



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

2019 MANUAL ENROLMENT GUIDELINE

You might have attempted to enrol online via www.afda.co.za/enrol or you may not have, either way you might prefer to go 100% hard copy and enrol manually. This is a step-by-step guideline to assist you with this process:

- 1) Ensure you have everything you require from the checklist:
 - ✓ Certified copy of ID/ Passport
 - ✓ Certified copy of Senior Certificate (matric), or highest (relevant) academic qualification
 - ✓ Certified copy of fee payer's ID
 - ✓ Certified copy of fee payer's proof of residence
 - ✓ Digital head & shoulders photo (colour)
 - ✓ Proof of payment/s
 - ✓ If you select payment plan B or C, you will need to bring a proof of income (payslip/ bank statement)

IN ADDITION, FOR INTERNATIONAL STUDENTS:

 - ✓ Certified copy of valid Study Visa
 - ✓ Certified copy of proof of accommodation/ residence in South Africa
 - ✓ Proof of Medical Aid/ Insurance Cover for SA

- 2) Download the manual enrolment documents via <https://www.afda.co.za/Key-Documents.html> under the Application & Enrolment tab, or you can arrive on campus and request the manual enrolment document pack from the Enrolment Team/ Registry:
 - ✓ 2_AFDA Manual Enrolment Agreement 2019
 - i. Required by all
 - ✓ 3_AFDA Indemnity Form_Manual Enrolment 2019
 - i. Required by all
 - ✓ 4_AFDA Surety_Manual Enrolment 2019
 - i. Required by all
 - ✓ 5_AFDA Medical Assistance Slip_Manual Enrolment 2019
 - i. Required by all
 - ✓ 6_AFDA Debit Order Form_Manual Enrolment 2019
 - i. Required only if paying fees with payment plan B or C
 - ✓ 7_AFDA Tracking Form_Manual Enrolment 2019
 - i. Bring incomplete form along to enrolment and the enrolment team will use this when processing your enrolment. The enrolment team will also have copies of this form should you not bring it along.

- 3) Print all the relevant documents single sided, and complete and sign as required using a black/ blue pen. Bring them to campus during the enrolment window to process and verify.

Any questions about enrolment? Contact the campus and speak to the Enrolment Team, Registry or Student Affairs. There is also a finance representative available on campus to discuss payment plan options should you require further clarity on the information provided in the fee structures.