process.

You will be directed to the PAYU portal which is embedded within the registration process, and payment must take place at the point of registration. It is important to note that your registration is not complete until payment is made. The Full settlement or deposit for the monthly instalment option is due upon registration.

3.1 b) Debit Orders

Monthly instalments are required to be paid via Debit Order.

Debit Orders are run on the 1st, 15th or 25th of each month. Complete the debit order details when registering which will require your Name, your Bank, your Branch Code, the Type of Account and the Account Name and Number. Debit orders are available for South African students, and international students with South African bank accounts. Unpaid/Returned Debit Orders will incur an administration charge.

3.1 c) Direct Deposit/EFT/ Card Machine

Payments via EFT, Direct Deposit, or Card Machine will require the correct student number starting with "ST" to be used as a reference and proof of payment emailed to the relevant campus for prompt allocation. This option could take longer to finalise your registrations.

Our Banking Details are as follows:

JOHANNESBURG & ONLINE

Account Name: The Independent Institute of Education
Bank: ABSA
Account Number: 4052306991
Branch Code: 331155
Email: jhb@vegaschool.com

PRETORIA

Account Name: The Independent Institute of Education
Bank: ABSA
Account Number: 4069282601
Branch Code: 331155
Email: pta@vegaschool.com

DURBAN

Account Name: The Independent Institute of Education
Bank: ABSA
Account Number: 4056904652
Branch Code: 331155
Email: dbn@vegaschool.com

CAPE TOWN

Account Name: The Independent Institute of Education
Bank: ABSA
Account Number: 4060958043
Branch Code: 331155
Email: ct@vegaschool.com

Please see **Annexure C** for more information regarding discounts, bursaries and how to apply for a bursary via the student portal.

4. Your Registration Confirmation

You will receive an SMS confirming receipt of your registration once you have loaded your modules and made payment. This does **not** confirm that you are registered. Only once your modules and payment have been verified and approved, will your campus be able to finalise your registration.

Thereafter you will receive the following via your personal email address provided:

- A confirmation of registration email with a summary of your registration contract and the T&C's
- Link to your V-Week (Orientation) schedule
- The link to Wize Books to order your textbooks and student card
- Your vgconnect email
- Your SSO (Single Sign On) username (ST number) and password, which you will need to sign into your Student Information System – [VegaLink](#) via www.vegaschool.com
- Your timetable (one week prior to class commencing)

Confirmation of registration means that you:

1. have met the entrance criteria for the qualification,
2. uploaded all the correct required documents,
3. correctly selected the required modules for your qualification,
4. your minimum payment due (full settlement or deposit) was confirmed received by us.

5. Wize Books

Wize Books is the preferred textbook supplier to IIE Vega students. They provide a customer centric solution that enables you to order books online which are delivered directly to you. Once you have submitted your registration, you will receive an invitation to order your books and student card via Wize Books.

Your prepopulated cart will be based on the modules you selected when you registered. Please ensure that the correct modules are selected when you register. You will be required to log in using your ID number and your new student number starting with "ST".

Please refer to **Annexure D** for the Wize Books FAQ.

6. Contract Amendments and Transfers

Should you wish to make an amendment to your registration contract details, you are only able to do so prior to selecting your modules and clicking submit.

Once you have selected your modules, clicked submit and made payment any module and/or fee related contract changes will need to be done by raising a query on [IIE-Vega Assist](#).

Should you wish to transfer to another campus, make an amendment to your contract, adjust your payment terms, amend your debit order details or submit a query please proceed to IIE-[Vega Assist](#)- to complete the form and raise your request.

7. Student Information System and Single Sign On (SSO)

All Student Information Systems use the same username (ST number) and password, this is what is referred to as your Single Sign On (SSO).

Your Student Information Systems are hosted via [VegaLink](#) . You will be able to access your timetable, student materials here.

For NEW students, you will receive information and onboarding on the various Student Information Systems during V-Week (Orientation Week).

8. Assessment Support Relating to Learning Concessions and Needs

As mentioned above - should you need to apply for this support concession – please proceed to [IIE-Vega Assist](#) and make your application. Select the query type **Assessment Support Relating to Learning Concessions and Needs**, complete the application, and submit your application together with the supporting documentation required. Should you need assistance - please contact the campus.

9. Applying for an Internal/External Credit?

Should you need to apply for a credit – please proceed to [IIE-Vega Assist](#)– select **Student Hub** and select Internal or External Credits. Your application will be considered, and you will receive a response via Vega Assist. Credit applications will be considered from the 26th of May 2023 until 30th of June 2023. Please ensure that you upload all the documentation to support your application. External credit application will carry a R250 evaluation fee per module.

9. Need assistance with registration?

Should you need assistance you can book an appointment [here](#) and one of our Navigators will assist you.

Annexure A

Important Qualification specific information for NEW students

You are a **new student** if you are:

- registering for a qualification for the **first** time with The Independent Institute of Education (The IIE)

Undergraduate Qualification

IIE Bachelor of Arts in Strategic Brand Communication (BASB0701) – 3 Year Option

Year 1

Semester 1		Semester 2	
Module Code	Module Name	Module Code	Module Name
BCDM5121	Business Communication and Digital Media 1	BCPM5112	Brand Communication Project Management B
BCPM5111	Brand Communication Project Management A	PRIN5112	Principles of Innovation
CRST5121	Critical Thinking and Media Studies 1	SBCM5112	Strategic Brand Communication 1C
STBC5111	Strategic Brand Communication 1A	STBC5112	Strategic Brand Communication 1B

IIE Bachelor of Arts in Strategic Brand Communication (BASB0701) – 4 Year Option

Year 1

Semester 1		Semester 2	
Module Code	Module Name	Module Code	Module Name
BCDM5121	Business Communication and Digital Media 1	PRIN5112	Principles of Innovation
BCPM5111	Brand Communication Project Management A	SBCM5112	Strategic Brand Communication 1C
STBC5111	Strategic Brand Communication 1A	STBC5112	Strategic Brand Communication 1B

Annexure B

Important Qualification specific information for RETURNING students

You are a **returning student** if you are:

- returning to study the same qualification at The Independent Institute of Education (The IIE). E.g., returning for year 2, 3 or 4 of an IIE degree.

Undergraduate Qualification

IIE Bachelor of Arts in Strategic Brand Communication (BASB0701) (PO)

Year 2

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
CRST5111	Critical Thinking and Media Studies 1A	CRST5112	Critical Thinking and Media Studies 1B
CONB6211	Consumer Behaviour A	BCDM6212	Business Communications and Digital Media 2
PINN6211	Practice of Innovation A	CONB6212	Consumer Behaviour B
STBC7211	Strategic Brand Communication 2A	PINN6212	Practice of Innovation B
		STBC7212	Strategic Brand Communication 2B

Year 3

Semester 5		Semester 6	
Module Code	Module Name	Module Code	Module Name
CHPL7211	Channel Planning	CRST6212	Critical Thinking and Media Studies 2B
COSR6212	Sustainable Business Practice	DIBB7312	Digital Brand Building
CRST6211	Critical Thinking and Media Studies 2A	INNM7312	Innovation Management B
INNM7311	Innovation Management A	XBRC6212	Brand Activation

Year 4

Semester 5		Semester 6	
Module Code	Module Name	Module Code	Module Name
EXBB7311	Experiential Brand Building	PRBR7312	Public Relations and Brand Reputation
STBC7311	Strategic Brand Communication 3A	STBC7312	Strategic Brand Communication 3B
CRST7311	Critical Thinking and Media Studies 3A	REPR7312	Research Practice
INRS7311	Introduction to Research	XBRC7312	Brand Challenge

IIE Bachelor of Arts in Strategic Brand Communication (BASB0701) - 3 Year Option

Year 1

Semester 1		Semester 2	
Module Code	Module Name	Module Code	Module Name
BCDM5121	Business Communication and Digital Media 1	BCPM5112	Brand Communication Project Management B
BCPM5111	Brand Communication Project Management A	PRIN5112	Principles of Innovation
CRST5121	Critical Thinking and Media Studies 1	SBCM5112	Strategic Brand Communication 1C
STBC5111	Strategic Brand Communication 1A	STBC5112	Strategic Brand Communication 1B

Year 2

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
CONB622	Consumer Behaviour	CRST6222	Critical Thinking and Media Studies 2
COSR6221	Sustainable Business Practice	PINN6222	Practice of Innovation
SBCH6211	Strategic Brand Communication 2B: Channel Planning	STBC6212	Strategic Brand Communication 2C
STBC6211	Strategic Brand Communication 2A	XBRC6222	Brand Activation

Year 3

Semester 5		Semester 6	
Module Code	Module Name	Module Code	Module Name
EXBB7321	Experiential Brand Building	DIBB7322	Digital Brand Building
INNM7321	Innovation Management	REPR7312	Research Practice
INRS7321	Introduction to Research	STBC7322	Strategic Brand Communication 3B
STBC7321	Strategic Brand Communication 3A	XBRC7322	Brand Challenge

IIE Bachelor of Arts in strategic Brand Communication (BASB0701) – 4 Year Option

Year 1

Semester 1		Semester 2	
Module Code	Module Name	Module Code	Module Name
BCDM5121w	Business Communication and Digital Media 1	PRIN5112w	Principles of Innovation
BCPM5111w	Brand Communication Project Management A	SBCM5112w	Strategic Brand Communication 1C
STBC5111w	Strategic Brand Communication 1A	STBC5112w	Strategic Brand Communication 1B

Year 2

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
CRST5121	Critical Thinking and Media Studies 1	BCPM5112	Brand Communication Project Management B
CONB6221w	Sustainable Business Practice	PINN6222w	Practice of Innovation
STBC6211w	Strategic Brand Communication 2A	STBC6212w	Strategic Brand Communication 2C

Year 3

Semester 1		Semester 2	
Module Code	Module Name	Module Code	Module Name
COSR6221	Sustainable Business Practice	XBRC6222	Brand Activation
SBCH6211	Strategic Brand Communication 2B: Channel Planning	CRST6222	Critical Thinking and Media Studies 2
INNM7321	Innovation Management	DIBB7322	Digital Brand Building

Postgraduate Qualifications**IIE Bachelor of Commerce Honours in Strategic Brand Management (HBSM0801)**

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
FELS8422	Financial, Economic and Legal Aspects	PRBB8412	Practice of Brand Building
RESE8419	Research (18-month module continued)		Research (18-month module continued)

* RESE8419 will continue in Sem 3 & 4, you are not required to register for the module again. Your account will be billed with the remainder amount due.

IIE Bachelor of Arts Honours in Strategic Brand Communication (HSB0801)

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
CMPR8422	Channel and Media Planning	PRBB8412	Practice of Brand Building
RESE8419	Research (18-month module continued)		Research (18-month module continued)

* RESE8419 will continue in Sem 3 & 4, you are not required to register for the module again. Your account will be billed with the remainder amount due.

IIE Master of Commerce in Strategic Brand Leadership (MCSBL0901)

Semester 3		Semester 4	
Module Code	Module Name	Module Code	Module Name
BBLE9511	*Brand-Business Leadership in Emerging Economies		
BBPM9511	*Brand-Business Performance Management and Valuation		
MIDI9519	Minor dissertation (Year Module)	MIDI9519	Minor dissertation (Year Module)

***Select 1 elective of your choice**

Annexure C Discounts, Bursaries & steps to apply for a Bursary

A student may qualify for only one of the options between a merit award, leadership award, or IIE-Vega financial assistance per academic year, whichever one is of the highest value.

A student is required to apply for the following awards and discounts after completing your registration. The deadline to apply is before the start of classes.

Awards and discounts applications are assessed and once approved, are processed onto the student account after registration is approved and before the first instalment is due for payment.

BRIGHT STAR MERIT AWARDS

Should you qualify for a Bright Star Merit Award, please provide a certified copy of your Statement of results / National Senior Certificate / Senior Certificate / Academic Transcript.

The overall programme average is calculated on a complete module load required per the minimum completion time of the qualification. This specifically excludes repeat modules and the short course: Introduction to Scholarship.

IIE Undergraduate Degrees

First Year Students: Students accepted into one of the Undergraduate Programmes qualify for a merit award based on their academic performance in Grade 12 subjects. Should the student have matriculated prior to 2008, the subjects must have been taken on Higher Grade to qualify. A merit award is only granted to students registering for First Year, for the first time in 2023. The award works as follows:

Distinctions / A's / Level 7 in the following Grade 12 (or equivalent) subjects are awarded with a R2000 discount per subject distinction against the total First Year fee.

IIE BA in Strategic Brand Communication	<ul style="list-style-type: none"> - Languages (home language and first additional language) - Business Studies / Business Economics
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Higher Certificate Students moving into Degree studies: Vega Bright Star Merit Award carries a 20% fee reduction on the total First Year of the Degree fee, for students who achieve an overall programme average of 75% in the Higher Certificate.

Second Year Students: Vega Bright Star Merit Award carries a 20% fee reduction on the total Second Year fee for students who achieve an overall programme average of 75% in their First Year of study at Vega.

*The SLP: Introduction to Scholarship is not included in the overall programme average.

Third Year Students: Vega Bright Star Merit Award carries a 20% fee reduction on the total Third Year fee for students who achieve an overall programme average of 75% in their Second Year of study at Vega.

Undergraduate students moving into Postgraduate Studies: Vega Bright Star Merit Award carries a 20% fee reduction for students who achieve an overall programme average of 75% in the Third Year of their IIE undergraduate degree or the IIE Advanced Diploma in Brand Innovation or students who achieve a Cum Laude undergraduate degree from another accredited tertiary institution.

Part-time postgraduate students are eligible to apply for each academic year of the minimum duration of the qualification.

MA in Creative Brand Leadership & MCom in Strategic Brand Leadership: Vega Bright Star Merit Award carries a 20% fee reduction for students who achieve an overall programme average of 75% in their honours or postgraduate diploma from an accredited tertiary institution.

DPhil in Brand Leadership: Vega Bright Star Merit Award carries a 20% fee reduction for students who achieve an overall programme average of 75% in their Master of Arts from an accredited tertiary institution.

LEADERSHIP AWARDS

Leadership awards are awarded in your first year of registration only with the IIE-Vega. Confirmation from your school is required.

Head Prefect: A discount of R6000 is awarded to a student who held the position of Head Prefect or equivalent.

Deputy Head Prefect: A discount of R3500 is awarded to a student who held the position of Deputy Head Prefect or equivalent.

Prefect: A discount of R2500 is awarded to a student who held the position of Prefect or equivalent.

SIBLING DISCOUNT

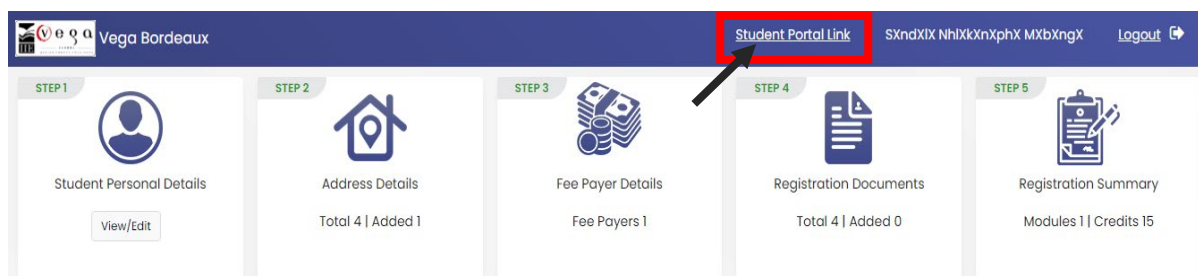
A sibling is one of two or more individuals having one or both Parent/Guardians in common and a common Account Payer.

If two or more siblings are registered at Vega concurrently, in the same academic year, each sibling will qualify for a 5% discount on the current academic year's fees.

How To Apply for a Bursary

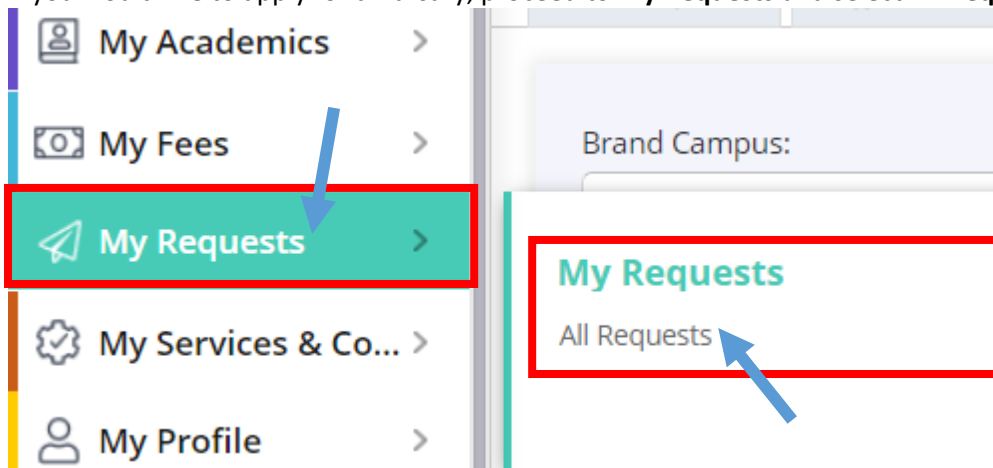
Step 1:

Click on the **Student Portal Link** to access your Student Portal and apply for your bursary.



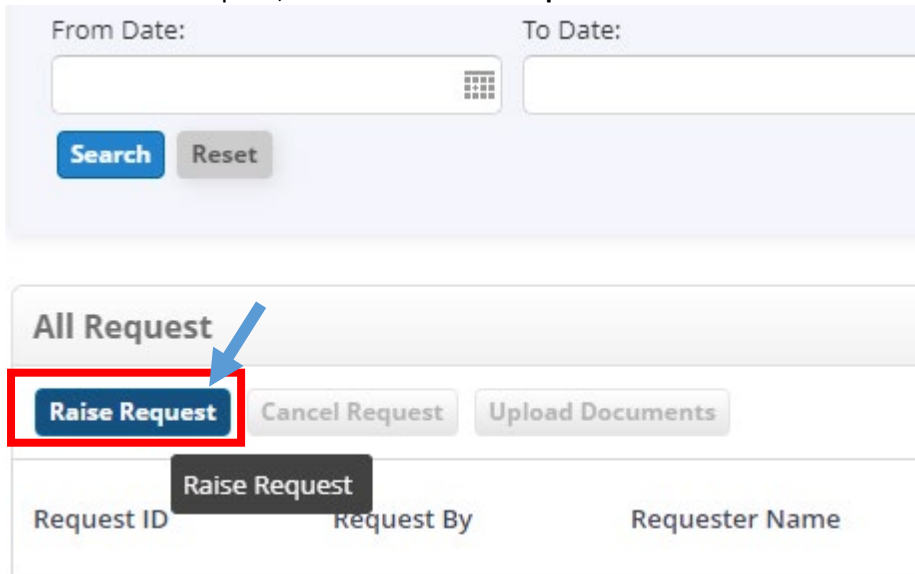
Step 2:

If you would like to apply for a Bursary, proceed to **My Requests** and select **All Requests** in your Student Portal.



Step 3:

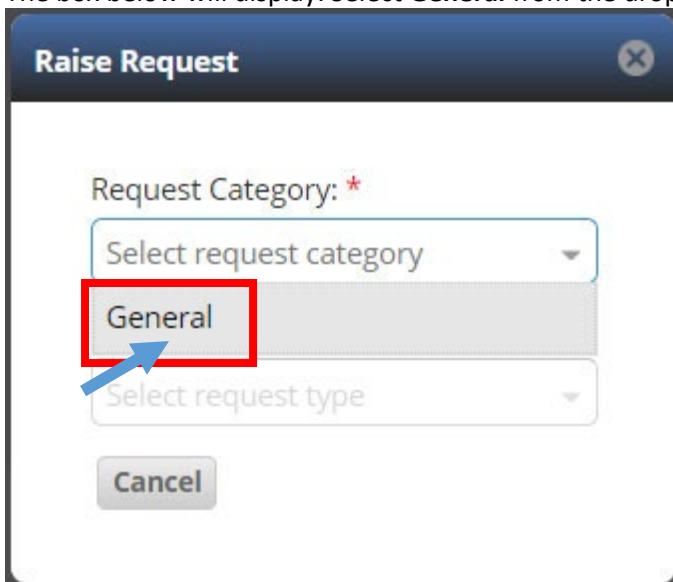
Once the screen opens, click on the **Raise Request** button.



The screenshot shows a web interface for managing requests. At the top, there are two date input fields labeled 'From Date:' and 'To Date:', each with a calendar icon. Below these are 'Search' and 'Reset' buttons. A section titled 'All Request' contains three buttons: 'Raise Request' (highlighted with a red box and a blue arrow), 'Cancel Request', and 'Upload Documents'. Below this section is a table with columns 'Request ID', 'Request By', and 'Requester Name'. A tooltip labeled 'Raise Request' is visible over the table header.

Step 4:

The box below will display. Select **General** from the drop down.



The screenshot shows a modal window titled 'Raise Request' with a close button in the top right corner. Inside the modal, there is a 'Request Category: *' label followed by a dropdown menu. The dropdown menu is open, showing 'Select request category' at the top and 'General' selected and highlighted with a red box and a blue arrow. Below the dropdown is another dropdown menu labeled 'Select request type'. At the bottom of the modal is a 'Cancel' button.

Step 5:

The table below will display. **Select Bursary Scholarship Application** under the **Request Category**.
On the drop down for **Request Type** – select the type of Bursary that you are opting to apply for.

Registrations ✕
All Requests ✕
General Request ✕

Requester Details

Requester Name:	Intake:	
Mohammed Madani Aboobaker(AD10001356)	2021-Full Time	
Qualification:	Email Address:	Mobile:
Bachelor of Accounting	serosoft.qa1@gmail.com	1234567890

Basic Details

Entered By:	Request Assigned To:	Instructions:
Mohammed Madani Aboobaker		

Request Date: *	Request By: *
17/11/2021	Student

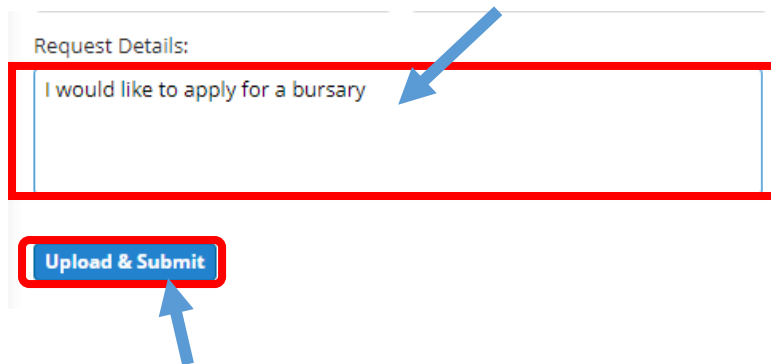
Request Category: *	Request Type: *
Bursary/Scholarship Application	Bursary (Academic) Bursary (Articulation) Bursary (Competition) Sibling Discount

Request Details:

Student Portal Bursary Terminology	Vega Bursary Terminology	
Bursary (Academic)	Bright star award(matriculants)	R2000 per subject distinction limited to specific subjects per qualification
Bursary (Articulation)	Bright star award (returning students)	20%
Bursary (Discretionary)	Vega Financial Assistance	% Varies or R amount
Bursary (Engagement)	Staff/Family bursary	25% or 67% or 100%
Bursary (Leadership)	Leadership Award	Head Prefect R6000 Deputy Head Prefect R3500 Prefect R2500
Bursary (Scholarship)	Undergraduate Scholarship Award Post Graduate Scholarship Award Vega Trailblazer scholarship Loeries scholarship	% Varies or R amount

Step 6:

Make a **comment** in the comments box if you would like to leave us a message.
Click on **Upload and Submit**.



The screenshot shows a web form titled 'Request Details:'. Below the title is a large text input area containing the text 'I would like to apply for a bursary'. A red rectangular box highlights this text area, and a blue arrow points to it from the top right. Below the text area is a blue button with the text 'Upload & Submit' in white. This button is also highlighted with a red rectangular box, and a blue arrow points to it from the bottom left.

Step 7:

This will open the Bursary Document section. Click on the **Document Name Bursary Scholarship** and Click on Upload.

Upload the bursary documentation that will support your application. Please ensure that all supporting documentation is uploaded, or this may result in delays.

Add a comment if required and click on **SAVE**; and your bursary will be submitted to your campus for consideration.

Annexure D Wize Books FAQ's

HOW-TO GUIDE ON GETTING YOUR TEXTBOOKS

It has never been so easy and convenient!



www.vegabooks.co.za

1

Once your registration is complete, you will receive an email with a personalised link to IIE-Vega School Books. Click on this link and you will automatically be signed into the IIE-Vega School Books Portal.

2

Review your contact details and proceed to your shopping cart.

3

Your shopping cart will be prepopulated with the books you require. Review and proceed.

4

Choose either "Courier" or "Collect from Pretoria store". If you opted for "Courier", then also enter your delivery address.

5

Make payment – EFT/Instant EFT, Credit/Cheque Card or Mobicred (order now and pay later) and expect delivery within 1 to 3 business days - It's that simple!



in collaboration with



At Wize Books we strive to provide the best possible experience when it comes to our clients purchasing their textbooks. Over and above the best service in the country, we aim to impress you with exceptional pricing as well. Our dedicated website for The IIE's Vega students will prepopulate your shopping cart for the upcoming semester based on your qualification and academic history.

Our dedicated Customer Service Agents are ready to assist you and provide focused attention if required by you as our valued client.

However, you can check out our FAQs below before contacting them – the answer to your question/questions may already be covered here and will, therefore, save you time and effort.

FREQUENTLY ASKED QUESTIONS (FAQs)

1 I registered with The IIE's Vega and now need to order my books. What now?

As soon as you have met the registration requirements and your registration is complete, you will receive an email with a personalised link to Vega Books. When you click on this link, you will automatically be signed into the Vega Books portal.

2 I am registered with The IIE's Vega but have not received an email with a personalised link. When trying to log on to www.vegabooks.co.za the site keeps on reporting that my student and ID numbers are invalid.

This is because we have not yet received your registration details, or your registration is incomplete. Kindly contact your Student Advisor to ensure that your registration has been completed and then allow up to 72 hours from registration to receive the email with your personalised link to log into the portal. If you have already contacted Vega and have been waiting for 72 hours, but still have not received the personalised email, please get in touch with our Customer Services team via telephone 012 362 5885 or email to enquiries@vegabooks.co.za providing your student number, correspondence from Vega and your contact details for us to assist.

3 I am a new student at The IIE's Vega and do not know which books I need.

Great news, your shopping cart will be prepopulated with all your prescribed material for the semester. Kindly log into the Vega Books Portal at www.vegabooks.co.za to check that the codes next to each title match the modules that you registered for. Alternatively, you can contact your Relationship Navigator at Vega or cross check the prescribed booklist to confirm the modules and corresponding last 4 digits of the ISBN numbers.

4 I logged onto the website but don't see my shopping cart. You clicked the email link or logged in using your student number / ID number...

At the bottom of the page, click on the action button "Proceed to place order"...If you do not see this button at the bottom of the page, click on "Order" in the menu on the left which will take you step-by-step to place your order.

5 I need a quotation for my bursary/company/sponsor first as they will be responsible for paying for my books.

If you have not finalised your registration with The IIE's Vega and need a quotation for bursary purposes, you are welcome to contact our Customer Service agents by sending an email to

enquiries@vegabooks.co.za. They will require your bursary provider/company/sponsor details as well as the modules you will be taking to provide an official quotation. If you are already registered at The IIE's Vega, please place your order, making sure that in step 1 you select "Invoice Company" and then filling in your sponsor/bursary giver's company details and VAT number. Choose EFT as the payment method. Click on "Order History" and print/download a Proforma invoice. Alternatively, send the above-mentioned required information to enquiries@vegabooks.co.za together with your order number to allow our Customer Services team to meet your sponsor's requirements.

6 When will I get my books?

When placing your order, you will see the estimated lead times indicated in green or red next to each title in Step 2. The lead times in green indicate the availability of the books and the expected delivery date. However, if the lead times are shown in red, it means that the book is out of stock/we are awaiting the book from the publishers. If all your books are in stock, your order will normally take 1–3 business days to be delivered to your address after we have received payment. Please note, however, that delivery times are area/location dependent and therefore delivery to outlying areas may take longer.

7 I am struggling with making a payment via credit card – it reports that my "Card payment failed".

We accept credit cards and cheque cards. Should your payment be unsuccessful the first time, you can log back in and click on "Order History" from the left menu, look for the order you wish to pay and click on "Make Payment". This should allow you to make a payment for a specific order number. Should this also be unsuccessful, please enquire with your bank to activate 3D secure, or choose an alternative payment method, e.g. Ozow (Instant EFT) or repeat the above process using a different card.

8 I do not have internet banking or a credit card – how do I pay?

If you do not have Internet Banking or a credit card, then do not stress. You can also use Instant EFT (Ozow), debit card or Mobicred. Alternatively, place the order choosing Normal EFT (option 4). Our system will then generate a proforma invoice for you indicating the amount to pay, the exact reference to use and our ABSA Bank details. Take this document to any ABSA Bank branch to do a direct cash deposit into our account.

IMPORTANT - Be mindful to ensure the ABSA Bank cashier uses only your order number as the reference for the cash deposit to avoid any delays in allocating your payment.

9 I have used the wrong reference when paying for my books.

Don't stress! Just email us your Proof of Payment together with your name, surname, cell number and the CORRECT order number. When sending the email, kindly use pop@vegabooks.co.za with subject "Incorrect reference used when I made payment" and stipulate in the body of the email "Attention Wize Books – Jeanette". This will enable Jeanette at Wize Books to quickly allocate your payment to your order to get your parcel released.

10 I have placed my order but I used the wrong delivery address.

Don't stress about this! We have added a feature that enables you to amend your own delivery address. Just log into the portal, click on "Order History" at the top menu. Look for the relevant order, and click on "View Details". Scroll to the "Delivery Address" section and click on the pencil icon. This will let you instantly change your address. **Note:** should your parcel already have received its waybill, you will not be able to amend the

11 **My course has started, and I have not yet received my books.**

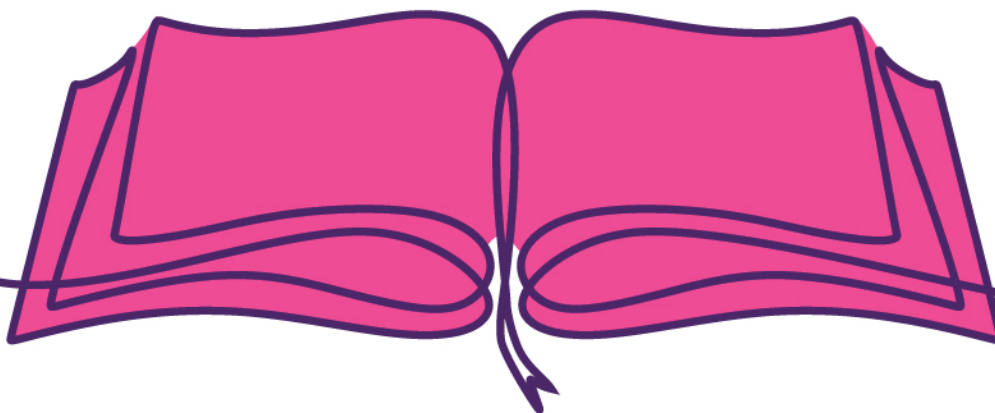
Always make sure that you place your order as soon as the Portal is open or well in advance. This will ensure that you receive your books timeously and don't have any issues. We pre-order enough books before the semester starts, but we are dependent on publishers and, growth in student numbers at The IIE's Vega often outweighs the expectation. The publisher might have a delay that is totally out of our control; however, be assured that we will do our part in engaging and chasing up on receiving the stock. We want to serve EVERY student with the best service, but this will require you, the student, to give us that opportunity.

12 **How will I know my order is ready or has been dispatched?**

We will keep you informed throughout the process – all the way from placing your order, receiving payment for your order, dispatching of your order, any delays from publishers on your order and after-sales feedback. You will receive a notification to your email address and cell number that you provided when you placed your order. Should you wish to collect in store, 1116 Prospect St, Hatfield, Pretoria (directly opposite the entrance of Magrietjie ladies residence), a security PIN will be sent to you once the order is ready to be collected. You can then come to the store with your 5-digit PIN and collect your books. Without this 5-digit PIN, you will not be able to collect your order. Kindly ensure that you have identification (ID or licence) with you when you come to collect. No exceptions will be made.



in collaboration with





MATERIAL LIST



IIE BA IN STRATEGIC BRAND COMMUNICATION FULL TIME AND DISTANCE (ONLINE)

This list reflects the recommended materials required as a starter pack for the year. As the year progresses your Navigator will inform you regarding any additional items that may be required as per project briefs.

General

QUANTITY	ITEM
2	Flip File A4: 20 Pockets
2	A4 2 Quire Feint & Margin Counter Book 192 pages
2	Pilot Fine Liner
1	USB Memory Stick/Flash Disc, Minimum size 4GB, GOOD QUALITY

Recommended Software:

BASB Year 2: Semester 2 (BCDM6212)

ITEM
Adobe Photoshop CC* (*latest version)
Adobe Indesign CC* (*latest version)

Recommended Suppliers:

Online Art Shop ARTCentric www.artcentric.co.za Tel: 072 027 5513 hello@artcentric.co.za	Online Art Savings Club https://artsavingsclub.co.za info@artsavingsclub.co.za 087 803 2167 WhatsApp: 076 905 3421
Johannesburg Herbert Evans (Linden) Corner 8th Street & 4th Ave, Linden 011 447 3262 linden@herbertevans.co.za	Johannesburg Active Stationery 21 Commercial Road Fordsburg 011 838 5418
Johannesburg EVE Wholesale Art and Graphic Supplies 166 Corlett Drive Bramley 2090 011 786 7210 eve@evecc.co.za	
Pretoria Archneer Stationery 1153 Park Street East Hatfield 012 342 8432	Pretoria Forum Stationers Shop 310 Centurion Mall 012 663 7752
Durban Spectrum Art Supplies 8 Sutton Crescent Windermere 031 309 6404 sales@spectrumart.co.za	Cape Town The Deckle Edge 13 Brickfield Road, Salt River 021 180 4442 044 382 5538 hello@deckleedge.co.za
Pretoria Jimnettes Superstore https://jimnettes.com/ Shop 11 and 12 in LynnrIDGE Mall, Cnr Lynnwood Rd & Jacobson Drive Lynnwood Ridge 012 361 4469	

THE IIE IS ACCREDITED AS AN INDEPENDENT HIGHER EDUCATION INSTITUTION BY THE BRITISH ACCREDITATION COUNCIL.

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MATERIAL LIST

NOTE: From 2023, The IIE Vega students will have the option of accessing a virtual machine on Azure Lab Services with all the required software installed, using their student credentials. To do this off-campus, students will need access to a computer and a fast and stable internet connection with uncapped data.

QUANTITY	ITEM
Recommended minimum specifications if using Azure lab services	
OS	Windows 10
Processor	Intel Core i5 or better* /AMD Ryzen 5 or better
Memory	8 GB(min) or more
Wireless Network Adapter	802.11n/ac/ax
Hard Drive	256 GB SSD or larger
Recommended minimum specifications if NOT using Azure lab services	
OS	Windows 10 PLEASE NOTE that a laptop with a Windows Operating System is preferable, as most 3D modelling software is not Mac Native and does not perform reliably on iOS.
CPU	64-bit Intel® or AMD® multi-core processor with SSE4.2 instruction set
RAM	16 GB of RAM minimum
Disk Space	9 GB of free disk space for install
Wireless Network Adapter	802.11n/ac/ax
Software	Office 365, Adobe Creative Cloud, (all year groups)

