



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

2021 ENROLMENT PACK

1ST TIME ENROLMENT

(ON CAMPUS • FOR NEW STUDENTS)

CONTENTS:

Pages

GUIDELINES & CHECKLIST1-6

- Student & Fee Payer document requirements
 - Local students (SA)
 - International students
 - Financial documents
- Calendar 2021
- Ways to Pay

STUDENT TUITION & ENROLMENT AGREEMENT7-16

- Required agreement to be completed in full by student, parent / guardian and/or fee payer
- Optional parking disc application form

INDEMNITY FORM17-18

- Required indemnity to be completed by student
- In the case of a minor (under the age of 18 at the time of enrolment), parent / guardian must also sign

MEDICAL ASSISTANCE SLIP19-20

- Required for each student in case of emergency
- Completed by student
- If student is a minor, to be signed by parent / guardian as well

SURETY21

- Required for all students; must be signed by parent / guardian / fee payer
- In relation to fees and/or loss / damage to facilities and equipment

GUIDELINES:

DOCUMENT REQUIREMENTS

- Print single sided
- Use a black pen
- Ensure the document copies requiring certification are stamped and certified by a Commissioner of Oaths (eg. Police Station or Post Office)
- Please ensure student, parent and fee payer sign and complete all required fields relevant to them
- It would be beneficial for parent and/or fee payer to accompany the student to enrolment on campus wherever possible

HOW ENROLMENT WORKS

- Enrolment is the final process to complete before beginning your studies for the year at AFDA. Every student, both new and returning, is required to complete the enrolment process by ensuring documents are completed and submitted as required for the calendar year of studies ahead.
- All new (1st time) enrolling students will follow an on-campus enrolment process.
- Complete and compile the documents as required (see Checklist below) and arrive on campus during the stipulated enrolment window (see Calendar 2021).

ENROLMENT STEPS:

1. SCREENING

- Welcome
- Enrolment register
- Enrolment documentation checked and validated
 - Only if the full checklist of required documentation is brought with and validated will students be able to proceed to Step 2.

2. PAYMENTS, DATA CAPTURE & DOCUMENTS

- Payment plan will be selected
- Capture fee payer / bursary / loan details
- Verify proof of payments / make payments
- Submitting signed documents: Surety Agreement, Payment Mandate Form, optional Parking Disc Application
- Scanning finance documents
- Capture and verification of student data
- Signed documents to be submitted: Student Tuition & Enrolment Agreement, Indemnity Form, Medical Assistance Slip and any other documents required as per checklist
- Scanning & uploading of documents

3. STUDENT CARD ACTIVATION & COMPLETION OF ENROLMENT

- Upon completion of Registrar and Invoicing sign-off, students will receive an email notification to come conclude the enrolment process.
- Collect Student Card

Please prepare a minimum of 75-120min for enrolment.

CHECKLIST:

IDENTIFICATION

ALL STUDENTS REQUIRED:

- ☐ **Student Picture** (Head & shoulders colour digital photo, where student is recognisable)
 - Required: For use on the student card for student identification
 - Must be in an image format, ideally with 400x500 resolution
 - It will be possible for a photo to be taken at Enrolment on campus but it may slightly slow down the enrolment process for you
- ☐ **Student ID Document or Passport**
 - Required: for student ID selection
 - Must be a certified copy

RESULTS DOCUMENTS

Required (Minimum one document required as relevant to the qualification/s of the student for entry)

FIRST TIME ENROLMENT: Local Students (SA)

Matric Certificate or Equivalent

- The certificate must show the type of pass that the student has achieved, and the copy must be certified
- Provisional results will be accepted, but these will need to be replaced with the final certified results on receipt of these final results

OR

Highest qualification

- Some first-time students may already have a qualification from another institution, this can also be used. The certificate must show the NQF level that the student has achieved, and the copy must be certified)

OR

FIRST TIME ENROLMENT: International Students

Highest Academic Qualification

- Certified copy required.
- This must show the type of pass that the student has and must be a certified copy (eg. degree certificate / A-levels certificate)

Academic Transcript

- Certified copy required of full Academic Transcript of the highest qualification

SAQA Equivalency certificate (as relevant to your qualification)

- This must show the equivalent level that the student is at
- Certified copy and original to be provided at enrolment

FINANCIAL DOCUMENTS

ALL FIRST TIME ENROLMENT STUDENTS:

Required proof of payments (Payments can be made on campus at the Payments, Data Capture and Documents Step of Enrolment)

Proof of payments for:

- Registration (Required)
- Deposit (Required)
- *Balance (*based on Payment Plan selected)

International Students:

- ☐ Additional Proof of Payment for International Levy (required) for first-time international students excluding students from Sub-Saharan Africa.

Fee Payer documents:

Required Fee Payer documents (if fees are not fully paid up by date of enrolment):

- ☐ Certified copy of the Fee-Payer's ID / Passport
- ☐ Proof of the Fee Payer's Current Address: (can be in the form of a utility bill or addressed bank statement)
- ☐ Proof of the Fee-Payer's Household income: (latest 3 months bank statements reflecting monthly income)

Payment Mandate Form (Relevant to monthly payment plan)

- Issued at Finance Step of on-campus enrolment

Bursary Documents (if relevant):

- ☐ Official letter that confirms bursar will pay and the amount that they will cover
- ☐ Payment arrangement to cover balance or rest of fees (if not a 100% bursary)

Student Loan Acceptance Letter (if relevant):

- ☐ Letter that confirms that your student loan has been accepted and the amount that has been approved
- ☐ Payment arrangement to cover balance or rest of fees (if not a 100% study loan)

INTERNATIONAL STUDENT DOCUMENTS

FIRST TIME ENROLMENT: International Students

Required:

- ☐ Certified copy of Study Visa (specifying AFDA and indicating start and end dates clearly)
- ☐ Medical Insurance: proof of medical aid cover from a South African registered Medical Aid Scheme for the duration of the calendar year enrolled for
- ☐ Proof of Address in South Africa: lease or utility bill or letter from owner with their accompanying proof of residence

CONTACT DETAILS

JOHANNESBURG CAMPUS



41 Frost Avenue, Auckland Park

+27 (0)11 482 8345

jhbcampus@afda.co.za

CAPE TOWN CAMPUS



18 Lower Scott Road, Observatory,

+27 (0)21 448 7600

cptcampus@afda.co.za

DURBAN CAMPUS



2a Highdale Road, Glen Anil

+27 (0)31 569 2252

dbncampus@afda.co.za

PORT ELIZABETH CAMPUS



28 Bird Street, Central

+27 (0)41 582 1266

pecampus@afda.co.za



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

2021 CALENDAR

CAMPUSES | JOHANNESBURG | CAPE TOWN | DURBAN | PORT ELIZABETH



HIGHER CERTIFICATE & UNDERGRADUATE ENROLMENT

HC ENROLMENT	25 January - 19 March	YEAR 2 ENROLMENT	25 January - 19 February
HC LATE ENROLMENT	23 March - 28 May	YEAR 2 LATE ENROLMENT	22 February - 7 May
YEAR 1 ENROLMENT	25 January - 5 March	YEAR 3 ENROLMENT	25 January - 19 February
YEAR 1 LATE ENROLMENT	8 March - 7 May	YEAR 3 LATE ENROLMENT	22 February - 12 March

POSTGRADUATE ENROLMENT

HONOURS & PG DIP ENROLMENT	25 January - 19 February	MASTERS ENROLMENT	25 January - 19 March
HONOURS & PG DIP LATE ENROLMENT	22 February - 7 May	MASTERS LATE ENROLMENT	23 March - 30 April



1ST YEAR AND HIGHER CERTIFICATE STUDENTS ORIENTATION WEEK | 1 - 5 MARCH

TERM DATES UNDERGRADUATE

SUMMER CREDIT CATCH UP (CLASS OF 2020)	27 January - 5 February
TERM 1 (YEAR SPECIFIC)	Year 1: 8 March - 30 April Year 2 & 3: 22 February - 16 April
TERM 2 (ALL YEARS)	10 May - 2 July
TERM 3 (ALL YEARS)	19 July - 10 September
TERM 4 (ALL YEARS)	11 October - 3 December

TERM DATES POSTGRADUATE

SUMMER CREDIT CATCH UP (CLASS OF 2020)	27 January - 5 February
TERM 1	22 February - 23 April
TERM 2	10 May - 2 July
TERM 3	19 July - 13 August
TERM 4	27 September - 3 December
MFA RETREATS: CONTACT THE POSTGRADUATE SCHOOL (CAMPUS SPECIFIC)	

TERM DATES HIGHER CERTIFICATES

TERM 1	23 March - 7 May	TERM 3	10 August - 23 September
TERM 2	31 May - 16 July	TERM 4	18 October - 3 December

EVENTS

GRADUATION (CLASS OF 2020)	2 - 9 April TBC (Campus Specific)
EXPERIMENTAL FESTIVAL	June TBC
GRADUATION FESTIVAL	November TBC
ANNUAL AWARDS EVENING	November TBC

EVENTS

APPLICATION DAY AND CAMPUS TOUR	29 January Further dates TBC
OPEN DAYS	TBC
HOLIDAY WORKSHOP	TBC

JOHANNESBURG: jhbcampus@afda.co.za | [+27] 11 482 8345 | **CAPE TOWN:** cptcampus@afda.co.za | [+27] 21 448 7600
DURBAN: dbncampus@afda.co.za | [+27] 31 569 2252 | **PORT ELIZABETH:** pecampus@afda.co.za | [+27] 41 582 1266

PROUDLY PART OF

STADIO
— HOLDINGS —



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

3 WAYS TO PAY

1. CREDIT CARD



STEPS

- 1 Present your debit or credit card to the AFDA Finance representative.
- 2 Swipe/Insert your card through the point of sale machine.
- 3 Select the payment option either "debit" or "credit".
- 4 If "debit" is applicable select the account "cheque" or "savings".
- 5 Approve the transaction and enter your PIN.

2. ONLINE PAYMENT



STEPS

- 1 You need a debit or credit card to start this process.
- 2 Make sure you have enough money in your account and enough credit left on your credit card.
- 3 Go to the AFDA website [www.afda.co.za]. Click on the drop-down menu under **ADMISSION** and select **PAY NOW**. Complete the form with your details and click on **PROCEED TO ONLINE PAYMENT**. The website will redirect you to a secure payment gateway.
- 4 Enter your card number (on the front of your card) as well as the CVV number (last 3 digits on the back of your card). You will also need to enter the month and year in which your card expires. The card holder's names may also be required.
- 5 Enter the amount you would like to pay, your AFDA student number as a reference and submit.
- 6 Enter your OTP (One Time Password) which will be sent to you via SMS or Email. Your transaction is now done!

3. EFT



STEPS

- 1 Log into your online banking profile.
- 2 Look for once off payment option or if you have created AFDA as a beneficiary select AFDA.
- 3 Ensure all information and recipient banking details are completed accurately. Remember that your recipient reference will be your AFDA student number.
- 4 Specify the amount to be paid and proceed with payment.
- 5 You will be asked to authenticate the payment request through entering a OTP (One Time Password) which will be sent to you via SMS or Email. Your transaction is now complete!

CAMPUS BANKING DETAILS



JOHANNESBURG CAMPUS

Bank: ABSA Bank
Account No: 4053 115 636
Branch No: 632-005
Swift No: ABSAZAJJ
Pay Reference:
Student No. & Last Name



CAPE TOWN CAMPUS

Bank: ABSA Bank
Account No: 4073 888 465
Branch No: 632-005
Swift No: ABSAZAJJ
Pay Reference:
Student No. & Last Name



DURBAN CAMPUS

Bank: ABSA Bank
Account No: 4081 938 599
Branch No: 632-005
Swift No: ABSAZAJJ
Pay Reference:
Student No. & Last Name



PORT ELIZABETH CAMPUS

Bank: ABSA Bank
Account No: 4089 173 721
Branch No: 632-005
Swift No: ABSAZAJJ
Pay Reference:
Student No. & Last Name

PROUDLY PART OF

STADIO
— HOLDINGS —

STUDENT TUITION AND ENROLMENT AGREEMENT

1. STUDENT DETAILS

PARTICULARS OF STUDENT					
ALL STUDENTS to please complete all required fields:					
TITLE	Mr	Miss	Ms	Mrs	Other (please specify)
FIRST NAME					
MIDDLE NAME					
SURNAME					
DATE OF ENROLMENT					
STUDENT NUMBER					
RECOGNITION OF PRIOR LEARNING STUDENT (RPL STUDENT)	Yes			No	
NATIONALITY	South African			Other (please specify)	
ID NUMBER (LEAVE BLANK IF INTERNATIONAL STUDENT)					
CELL NUMBER					
EMAIL ADDRESS					

INTERNATIONAL STUDENTS to please complete all required fields:	
VISA CONTROL NUMBER	
PASSPORT NUMBER	
PASSPORT EXPIRY DATE	

2. RECOGNITION OF 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 within 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.

3. FEES & FINANCE DETAILS

PARTICULARS OF PRIMARY FEE PAYER					
ALL FEE PAYERS to please complete all required fields:					
RELATIONSHIP TO STUDENT					
TITLE	Mr	Miss	Ms	Mrs	Other(please specify)
FIRST NAME					
MIDDLE NAME					
SURNAME					
ID NUMBER					
EMPLOYER					
PROFESSION & POSITION					
CELL NR.					
ALTERNATIVE CONTACT NO.					
WORK NO.					
EMAIL ADDRESS					
HOME ADDRESS					

PARTICULARS OF SECONDARY FEE PAYER					
IF APPLICABLE please complete all required fields:					
RELATIONSHIP TO STUDENT					
TITLE	Mr	Miss	Ms	Mrs	Other(please specify)
FIRST NAME					
MIDDLE NAME					
SURNAME					
ID NUMBER					
EMPLOYER					

PROFESSION & POSITION	
CELL NO.	
ALTERNATIVE NO.	
WORK NO.	
EMAIL ADDRESS	
HOME ADDRESS	

PAYMENT PLANS	
The following payment plans are available – please mark with a cross “x” and complete as relevant: You may need to select more than one option below.	
NOTE: REGISTRATION, DEPOSIT AND ALL FIRST INSTALMENTS ON THE BALANCE ARE TO BE MADE BEFORE ENROLMENT	
☐ PLAN A	UPFRONT (100%) - Registration and Deposit are payable upfront before enrolment into the course. - In order to qualify for the discounted tuition in Payment Plan A, the payment of the total tuition must be settled on/before 31 March 2021. - Total tuition is inclusive of Registration, Deposit and Balance.
☐ PLAN B	MONTHLY - Registration and Deposit are payable upfront before enrolment into the course. - The balance is payable in ten equal monthly instalments by the final day of every month. - Debit order and EFT options available. Please discuss with the finance representative on each campus. - Total tuition is inclusive of Registration, Deposit and Balance.
☐ BURSARY	BURSARY If this option is applicable please provide your Bursary letter and the details of your Bursary below. - Registration and Deposit are payable upfront before enrolment into the course. - Payment Plan B is applicable unless the Bursar can settle all outstanding fees by 31 March 2021. - If the upfront fees cannot be paid, please contact the finance department to make an arrangement.
Bursary Name	
Bursary Contact Person	
Bursary Contact Number	
Bursary Email Address	
Amount of Bursary payout	
☐ STUDENT LOAN	STUDENT LOAN If this option is applicable please provide your Student Loan letter and the details of your Student Loan Application below. - Registration and Deposit are payable upfront before enrolment into the course. - Payment Plan B is applicable unless the Student Loan settles all outstanding fees by 31 March 2021. - If the upfront fees cannot be paid, please contact the finance department to make an arrangement.

Loan Provider	
Loan Originator	
Loan Provider Contact Number	
Loan Provider Email Address	
Amount of Student Loan	

REBATE APPLICABLE The following rebates are available – please mark with a cross “x” as relevant:	
☐ SAME HOUSEHOLD REBATE	REBATE DETAILS - This rebate is applicable if family members from the same household study at AFDA in the same annual calendar year. 10% discount on the enrolled programme's plan A balance as indicated on the fee structures. - This is rebated upon full payment of fees. FAMILY MEMBER STUDENT NUMBER: _____ FAMILY MEMBER FULL NAME: _____
☐ MERIT REBATE	REBATE DETAILS - This rebate is applicable to first time AFDA students with a South African Matric certificate. - Three or more merits need to be achieved and validated from your matric results in order to qualify. Life Orientation is excluded. - R1, 000 per merit will be rebated upon full payment of fees. NUMBER OF MERITS ACHIEVED IN MATRIC: _____ (Excluding Life Orientation)
☐ STADIO / CURRO REBATE	REBATE DETAILS - This rebate applies to: - Stadio / Curro Staff members, - Children of Stadio / Curro staff members, and - Grade 12 learners of any Curro school (i.e. Curro, Curro Select, Meridian, and Curro Academy). - The total rebate available equates to: - 2.5% of the total plan A tuition if plan A is selected - 5.0% of the total plan B tuition if plan B is selected - This is rebated upon full payment of fees. Proof of employment at a Stadio / Curro Institute OR a valid letter from the Curro school will be requested as proof.
NOTES:	- It is each student's responsibility to inform finance upon full payment of fees so that fee payers can be rebated. - All rebates will need to be validated and are at the discretion of management.

PARKING APPLICATION (Optional)			
Students who wish to park on campus will need to complete this and if applicable make the required payments			
Vehicle Registration no:		Vehicle make:	
Vehicle model:		Vehicle colour:	
Require a mobility impaired parking?	Y/N	If yes, then a copy of registration with NCPD or QASA must be attached to the application	
Parking Indemnity:			
AFDA does not accept or take responsibility for the safe custody of any vehicle or articles therein, nor for any damages to the vehicle or articles, however caused, nor for any injuries to any persons. All vehicles are left in all respects entirely at your own risk.			
Parking Agreement:			
I, the undersigned applicant, hereby agree to abide by the rules of the AFDA parking policy and the disciplinary regulations regarding parking on the AFDA premises or parking premises provided by AFDA, presently in force, as amended from time to time. I swear that all the information given in this application is complete, true and correct.			
Signature:			

4. DEFINITIONS

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

- 4.1.1 **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).
- 4.1.2 **The Student:** The person enrolled to study one or more of AFDA's courses.
- 4.1.3 **Code of Conduct:** The Code of Conduct, including the disciplinary rules and procedures set out therein as published from time to time by AFDA.
- 4.1.4 **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.
- 4.1.5 **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.

5. INTERPRETATION, WARRANTIES AND GENERAL

5.1 The Code of Conduct, Course Guidelines, Academic Yearbook, Term / Project 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.

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

- 5.2.1 She/he has read all documents available on the AFDA website, is familiar therewith and agrees to be bound thereby.
- 5.2.2 All the information set out in the Registration for Enrolment is true and correct in all respects.
- 5.2.3 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.

5.3 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.

5.4 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.

6. PAYMENT OF FEES

6.1 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.

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

6.3 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.

6.4 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.

6.5 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.

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

7. SURETY FOR PARENT / GUARDIAN / NEXT-OF-KIN / SPOUSE

- 7.1** 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.
- 7.2** 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.
- 7.3** The Suretyship agreement will be signed and handed in by the surety/student for safekeeping by AFDA.

8. ACCESS TO INFORMATION AND CONSENT TO COLLECT AND PROCESS PERSONAL INFORMATION

- 8.1** I, the student, herewith consent to the collection and processing of my personal information for the purposes of my academic progression, administration, communications and support services during my term of study.
- 8.2** I/we, the parent, legal guardian, spouse or fee payer of the student, hereby consent to the collection and processing of my/our personal information for any administration, communications and governance purposes during the student's term of study.
- 8.3** 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:
- 8.3.1** 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.
- 8.3.2** 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).
- 8.4** I/we confirm the following:
- 8.4.1** the information is given voluntary and is true and correct;
- 8.4.2** we are aware that the information might be supplied to a third party organisation or service provider;
- 8.4.3** failure to provide the information, might lead to the suspension of the student's registration.
- 8.5** 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 aforesated purposes of AFDA.
- 8.6** 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.

9. WITHDRAWAL PROCEDURE AND CANCELLATION POLICY

- 9.1** Enrolled students are responsible for the full year's academic fees.
- 9.2** 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.
- 9.3** 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.

10. FINANCIAL LIABILITY UPON CANCELLATION OF STUDIES

The following fees are not refundable under any circumstances:

- 10.1** Registration fees;
- 10.2** 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 calendar 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 calendar 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 calendar days from the date of enrolment, which is the date this enrolment agreement is duly signed.

11. 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, unless other arrangements have been formally agreed to and signed off by the Head of School, Dean and relevant Institutional Senate member.

I hereby grant AFDA full rights to use any images or video footage of me that relates to the learning programme at AFDA. This might include (but is not limited to), the right to use such images in AFDA's printed and digital marketing material, on social media platforms and press releases. If there are specific images or video footage that I would like AFDA to remove from said marketing material, I can contact the Marketing department.

12. CODE OF CONDUCT, COURSE GUIDELINES AND RULES AND PROCEDURES

I agree to adhere to the Code of Conduct, Course Guidelines, Academic Yearbook, Term / Project 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 and Student Portal.

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

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

13. ON-CAMPUS PARKING

All students who wish to park on campus will need to apply for a parking disc. Certain groups of student (as disclosed in the parking application and renewal form) will need to pay for parking.

Parking discs are only valid for the specific vehicle for which the disc has been applied for. The parking disc will only be valid for the calendar year in which it is applied for. Parking discs will be checked by security. No disc, no access.

The concept of overselling (the number of discs sold beyond the number of bays available in a particular area) is part of the system and depends on the priority of the disc-holder and the corresponding type of disc. Parking discs for parking bays are oversold to an unlimited extent. A parking disc does not guarantee a parking spot and will be on a first-come-first-serve-basis.

AFDA does not accept or take responsibility for the safe custody of any vehicle or articles therein, nor any damages to the vehicle or articles, however caused, nor for any injuries to any persons. All vehicles are left in all respects entirely at your own risk.

I agree to adhere to the Rules and Regulations as set out in the parking policy available as published on myAFDA. It is my responsibility to familiarise myself with these Rules and Regulations.

I understand that should I contravene the parking rules, then the prescribed disciplinary action or fine will be levied against me.

14. DATA AND DEVICE ACCESS

All AFDA programmes require access to online content and online participation from time to time, the student must ensure that they have the necessary internet connection, appropriate device and sufficient data to engage in this content.

If a student doesn't already have a suitable device, the student can consult with our operations department to get advice on suggested devices and suppliers.

I, the student, understand that aspects of the programme, will require me to access and participate online and that it is my responsibility to have access to the internet for all such requirements.

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]:

Full name and surname: _____

Identity Number/Passport Number of guardian: _____

Relation to Student: _____

Email Address of guardian: _____

Contact Number of guardian: _____

***Signature of parent/legal guardian/next-of-kin** _____

By signing the above, you agree to adhere to all the clauses of the enrolment and tuition agreement.

INDEMNITY FORM

1. THE PARTIES

PARENT / GUARDIAN / NEXT-OF-KIN ON BEHALF OF THE STUDENT

AND

THE SOUTH AFRICAN SCHOOL OF MOTION PICTURE MEDIUM AND LIVE PERFORMANCE PROPRIETARY
LIMITED

REGISTRATION NUMBER: 1999/024588/07

("AFDA")

Students under the age of 18 years old must be assisted by their parent or guardian. (This must be the same person listed as next-of-kin.)

2. GENERAL

AFDA conducts an educational business, offering qualifications in various fields.

The Student has enrolled for an approved AFDA qualification.

The very nature of the course could entail that the student will travel and participate in the production of material in the various disciplines offered by AFDA, at its various campuses in South Africa and where the need arises, off campus.

The student/parent/next of kin recognizes that the COVID-19 pandemic has created an unusual and unprecedented risk to all persons, which can result in serious ill-health or death and recognizes that he/she should make an informed decision and expressly consent to and accept the risks of attendance to AFDA's premises and off campus activities.

3. TERMS

It is agreed between the parties that:

- 3.1 AFDA will comply with all COVID-19 and other health regulations imposed by the Government.
- 3.2 The student will abide by the AFDA COVID-19 PROTOCOL MANUAL as amended from time to time which manual has been sent via email to each student. The manual will also be made available to each student upon request.
- 3.3 The Student will comply with all COVID-19 protocols imposed at the discretion of AFDA as well as all Covid-19 health regulations promulgated by the Government including, but not limited to, screening procedures, sanitizing of hands and the wearing of face masks. Failure to do so may result in disciplinary steps been taken against the student which may include suspension.

- 3.4 Each signatory of this exemption and indemnity exempts AFDA and the persons for whose conduct it is liable from any liability for loss or damage arising from their conduct during the course and tenure of the student's attendance, disclaiming any entitlement which the student or any other person may otherwise have had, to make claims for such loss, injury or damage, but for the terms hereof. This exemption from liability will not apply where any loss or damage is directly or indirectly attributable to the gross negligence of AFDA or any person acting for or controlled by AFDA. This exemption will also not apply if the liability of AFDA or persons for whose conduct AFDA is liable is covered by a statutory compensation scheme (for example, the third party compensation scheme relating to motor vehicle accidents).
- 3.5 Each signatory of this exemption and indemnity hereby indemnifies and holds harmless AFDA and the persons for whose conduct it is liable from all claims against them arising from my/our conduct.

I/we understand that for purposes of the exemption and indemnity, the expression "conduct" includes omissions.

4. NON-VARIATION AND NON-CANCELLATION

No Agreement purporting to alter, vary or cancel the terms and conditions hereof shall be of any force and effect unless reduced to writing and signed by the parties hereto.

5. DECLARATION

I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS OF THIS AGREEMENT AND THAT I HAVE SATISFIED MYSELF OF THE MEANING AND IMPLICATION OF THE TERMS AND CONDITIONS THEREOF.

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]:

Full name and surname: _____

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

MEDICAL ASSISTANCE SLIP

1. THE PARTIES

The South African School of Motion Picture Medium and Live Performance (Pty) Ltd (Hereinafter referred to as "AFDA") and the Student.

2. REQUIREMENTS

International students must provide proof of medical aid / insurance for the duration of the study year.

3. MEDICAL AID DETAILS & REQUIREMENTS

Are you on Medical Aid?

YES ☐

NO ☐

NAME OF MEDICAL AID (if applicable): _____

MEDICAL AID NUMBER (if applicable): _____

MEDICAL AID ADDITIONAL DETAILS: _____

MEDICAL REQUIREMENTS (Allergies and any other medical requirements):

4. EMERGENCY CONTACTS

CONTACT 1 – Full Name & Surname: _____

CONTACT 1 – Telephone Number: _____

CONTACT 2 – Full Name & Surname: _____

CONTACT 2 – Telephone Number: _____

5. DECLARATION

I GIVE AFDA PERMISSION TO PROVIDE ME WITH TREATMENT IN THE EVENT THAT MEDICAL ASSISTANCE IS NEEDED.

I DECLARE THAT A FULL MEDICAL DISCLOSURE HAS BEEN MADE AND THAT AFDA WILL NOT BE HELD RESPONSIBLE FOR ANY INJURY CAUSED ON OR OFF AFDA PREMISES.

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]:

Full name and surname: _____

Identity Number/Passport Number of guardian: _____

Relation to Student: _____

Email Address of guardian: _____

Contact Number of guardian: _____

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

SURETY FOR PARENT / GUARDIAN / NEXT-OF-KIN / SPOUSE / FEE PAYER

IN CONSIDERATION OF ANY INDEBTEDNESS INCURRED OR TO BE INCURRED BY:-

Full name and surname of Student _____

Identity Number/Passport Number: _____

Student Number: _____

TO

**THE SOUTH AFRICAN SCHOOL OF MOTION PICTURE MEDIUM AND LIVE PERFORMANCE PROPRIETARY LIMITED
REGISTRATION NUMBER: 1999/024588/07**

("AFDA")

1. I/We the undersigned bind me/ourselves, jointly and severally, as surety/ies and co-principal debtor *in solidum* (which means, where there are several sureties, each is liable in full) for the repayment on demand of all amounts which the Student may now or at any time hereafter owe AFDA, its successors in title or assigns, ("my/our indebtedness") plus (to the extent that the relevant debt of the Student be subject to the National Credit Act "the NCA", and permitted in terms thereof) interest, discount, commission, legal costs on the attorney and client scale, and all other necessary and usual charges and expenses.
2. To the extent that this suretyship is not governed by the NCA I/we also renounce the legal exception of *non numeratae pecuniae*, which entitles me/us to claim that no moneys were in fact paid over to the Student, the legal exception of *non cause debiti*, which entitles me/us to claim that the principal debt for which I/we undertook liability does not exist, the legal exception of *errore calculi*, which entitles me/us to claim that the amount claimed has been incorrectly calculated and the legal exception of revision of accounts, which entitles me/us to claim that AFDA revises its accounts in respect of my/our indebtedness or the indebtedness of the Student. I/We also renounce all other exceptions which might or could be pleaded in defence to the payment of my/our indebtedness or any part thereof, with the force and effect of which exceptions I/we declare me/ourselves to be fully acquainted.
3. A statement signed by the Head of Finance of AFDA specifying the amount owing by the debtor to AFDA and further stating that such amount is due, owing and payable by the debtor to AFDA, shall be sufficient (*prima facie*) proof of the amount thereof and of the fact that such amount is so due, owing and payable for the purpose of obtaining provisional sentence or other judgment against me/us in any competent court. It shall not be necessary to prove the appointment of the person signing any such certificate.

THUS DONE AND SIGNED AT _____ ON THIS ____ DAY OF _____ 2021.

Full Name: _____

ID Number: _____

Physical Address: _____

Tel Number: _____

THE PRINCIPAL SURETY SIGNATURE

THUS DONE AND SIGNED AT _____ ON THIS ____ DAY OF _____ 2021.

Full Name: _____

ID Number: _____

Physical Address: _____

Tel Number: _____

THE CO-SURETY SIGNATURE

SIGNATURE OF WITNESS