



ENROLMENT AGREEMENT – 2018

PART TIME CREATIVE SHORT COURSES/MODULES

TERMS AND CONDITIONS OF ENROLMENT AT THE AAA SCHOOL OF ADVERTISING (PTY) LTD (hereinafter referred to as "the AAA")

Provider Code: CHED-1 EQQA ID: 621

STUDENT DETAILS

First Name : _____

Middle Name(s) : _____

Surname : _____

Residential Address i.e. Domicilium : _____ Code: _____

Postal Address : _____ Code: _____

Province:

Table with 4 columns: Number, Province Name, Number, Province Name. Rows include Western Cape, Eastern Cape, Northern Cape, Free State, Kwazulu Natal, North West, Gauteng, Mpumalanga, Limpopo.

Home Telephone No : (.....) _____ Cell No: _____

Work Telephone No : (.....) _____ Fax No: _____

E-mail Address : _____

ID Number : _____
(NB: Attach certified copy of ID)

Passport Number : _____
(if no RSA ID) (NB: Attach certified copy of Passport)

Department of Home Affairs study permit : _____
(NB: Attach certified copy of Study permit)

Date of Birth : _____

Place of Birth : _____
(Town & Province)

Gender : Male Female

Ethnic Group : African Black Coloured Indian White

Nationality

SA	<input type="checkbox"/> South Africa	TAN	<input type="checkbox"/> Tanzania
SDC	<input type="checkbox"/> SADC except SA	ZAI	<input type="checkbox"/> Zaire
ANG	<input type="checkbox"/> Angola	ZAM	<input type="checkbox"/> Zambia
BOT	<input type="checkbox"/> Botswana	ZIM	<input type="checkbox"/> Zimbabwe
LES	<input type="checkbox"/> Lesotho	AIS	<input type="checkbox"/> Asian Countries
MAL	<input type="checkbox"/> Malawi	AUS	<input type="checkbox"/> Australia Oceania Countries
MAU	<input type="checkbox"/> Mauritius	EUR	<input type="checkbox"/> European Countries
MOZ	<input type="checkbox"/> Mozambique	NOR	<input type="checkbox"/> North American Countries
NAM	<input type="checkbox"/> Namibia	SOU	<input type="checkbox"/> South / Central American Countries
SEY	<input type="checkbox"/> Seychelles	ROA	<input type="checkbox"/> Rest of Africa
SWA	<input type="checkbox"/> Swaziland	OOC	<input type="checkbox"/> Other & Rest of Oceania

Home language

AFR	<input type="checkbox"/> Afrikaans
ENG	<input type="checkbox"/> English
NDE	<input type="checkbox"/> isiNdebele
ZUL	<input type="checkbox"/> isiZulu
SEP	<input type="checkbox"/> sePedi
XHO	<input type="checkbox"/> isiXhosa

SES	<input type="checkbox"/> seSotho
SET	<input type="checkbox"/> seTswana
SWA	<input type="checkbox"/> siSwati
TSH	<input type="checkbox"/> tshiVenda
OTH	<input type="checkbox"/> Other

Disability status : No Yes
(If yes, please specify below)

01	<input type="checkbox"/> Sight (even with glasses)
02	<input type="checkbox"/> Hearing (even with h. aid)
03	<input type="checkbox"/> Communication(talk/listen)
04	<input type="checkbox"/> Physical (move/stand etc)
05	<input type="checkbox"/> Intellectual (learn etc)

6	<input type="checkbox"/> Emotional (behav/psych)
7	<input type="checkbox"/> Multiple
9	<input type="checkbox"/> Disabled but unspecified
N	<input type="checkbox"/> None

APPLICANT'S QUALIFICATIONS

Matric
Certificate

Diploma
Degree

Year matriculated: Pre – 2008: Matric exemption: Yes No
2008 +: APS Points (Minimum of 20) Yes No

Grade 12 School attended: _____
(NB: Please provide us with a certified copy of your matric certificate.)

What degree / diploma? _____

Institution: _____

Duration of study: _____

Year graduated: _____

Certified copies of your degree / diploma or full academic transcripts are required.

Name of current employer:

Tel. number: () _____ Duration of employment: _____

Designation: _____ Job description: _____

Name of previous employer:

Tel. number: () _____ Duration of employment: _____

Designation: _____ Job description: _____

Person/Entity responsible for payment:

Self:

Other/Guardian:

Father/Guardian:

Company/Institute:

If **NOT** self, complete the following:

Note:

1. If fees are paid by a parent/guardian or third party person: a certified copy of that person's ID must be attached to this ENROLMENT agreement.
2. If fees are paid by a company/institute etc, confirmation of this is required on a signed Letterhead.

	Father/Guardian	Mother/Guardian	Company/Institute
Surname & Initials			
Identity number			
Date of Birth			
Marital Status			
Married			
Divorced			
Widowed			
Single			
Residential address (Domicilium)			
Postal address			
Fax no.			
Tel. no.			
Cell no.			
E-Mail			
Employer's Name			
Position held			
Postal Address of Employer			
Tax Reference no.			

Note:

1. A Certified copy of the student's ID and academic qualifications must be attached to this enrolment agreement.
2. Non SA resident: A certified copy of the Study Permit must be attached.

2018 Courses and Course Fees -

Courses offered at the Cape Town Campus

Course name	2018 fee	Hours	Level	Please tick selection
Creative Applications & Software				
Adobe Photoshop CC Extended	R 7200.00	36	Introductory	
Adobe Illustrator CC	R 4450.00	24	Introductory	
Adobe InDesign CC	R 4450.00	24	Introductory	
Creative Visual Communication Skills				
Principles of UI & UX design	R 6170.00	30	Advanced	
Principles of Graphic Design Part 1	R 7555.00	57	Introductory	
Principles of Graphic Design Part 2	R 7555.00	57	Introductory	
Visual Communication for a digital world	R 6170.00	30	Advanced	
Advanced Illustration for online & print	R 5500,00	30	Advanced	
Introduction to Video for Content Generation, Youtube & Vlogging	R 4950,00	20	Intermediate	
Introduction to Animation for Content Generation, Social media and Vlogging	R 4950,00	20	Intermediate	
The Art of Agency TV & Radio Production	R 4465.00	16	Intermediate	
Writing for Advertising & Communication				
Principles of Copywriting	R 5500,00	24	Introductory	
Advanced Copywriting (portfolio course)	R 8085.00	36	Advanced	
SEO Principles & Writing	R 5150.00	20	Introductory	
Copywriting for a Digital World	R 6170.00	30	Advanced	
Beginners Creative Skills				
Beginners Art	R 4200.00	30	Introductory	
Creative Writing	R 3400.00	24	Introductory	

Courses offered at the Johannesburg Campus

Course name	2018 fee	Hours	Level	Please tick selection
Principles of Graphic Design	R 15 105.00	114	Introductory	
Advanced Graphic Design	R 15 105.00	114	Advanced	
Adobe After Effects CC for Film Special Effects	R 9 813.00	48	Intermediate	
Digital Design Module 1	Tbc by Russell	45	Intermediate	
Digital Design Module 2 (Check dates with Nick students have to complete Module 1)	Tbc by Russell	114	Intermediate	
Copywriting module 1 : Copywriting for Advertising Media	R 13 629.00	66	Intermediate	
Copywriting module 2 : Copywriting for a Digital World	R 5 402.00	21	Introductory	
Advertising Art Direction - module 1	R 5 402.00	27	intro	
Advertising Art Direction - module 2	R 10 333.00	74	Intermediate	
Advertising Art Direction Module 3 – Integrated and Digital Campaigns	R 10 333.00	74	Advanced	
The Art of TV and Digital Production	R 13 010.00	69	Intermediate	
Adobe Photoshop CC	R 4 463.00	24	Introductory	
Transfer to Marketing Social Media Communications Management	R 5 954.00	36	Introductory	

Course name	2018 fee	Hours	Level	Please tick selection
Digital Design Module 3 (Check Dates with Nick – Students Need to have completed Module 2 and 3)	TBC by Russell	114	Advanced	
Adobe Illustrator CC	R 4 463.00	24	Introductory	
Traffic/Agency Operations Workshop	R 2 756.00	7	Introductory	
Adobe InDesign CC	R 4 463.00	24	Introductory	
The Art of Fiction Creative Writing	R 2 977.00	21	Introductory	
Delete course Adobe InDesign's Digital Publishing Suite	R 5 403.00	24	Introductory	

TERMS AND CONDITIONS OF ENROLMENT
FOR PART TIME

For the purposes of the provisions contained hereunder "Student" shall mean or denote the Student and/or the parent/guardian as the case may be and unless the context clearly indicates otherwise.

1. **REGISTRATION**

1.1 Registration is done by completing this Enrolment Agreement and by paying the tuition fee(s) – see clause 3.

1.2 The Student must have a NSC (National Senior Certificate)

1.3 The AAA reserves the right to accept or reject the registration. The decision of whether to accept or reject the application of a Student shall therefore remain at the sole discretion of the AAA.

2. **GENERAL**

2.1 The Student hereby accepts responsibility for the replacement or repair of any damage or loss caused by the Student to the property of the AAA.

2.1.1 The AAA shall not be held liable for injury or other damage sustained by the Student in the course of his/her attendance at the AAA. The Student hereby indemnifies the AAA against any claims in this regard.

2.1.2 A module certificate will be issued on successful completion of the module by the Student who has met all the academic requirements and evaluation criteria of the AAA and has fulfilled all his/her financial obligations in terms of this Enrolment Agreement. AAA does not re-issue any certificate, lost or stolen. An academic transcript is provided. In accordance with the above, the AAA expressly reserves its right to withhold any such certificate until all the financial obligations referred to have been properly fulfilled.

3. **PAYMENT OF TUITION FEES**

3.1 All fees are due and payable before the module commences. If the Student requests to pay off fees over an extended period, a minimum of 50% of the course fee is payable before the course commences and the outstanding balance becomes a student loan and incidental credit agreement interest of 2% per month will be charged on any outstanding amounts.

The Student by signature of this document accepts full responsibility for payment of all tuition fees and other payments due by the Student in terms of this agreement.

3.2 In the event of deregistration:

3.2.1 Students who have paid in full and wish to deregister before the module commences can do so by notifying the AAA in writing. The deposit (see 3.1 above) will be refunded.

3.2.2 Once the lectures have commenced the deposit or module fee will not be refunded and the Student will be liable for the full amount. However, should personal circumstances prevent the Student from attending lectures after commencement of the module; the Student will be

able to attend the next presentation of that module or another module during the succeeding 12 months, subject to seating availability.

- 3.3 The AAA shall be entitled to demand that the Student furnish the AAA with an appropriate Suretyship from person/persons acceptable to the AAA or with such other form of security as the AAA may reasonably require for the due fulfilment by the Student of his/her financial obligations in terms of this Agreement. Any acceptance by the AAA of this Enrolment Agreement shall be conditional upon the furnishing of such Suretyship and/or other form of security.

4 BREACH

- 4.1 The Student shall at all times comply with his/her financial obligations to the AAA in accordance with the provisions of this Agreement. It is agreed that:

4.1.1 Incidental credit of 2% per month will be charged on any outstanding amounts. Furthermore, the Student will be held liable for any/all charges, including reasonable administration charges incurred by the AAA and any/all legal costs 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.

4.2 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 AAA shall be entitled to cancel this agreement and to terminate the Student's registration as a Student of the AAA. In the event of such cancellation and without prejudice to any further claim for damages that the AAA may have the AAA 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.

4.3 The AAA reserves the right to stop the Student from attending further module(s) if he/she has not paid for past module(s).

5. ACADEMIC ISSUES

5.1 Where texts are prescribed, the Student is required to acquire and study the prescribed text. The AAA strives to be a paperless environment and module notes are only handed out in special circumstances. Any notes handed out should be regarded as supplementary reading.

5.1.1 An attendance record is kept. Medical certificates or letters from employers must be submitted for lectures missed.

5.2 Students missing lectures will not receive extra tuition.

5.3 Tuition and assessments will be in English.

5.4 Lost notes, course packs etc. will not be replaced.

- 5.5 80% of lectures should be attended in order to successfully complete the module.
- 5.5.1 The AAA does not remark any assessments. A failure report can be requested at a fee of R500-00.
- 5.5.2 Final results on modules and module certificates will not be released until fees have been paid in full.

6. DOMICILIUM AND NOTICES

- 6.1 The parties choose domicilium citandi et executandi for all purposes under this agreement at the addresses set forth in heading to this Agreement.
- 6.2 Any notice given under this agreement shall:
- a) be in writing
 - b) be given to the parties at the address referred to in sub-paragraph 1 above;
 - c) if sent by registered post be deemed, unless the contrary is proved, to have been
 - d) received within FIVE (5) business days after the date on which it was posted.
- 6.3 The parties shall be entitled to change their address at any time by giving the parties seven (7) days written notice to that effect.

7. NON VARIATION CLAUSE

- 7.1 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.
- 7.2 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.

I CONFIRM THAT UPON ACCEPTANCE OF THIS ENROLMENT AGREEMENT I SHALL BE BOUND BY THE TERMS AND CONDITIONS AS SET OUT HEREIN, THE CONTENT OF WHICH I HAVE READ AND UNDERSTOOD.

THIS AGREEMENT DONE AND SIGNED ON THE _____ DAY OF ____ 20 ____

AT _____

Student's Signature

Witness

Name of Company/Person Responsible

Signature of Company
Representative/Person Responsible For
Payment

THIS AGREEMENT DONE AND SIGNED ON THE _____ DAY OF ____ 20 ____

AT _____

Registrar's signature

Witness

Bank details:

BANK	:	Standard Bank
BRANCH	:	Randburg
ACCOUNT NAME	:	AAA School of Advertising (Pty) Ltd
ACCOUNT TYPE	:	Cheque
ACCOUNT NUMBER	:	220 387 915
BRANCH CODE	:	01 80 05

Payments may be made by either:

- Cash
- Cheque
- Credit cards
- Direct bank deposit

PLEASE NOTE:

PART TIME MODULE CERTIFICATES:

Due to uncertainty about certificates being posted and arriving safely or in a good condition, The AAA requests that Students collect their certificates from the AAA after completion of a module.

Please notify the Registrar before you arrive, so that your certificate will be ready for collection at reception. Please make sure to keep your certificate in a safe place, as the AAA cannot re-issue lost certificates. This is a policy of the AAA approved by the Department of Education. We can only issue a letter stating that the Student has successfully completed the module(s).

Please send the enrolment agreement to the relevant Registrar:

JOHANNESBURG CAMPUS

registrarjhb@aaaschool.ac.za

Tel: (011) 781 2772 Fax: (011) 781 2796

CAPE TOWN CAMPUS

registrarcpt@aaaschool.ac.za

Tel: (021) 422 1800 Fax: (021) 422 1827