



film • television • performance • business innovation & technology  
the school for the creative economy

## STUDENT TUITION AND ENROLMENT AGREEMENT

### 1. STUDENT STATISTICAL DETAILS

PARTICULARS OF STUDENT including statistical information of applicants. ALL STUDENTS to please complete all required fields:					
TITLE	Mr	Miss	Ms	Mrs	Other(please specify)
FIRST NAMES					
INITIALS					
SURNAME					
MAIDEN NAME (If applicable)					
MARITAL STATUS	Single	Married	Divorced	Widow/er	Other( please specify)
GENDER	Male			Female	
RACE	Black	Indian	Coloured	White	Other (please specify)
BIRTH DATE	DD	MM	YYYY		
ID NUMBER					
NATIONALITY	South African			Other (please specify)	
HOME ADDRESS					
POSTAL ADDRESS					
PROVINCE					
CELL NUMBER					
EMAIL ADDRESS					
HOME LANGUAGE	Afrikaans		Siswati		English
	isiZulu		Sepedi		Tshivenda
	Xitsonga		Sesotho		Other(please specify)

INTERNATIONAL STUDENTS to please complete as required:			
<b>COUNTRY OF RESIDENCE</b>			
<b>VISA CONTROL NUMBER</b>			
<b>VISA START DATE</b>			
<b>VISA END DATE</b>			
<b>PASSPORT NUMBER</b>			
<b>PASSPORT EXPIRY DATE</b>			
<b>TYPE OF PERMIT</b>	Study Permit	Residence Permit	Other(please specify)
<b>PERMIT NUMBER</b>			
<b>PERMIT EXPIRY DATE</b>			
<b>ACCOMMODATION ADDRESS</b>			

STUDENTS to please complete if applicable:				
<b>DISABILITY / SPECIAL NEEDS (If Relevant)</b>	Sight:	Hearing:	Communication:	Walking:
	Remembering:		Self-care:	
	Other (please specify):			
	<b>EVERY REASONABLE ATTEMPT WILL BE MADE TO ACCOMMODATE YOUR DISABILITY. YOU MUST PROVIDE AFDA WITH THE NECESSARY INFORMATION ABOUT YOUR DISABILITY STATUS AT THE TIME OF YOUR REGISTRATION. IF YOU DO NOT AFDA CANNOT UNDERTAKE TO PROVIDE SUCH ASSISTANCE. Supporting proof of your disability must be included with your application.</b>			

## 2. ENROLMENT DETAILS

<b>STUDENT NUMBER</b>	
<b>FIRST TIME / RETURNING</b>	
	STUDENT ENROLING FOR THE FIRST TIME
	RETURNING STUDENT

INTERNATIONAL STUDENT	Y	N
REQUIRED PREVIOUS LEARNING STUDENT (RPL STUDENT) *	Y	N
EXCHANGE STUDENT	Y	N

<b>DATE OF ENROLMENT</b>	DD	MM	YYYY
<b>CAMPUS CHOICE</b>	JHB	CPT	DBN
<b>YEAR OF STUDY</b>			

<b>COURSE CHOICE</b>	
	BA IN MOTION PICTURE MEDIUM
	BA IN LIVE PERFORMANCE
	BCOM IN BUSINESS INNOVATION & ENTREPRENEURSHIP
	BA HONOURS IN MOTION PICTURE MEDIUM
	BA HONOURS IN LIVE PERFORMANCE
	MASTER OF FINE ARTS
	HIGHER CERTIFICATE IN FILM, TELEVISION & ENTERTAINMENT PRODUCTION
	HIGHER CERTIFICATE IN RADIO & PODCASTING

### 3. PREVIOUS EDUCATION DETAILS

<b>SECONDARY EDUCATION</b> ALL APPLICANTS to please complete as required and ensure to attach a certified copy of your relevant secondary schooling results/ certificate/ transcript as required	
<b>SCHOOL/ INSTITUTION</b>	
<b>CITY/ TOWN/ COUNTRY OF SCHOOL</b>	
<b>NAME OF LEVEL COMPLETED</b>	
<b>EXAMINING AUTHORITY</b>	
<b>YEAR COMPLETED</b>	

<b>SUBJECTS</b>	<b>GRADE/ LEVEL</b>	<b>PERCENTAGE ACHIEVED</b>

<b>TERTIARY EDUCATION</b> Please complete as applicable and ensure to attach a <u>certified</u> copy of your relevant secondary schooling results/ certificate/ transcript as required.	
<b>(1) SCHOOL/ INSTITUTION</b>	
<b>CITY/ TOWN/ COUNTRY OF SCHOOL</b>	
<b>YEAR/S REGISTERED</b>	
<b>NAME OF QUALIFICATION</b>	
<b>AMOUNT OF LEVELS/YEARS IN QUALIFICATION</b>	
<b>LEVELS/YEARS YOU COMPLETED</b>	

<b>(2) SCHOOL/ INSTITUTION</b>	
<b>CITY/ TOWN/ COUNTRY OF SCHOOL</b>	
<b>YEAR/S REGISTERED</b>	
<b>NAME OF QUALIFICATION</b>	
<b>AMOUNT OF LEVELS/YEARS IN QUALIFICATION</b>	
<b>LEVELS/YEARS COMPLETED</b>	

<b>(3) SCHOOL/ INSTITUTION</b>	
<b>CITY/ TOWN/ COUNTRY OF SCHOOL</b>	
<b>YEAR/S REGISTERED</b>	
<b>NAME OF QUALIFICATION</b>	
<b>AMOUNT OF LEVELS/YEARS IN QUALIFICATION</b>	
<b>LEVELS/YEARS COMPLETED</b>	

#### **4. RECOGNISED PRIOR LEARNING (RPL)**

Recognition of prior learning (RPL) is the evaluation and acknowledgement of the knowledge and skills that a candidate has gained other than through formal study to enable them to gain access to higher education even though they don't meet the normal entrance requirements. This includes knowledge gained as a result of formal & non-formal study, paid and unpaid work experience, community and organisational involvement, and individual inquiry.

In the academic context, it is the acknowledgement that academically significant and socially useful knowledge is acquired through multiple formal, informal, and non-formal means. When evaluated through appropriate and reliable assessment practices, that knowledge can be used for purposes of academic access and accreditation.

##### **\* AFDA RPL CRITERIA/POLICY**

- Any given year/s of study in a cognitively related field at an accredited tertiary institution is acknowledged on the same level, provided that the learner demonstrates the core competencies, at both an intellectual and technical level, required by the AFDA curriculum.
- Five years of related industry experience will be taken into account in the placement of a learner in the undergraduate programme, at the level which they worked with in their field, plus a portfolio that demonstrates the required intellectual and craft skills of the AFDA curriculum.
- Ten years of related industry experience will be taken into account in the placement of a learner in the postgraduate programme, with the same provision. Demonstration/portfolio of evidence of prior learning will be formally assessed.

## 5. FEES & FINANCE DETAILS

PARTICULARS OF FEE PAYER					
ALL FEE PAYERS to please complete all required fields:					
<b>RELATIONSHIP TO STUDENT</b>					
<b>TITLE</b>	Mr	Miss	Ms	Mrs	Other(please specify)
<b>FIRST NAMES</b>					
<b>INITIALS</b>					
<b>SURNAME</b>					
<b>BIRTH DATE</b>	DD	MM	YYYY		
<b>ID NUMBER</b>					
<b>EMPLOYER (optional)</b>					
<b>PROFESSION &amp; POSITION</b>					
<b>CELL NO.</b>			<b>HOME NO.</b>		
<b>WORK NO.</b>					
<b>EMAIL ADDRESS</b>					
<b>HOME ADDRESS</b>					
<b>POSTAL ADDRESS</b>					

PAYMENT PLANS	
The following payment plans are available – please select as relevant:	
<b>NOTE: REGISTRATION, DEPOSIT AND ALL FIRST INSTALMENTS ON THE BALANCE ARE TO BE MADE BEFORE ENROLMENT</b>	
<b>PLAN A</b> <input type="checkbox"/>	<b>UPFRONT (100%)</b> <ul style="list-style-type: none"> <li>Payment of total fees upfront before enrolment into the course in order to qualify for the discount on the Balance.</li> <li>Total fees are inclusive of Registration, Deposit and Balance.</li> </ul>
<b>PLAN B</b> <input type="checkbox"/>	<b>QUARTERLY</b> Request the debit order form from finance. <ul style="list-style-type: none"> <li>Registration and Deposit are payable upfront before enrolment into the course.</li> <li>The balance is payable in four instalments at the beginning of each quarter via debit order.</li> <li>Payment deadlines: 1<sup>st</sup> quarter on 1 Feb 2019, 2<sup>nd</sup> quarter on 1 May 2019, 3<sup>rd</sup> quarter on 1 Aug 2019; 4<sup>th</sup> quarter on 1 Nov 2019.</li> <li>The registration and enrolment fees are payable with the first 50% installment &amp; are not inclusive in the installment.</li> </ul>
<b>PLAN C</b> <input type="checkbox"/>	<b>MONTHLY</b> Request the debit order form from finance. <ul style="list-style-type: none"> <li>Registration and Deposit are payable upfront before enrolment into the course.</li> <li>The Balance is payable in 10 instalments by the final day of every month via debit order.</li> <li>The 10-month period commences 28 February 2019 and ends 30 November 2019.</li> </ul>
<b>BURSARY</b> <input type="checkbox"/>	<b>BURSARY</b> If this option is applicable please provide your Bursary letter and the details of your Bursary below. <ul style="list-style-type: none"> <li>Registration and Deposit are payable upfront before enrolment into the course.</li> </ul>
<b>Bursary Name</b>	
<b>Bursary Contact Person</b>	
<b>Bursary Contact Number</b>	
<b>Bursary Email Address</b>	

REBATE APPLICABLE	
The following rebates are available – please select as relevant:	
<b>SAME HOUSEHOLD REBATE</b> <input type="checkbox"/>	<b>REBATE DETAILS</b> <ul style="list-style-type: none"> <li>This rebate is applicable if family members from the same household study at AFDA in the same annual calendar year.</li> <li>10% discount on the enrolled programme's balance as indicated on the fee structures.</li> <li>This is rebated upon full payment of fees.</li> </ul> <p>FAMILY MEMBER STUDENT NUMBER: _____</p> <p>FAMILY MEMBER FULL NAME: _____</p>
<b>MERIT REBATE</b> <input type="checkbox"/>	<b>REBATE DETAILS</b> <ul style="list-style-type: none"> <li>This rebate is applicable to first time AFDA students with a South African Matric certificate.</li> <li>Three or more merits need to be achieved and validated from your matric results in order to qualify. Life Orientation is excluded.</li> <li>R1, 000 per merit will be rebated upon full payment of fees.</li> </ul> <p>NUMBER OF MERITS ACHIEVED IN MATRIC: _____</p>
<b>NOTES:</b>	<ul style="list-style-type: none"> <li>- It is each student's responsibility to inform finance upon full payment of fees so that fee payers can be rebated.</li> <li>- All rebates will need to be validated and are at the discretion of management.</li> </ul>

## 6. DEFINITIONS

**6.1** In this agreement, the following words and phrases shall bear the meanings ascribed to them wherever they appear in this agreement.

- 6.1.1 **AFDA:** The South African School of Motion Picture, Medium and Live Performance (Pty) Ltd, Registration Number: 1999/024588/07 (Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate Number: 2001/HE07/012).
- 6.1.2 **The Student:** The person enrolled to study one or more of AFDA's courses.
- 6.1.3 **Code of Conduct:** The Code of Conduct, including the disciplinary rules and procedures set out therein as published from time to time by AFDA.
- 6.1.4 **Enrolment Registration:** The Registration for enrolment completed by the Student at the commencement of studies and the registration documents completed each year during enrolment week.
- 6.1.5 **Academic Yearbook:** The publication issued by AFDA in which the following are described and of which the Student is required to be informed in terms of Chapter 6 of the Regulations for the Registration of Private Higher Education Institutions, 2002 and Section 57 (2) of the Higher Education Act 1997 (Act No 101 of 1997): Mission statement; legal status; names and qualifications of full time and part time academic staff employed by the institution, language policy, mode of instruction, rules relating to assessment, academic credit accumulation, progression and qualification, student support service and rules and code of conduct at AFDA.

## **7. INTERPRETATION, WARRANTIES AND GENERAL**

**7.1** The Code of Conduct, Course Guidelines, Academic Yearbook, Term Booklets, Rules and Procedures of the institution, the Enrolment Registration and this agreement form one integral agreement that constitutes the sole and only agreement between AFDA and the Student. Any representation, understanding or agreement not set out in this agreement as read with the documents listed in the preceding sentence are of no force or effect whatsoever.

**7.2** The Student, and in so far as needs be, the Student's parent/guardian warrants that:

7.2.1 She/he has read all documents available on the AFDA website, is familiar therewith and agrees to be bound thereby.

7.2.2 All the information set out in the Registration for Enrolment is true and correct in all respects.

7.2.3 In the event that the Student is a minor, he/she is assisted in so far as needs be by his/her parent or natural guardian.

**7.3** Each obligation assumed by the Student in terms of the Agreement constitutes a material term of the Agreement the breach of which entitles AFDA at its sole discretion to either terminate this agreement or to hold an enquiry and to take such action as it may decide is appropriate. This agreement is applicable to my total period of study at AFDA.

**7.4** The Student hereby chooses as his/her domicilium citandi et executandi the addresses set out in the Enrolment Registration and agrees that any notices, documents or other processes may be validly served by delivery to any of the addresses set out in these documents.

## **8. PAYMENT OF FEES**

**8.1** I assume absolute responsibility for the payment of any fees that may fall due as a result of my studies and/or residence at AFDA on the appointed due dates as determined by AFDA from time to time.

**8.2** I hereby consent to and authorise AFDA to enquire about creditworthiness from credit bureaus and to publish any event of non-payment to credit bureaus.

**8.3** I confirm that, in the event of my failure to pay any amount due by or demanded of me on the due date, all outstanding fees owing to AFDA at that point shall become due and payable in one sum with immediate effect.

**8.4** I agree that the nature and amount of my indebtedness to AFDA shall at any time be proven by a written statement purporting to be signed by or on behalf of the Head of Finance of AFDA or his duly authorised representative whose authority need not be proved, acting reasonably and in good faith, and this certificate shall constitute proof of the contents thereof and of the amount of my indebtedness and the fact that such an amount is due and payable in any legal proceedings against me.

**8.5** In respect of students not fulfilling their financial obligations on time and/or as prescribed, AFDA retains the right:

(a) to exclude students from AFDA property and/or AFDA sites;

(b) to exclude students from AFDA events;

(c) to exclude students from using AFDA equipment;



- (d) to withhold students' examination results or diplomas/degrees;
- (e) to cancel students' registration after the specified dates and to hold them liable for payment of the outstanding amounts as agreed upon and signed in the special arrangement made with AFDA;
- (f) not to allow students to register if the previous year's fees have not been paid in full;
- (g) not to issue a certificate of conduct; and
- (h) to institute legal action against students, who will be liable for all AFDA's legal costs.

**8.6** It will be the responsibility of the financially excluded student to ensure that work missed is caught up.

## **9. SURETY FOR PARENT/GUARDIAN/NEXT-OF-KIN/SPOUSE**

**9.1** Should a suretyship be required by AFDA in respect of payment for any fees each signatory (hereinafter referred to as the "surety/ies") to the suretyship other than the student, will bind himself/herself as surety/sureties and co-principal debtor/s jointly and severally for and with the student (the principal debtor) in solidum (together) in favour of AFDA for the payment of all debts and due fulfilment of all obligations of whatever nature and however arising which the student may now or hereafter owe to AFDA.

**9.2** Each surety/parent/guardian/next-of-kin/spouse that signs this suretyship consents to the collection and processing of his or her personal information for the administrative and governance purposes of the applicant to this agreement.

**9.3** The Suretyship agreement will be signed and handed in by the surety/student for safekeeping by AFDA.

## **10. ACCESS TO INFORMATION AND CONSENT TO COLLECT AND PROCESS PERSONAL INFORMATION**

**10.1** I, the student, herewith consent to the collection and processing of my personal information for the purposes of my academic progression, administration and support services during my term of study.

**10.2** I/we, the parent, legal guardian or spouse of the student, hereby consent to the collection and processing of my/our personal information for any administration and governance purposes during the student's term of study.

**10.3** I/we accept, agree and understand that AFDA keeps and processes data and documents in electronic and paper format, including the data supplied by me/us during registration. AFDA may use and transfer such data and use such documents in electronic or other formats for AFDA purposes. I/we hereby also consent that my personal information may be used in the following ways:

**10.3.1** Details relating to my academic performance, including my National Benchmark Test results, may be used in the interest of my own academic development and support, which includes communication with my parent/s, guardian and/or bursary sponsor.

**10.3.2** Only applicable to final year students: My name, address and phone number may be made available to the AFDA Alumni Office and to potential employers for a possible employment opportunity or to such other persons as may be

indicated if AFDA is compelled by law to adhere to the request (e.g. national learner record database as required by the Department of Higher Education).

**10.4** I/we confirm the following:

- 10.4.1 the information is given voluntary and is true and correct;
- 10.4.2 we are aware that the information might be supplied to a third party organisation or service provider;
- 10.4.3 failure to provide the information, might lead to the suspension of the student's registration.

**10.5** Every signatory hereby authorises and consents thereto that AFDA may collect all of the personal data supplied by them to AFDA respectively for research, statistical, credit control and publication purposes, to retain such data and to process the data for the aforesaid purposes of AFDA.

**10.6** In general, each signatory agrees to the publication of personal information in any format to such third parties as AFDA may deem necessary or may be required to do in the conduct of its responsibilities or by law. All signatories to this agreement agree and acknowledge that my/our consent extended to AFDA to disseminate personal information is irrevocable.

## **11. WITHDRAWAL PROCEDURE and CANCELLATION POLICY**

**11.1** Enrolled students are responsible for the full year's academic fees.

**11.2** Students wishing to cancel their studies, must submit a completed and signed Withdrawal Form available at the Student Affairs Office, (together with such supporting documents as may be necessary) to the Student Affairs Officer and Finance in person/via email, at the relevant campus.

**11.3** Upon receipt of a duly completed and signed Withdrawal Form, AFDA will officially acknowledge receipt thereof and may request additional documentation/information, whereafter AFDA will consider granting a refund on the academic fees.

## **12. FINANCIAL LIABILITY UPON CANCELLATION OF STUDIES**

The following fees are not refundable under any circumstances:

- 12.1.1 Registration fees;
- 12.1.2 International levies;

### **The deposit and balance of the fees are refundable to a student that enrolls within the enrolment window as follows:**

- 100% If a first time student withdraws on or before twenty-one (21) consecutive days from the first day of the AFDA academic year (i.e. the first day of Term 1); or
- 100% If a returning student withdraws on or before seven (7) consecutive days from the first day of the AFDA academic year (i.e. the first day of Term 1).

### **The deposit and balance of the fees are refundable to a student that enrolls after the enrolment window as follows:**

- 100% If the late enrolled student withdraws on or before seven (7) consecutive days from the date of enrolment, which is the date this enrolment agreement is duly signed.

**13 INTELLECTUAL PROPERTY RIGHTS**

I cede and assign to AFDA any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or completed work, including, without limitation, any creative output, any paper, article, assignment, dissertation, thesis or minor-dissertation, that may in any way whatsoever have originated or originate from any study or research project I may have undertaken or have launched or may undertake or launch at AFDA, irrespective of whether such work has been or may be accepted for examination, in accordance with national legislation, AFDA's policy related to intellectual property.

**14 CODE OF CONDUCT, COURSE GUIDELINES AND RULES AND PROCEDURES**

I agree to adhere to the Code of Conduct, Course Guidelines, Academic Yearbook, Term Booklets, Rules and Procedures of the institution. The Institutional Senate have the right to amend the rules and procedures from time to time. The documents are all available on the Resource Centre computers.

It is my responsibility to familiarise myself with the Code of Conduct, Course Guidelines, Term Booklets, Rules and Procedures of the institution.

I understand that should I contravene the Code of Conduct, Course Guidelines, Academic Yearbook, Term Booklets, Rules and Procedures of the institution, then the prescribed disciplinary action will be taken against me.

ALL STUDENTS/PARENTS/GUARDIANS/NEXT-OF-KIN MUST SIGN BELOW

Full name and surname of student: \_\_\_\_\_

Identity Number/Passport Number of student: \_\_\_\_\_

Student number: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Student**

**(Duly assisted by his/her parent/guardian/next-of-kin, as may be required by law)**

\*And if the student is under 18 years of age, assisted by [full name of parent or legal guardian or next-of-kin]:

Guardian full name and surname: \_\_\_\_\_

Identity Number/Passport Number of guardian: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Email Address of guardian: \_\_\_\_\_

Contact Number of guardian: \_\_\_\_\_

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**\*Signature of parent/legal guardian/next-of-kin/spouse**

AFDA is registered as the South African School of Motion Picture Medium and Live Performance, and is a private higher education institution which offers higher certificate and degree programmes. It is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the the Higher Education Act, 1997. Registration certificate no. 2001/HE07/012. Our programmes are accredited and we participate productively in the ongoing reaccreditation and quality assurance processes of the Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA) to ensure the quality of our programmes.