



<b>HOME LANGUAGE</b> <i>Tick applicable block</i>	Afrikaans	English	isiNdebele	isiZulu	Sepedi
	AFR	ENG	NDE	ZUL	SEP
	Setswana	Siswati	Tshivenda	isiXhosa	Other (specify)
	SET	SWA	TSH	XHO	OTH

<b>DISABILITY STATUS</b> <i>Tick applicable block</i>	None	Sight (even with glasses)	Hearing (even with hearing aid)	Communication (Talk/Listen)	Physical (move/stand etc.)	Asthmatic	Diabetic
	N	01	02	03	04		
	Intellectual (Learn etc.)	Emotional (Behav/ Psych)	Multiple	Disabled but unspecified	Need extra time in tests/exams	Epileptic	Other
	05	06	07	09	ET		

<i>Tick</i>		<b>Level</b>	<b>Deposit payable on acceptance</b>	<b>Balance payable by completion</b>	<b>Total</b>
<b>Enrolling for</b> <i>Tick applicable block/s</i>	Adobe Illustrator CC	Introductory	R 2 125	R 2 125	R 4 250
	Adobe InDesign CC	Introductory	R 2 125	R 2 125	R 4 250
	Adobe InDesign Digital Publishing Suite	Introductory	R 2 577	R 2 577	R 5 154
	Adobe Photoshop CC	Introductory	R 2 125	R 2 125	R 4 250
	Art Direction Module 1	Introductory	R 2 573	R 2 572	R 5 145
	Beginner's Art	Introductory	R 1 970	R 1 970	R 3 940
	Copywriting for a Digital World	Introductory	R 2 760	R 2 760	R 5 520
	Creative Writing	Introductory	R 1 418	R 1 417	R 2 835
	Principles of Graphic Design	Introductory	R 7 193	R 7 192	R 14 385
	Social Media Communications Management	Introductory	R 2 835	R 2 835	R 5 670
	Traffic/Agency Operations Workshop	Introductory	R 1 313	R 1 312	R 2 625
	Adobe After Effects CC	Intermediate	R 4 673	R 4 672	R 9 345
	Art Direction Module 2	Intermediate	R 4 778	R 4 777	R 9 555
	Copywriting for Advertising Media	Intermediate	R 6 490	R 2 760	R 12 980
	Design for Digital Media	Intermediate	R 7 192	R 7 192	R 14 385
	Digital Design and Coding for Mobile, Tablet and Desktop	Intermediate	R 4 673	R 4 672	R 9 435
	The Art of TV and Digital Production	Intermediate	R 6 195	R 6 195	R 12 390
	Advanced Graphic Design	Advanced	R 7 193	R 7 192	R 14 385
	Advanced Illustration	Advanced	R 7 193	R 7 192	R 14 385
	Art Direction Module 3	Advanced	R 4 778	R 4 777	R 9 555

## Attachments

<i>Tick applicable blocks</i>	
	Certified copy of Matric certificate
	Certified copy of SA Identity Document
	Certified copy of Passport (international students)
	Certified copy Study Permit (international applicants)
	Certified copy of the identity document of person responsible for the account
	Confirmation of payment of fees on a signed letterhead if fees are paid by a company

### DETAILS OF ENTITY/ PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT

Surname and Initials														
Identification No.													Relationship to student	
Address details <i>(if different from student)</i>	Postal Address						Residential Address							
				Code						Code				
Phone numbers: <i>Write in applicable blocks</i>	Telephone Number			Mobile Number			Telephone Number			Mobile Number				
	e-mail:						e-mail:							
Employer's name														
Position Held														
Employer's Postal Address														
										Code				
Tax Reference No														

### IF ENTITY/COMPANY IS RESPONSIBLE FOR PAYMENT OF ACCOUNT

Company Name												
Address Details	Physical						Postal					
				Code						Code		
Telephone Number/s												
Contact Person												
VAT Number:												

# Terms and conditions

For the purposes of this agreement "Student" shall mean or denote the student as under student details above and/or the parent/guardian/sponsor as under parent/guardian/sponsor details above as the case may be and unless the context clearly indicates otherwise.

## 1. General

- 1.1 The student shall at all times comply with the policy and constitution of the School as set out in the prospectus, as amended from time to time, the contents of which the student hereby confirms to have read and understood, and with any/all rules and regulations as may be laid down by the relevant faculty or the School from time to time, which also form part of this agreement.
- 1.2. The student shall at all times maintain a high standard of behaviour and academic diligence and shall not conduct him/herself in a manner which causes prejudice to or brings the name of the School into disrepute.
- 1.3. In order to meet examination entry requirements, the School reserves the right to monitor the attendance of the student. Absence due to injury or illness will require submission of a medical certificate. Absence due to other reasons require submission of a sworn affidavit or letter from the parents / guardian / employer. Students must attend at least 80% of all classes, per module as well as for the whole course.
- 1.4. The student hereby accepts responsibility for the replacement or repair of any damage or loss caused by the student to the property of the School.
- 1.5. The student shall at all times comply with his/her financial obligations to the School in accordance with the provisions of this agreement.
- 1.6. The student shall participate in all activities of the School inclusive of external visits which may take place from time to time and such participation shall be at his/her own risk. The School shall not be held liable for any injury or other damage sustained by the student in the course of such participation. The student hereby indemnifies the School against any claim in this regard.
- 1.7 The school will not be held responsible for any loss or damage, whether to person or property, from any cause whatsoever arising whilst on the campus of the School.
- 1.8. The student hereby confirms that he/she is in a state of good mental health and that full disclosure of any conditions/disease/handicap of the student shall be made to the School immediately upon the student/guardian/sponsor becoming aware of same. The School shall treat any such disclosure as being confidential. Should the student need extra time to complete tests and examinations the student should apply for this at the beginning of the year. Consult the relevant Registrar for this formal application.
- 1.9. All/any work originated and/or undertaken by the student during the period of his/her registration at the School and all/any intellectual property rights related thereto shall be the property of the School. The student hereby cedes all his/her rights, title and interest in and to such work and such aforesaid intellectual property rights to the School. The School reserves the right to cede, reassign or otherwise deal with these rights at its discretion.
- 1.10 The Executive Dean and Head or the respective Faculty Heads retain the right to change the curricula and/or extend the periods of theoretical or practical tuition beyond the formal tuition hours of the School whether or not such changes may be required by CHE, SAQA or NQF. The student hereby undertakes to abide by and comply with such extensions as aforesaid. The School also reserves the right not to offer a particular module(s) in an academic year.
- 1.11. A qualification related to the successful completion of any course by the student shall only be awarded to a student who has met the required academic standard and assessment criteria of the School and who has also fulfilled all his/her financial obligations in terms of this enrolment agreement. In accordance with the above, the School expressly reserves its right, in its sole discretion, to withhold conferring any such qualification until all the financial obligations referred to have been properly fulfilled.
- 1.12. The School may use any means to verify the information contained in this agreement. The student and/or parent/guardian/sponsor hereby authorises the School to verify all information and grants the School authority to obtain such information. The Student and/or parent/guardian/sponsor expressly

acknowledge that this acquisition of information is not an infringement of the fundamental rights on the students.

## **2. Payment of Tuition Fees (See Schedule A)**

- 2.1 Tuition fees and other charges payable by the students are set out in Schedule A and, together with the choice of payment option forms part of this contract.
- 2.2 The School shall be entitled to demand that the student furnish the School with an appropriate suretyship from a person/persons acceptable to the School or with such other form of security as the School may reasonably require for the due fulfilment by the student of his/her financial obligations in terms of this agreement and any acceptance by the School of this enrolment agreement shall be conditional upon the furnishing of such suretyship and/or other form of security.
- 2.3 In the event of any default by the student or parent or guardian or sponsor of any provision of this agreement, the student or parent or guardian hereby consents and authorises the School to furnish the name, credit record and repayment history of the student or parent to any credit bureau as a delinquent debtor.

## **3. Breach**

- 3.1 It is agreed that the School will render an account for payment of any fees due. Should the student/sponsor fail to pay any fees timeously on the agreed due date, the School shall be entitled to charge 2% per month incidental credit in respect of such arrear fees. The School shall furthermore be entitled, at its election, to cancel the agreement as set out in clause 3.2, and institute legal action, including legal action for the full outstanding balance.

Furthermore, the student/sponsor will be held liable for any/all charges, including reasonable administration charges incurred by the School and any/all legal costs or collection fees incurred, such to be calculated on the scale as between attorney and own client, and related to any breach by such student of his/her obligations in terms of the agreement.

- 3.2 In the event of the non-payment of any monies due in terms of this agreement or in the event of the student remaining in breach of any of the provisions of the agreement despite seven (7) days written notice of the breach then, and notwithstanding anything to the contrary contained herein, the School shall be entitled to cancel this agreement and to terminate the student's registration as a student of the School. In the event of such cancellation and without prejudice to any further claim for damages that the School may have, the School shall be entitled to retain all monies paid in terms of this enrolment agreement and to claim payment from the student for the balance of tuition fees due.

## **4. Domicilium and Notices**

- 4.1 The parties choose domicilium citandi et executandi for all purposes under this agreement at the addresses set forth in heading to this agreement.
- 4.2 Any notice given under this agreement shall:
  - 4.2.1. Be in writing
  - 4.2.2. Be given to the parties at the address referred to in sub-paragraph 1 above;
  - 4.2.3. If sent by registered post be deemed, unless the contrary is proved, to have been received within five (5) business days after the date on which it was posted.
- 4.3 The parties shall be entitled to change their address at any time to any other address in the republic by giving the parties seven (7) days written notice to that effect.

## **5. Non Variation Clause**

No warranty or representation express or implied or variation of this agreement shall affect the terms hereof unless such warranty of such representation or variation shall be reduced to writing under the hands of the parties hereto. The terms of this agreement shall novate, cancel and supersede the terms and conditions of all prior negotiations, documents, letter or verbal communications between the parties hereto with the intent and purpose that the terms and conditions hereof shall be deemed to constitute the sole memorial of the agreement between the parties.

**This section is to be completed by the student and parent/guardian/sponsor. Each page of this agreement should be initialled and full signatures are to appear below.**

I, \_\_\_\_\_ with \_\_\_\_\_  
*Full name and surname of student* *Identity number*

- Acknowledge that I have read this Enrolment Agreement and understand the terms and conditions thereof.
- Confirm that no representations as to its contents and/or provisions were made by School or any of its officers and/or employees.
- Confirm that I have committed to pay the fees in full as shown alongside the module/s for which I have enrolled. Note: Non South African residents must pay the full fee upon registration.

\_\_\_\_\_  
*Student's signature* *Witness*

Signature of person responsible for payment of account

I, \_\_\_\_\_ with \_\_\_\_\_  
*Full name of sponsor* *Identity number*

Who hereby:

- Binds himself/herself hereby as surety and principal co-debtor for the payment and any amount owed by the student and/or any liability of the student of whatever nature in terms of this contract;
- Hereby renounces the benefits of excussion, division and cession;
- Chooses the above address as domicilium citandi et executandi;
- Confirms that he/she has read the contract and understands the terms and provisions thereof and hereby confirms that no representations as to its contents and/or provisions were made by the School or any of its officers and/or employees.

\_\_\_\_\_  
*Signature of sponsor* *Witness*

## Contact Details

	<b>Johannesburg</b>	<b>Cape Town</b>
Phone	011 781-2772	021 422 1800
Fax:	011 781 2796	021 422 1827
Faculty of Creative Brand Communication	Suvarni Achary <a href="mailto:registrarjhb@aaaschool.ac.za">registrarjhb@aaaschool.ac.za</a>	Patience Booï <a href="mailto:registrarcpt@aaaschool.ac.za">registrarcpt@aaaschool.ac.za</a>
Physical Address	ACA House Cnr. Bond and Bram Fischer Drive Kensington B Randburg 2194	AAA House 4 <sup>th</sup> Floor 112 Long Street, Cape Town 8001
Postal Address	P O Box 2289 Parklands 2121	P O Box 3423 Cape Town 8000
Account Queries	<b>Johannesburg and Cape Town</b> Yvonne Gordon <a href="mailto:yvonne@aaaschool.ac.za">yvonne@aaaschool.ac.za</a> Phone: 011 781 2772	
To arrange specific terms of payment	Russell Cory (Financial Director) <a href="mailto:russell@acasa.co.za">russell@acasa.co.za</a>  Standard Bank Randburg Branch Branch Code: 01 08 05 Account Holder's Name: AAA School of Advertising Account Number 220 387 915	