

FULL TIME COURSES 2019 - CONTRACT OF ENROLMENT

A COURSE DETAILS

I wish to enrol in the following course/s: (Please tick the appropriate boxes)

1 Year Higher Certificate in Print Design & Publishing (SAQA ID 85248)

1 Year Higher Certificate in Web Publishing & Interactive Media (SAQA ID 88182)

1 Year Higher Certificate in Game Graphics & Multimedia Entertainment (SAQA ID 93930)

The enrolment fee for 2019 includes a 1 year licence for the Adobe Master Collection, renewable annually.

B STUDENT DETAILS

First Name/s

Surname

ID Number

Date of Birth

Nationality

Home Language

Telephone Number

Cellphone Number

Email Address

Postal Address

Code

Province

Residential Address

Code

Province

C PARENT/GUARDIAN/NEXT OF KIN/SPOUSE 1 DETAILS

First Name/s

Surname

ID Number

Date of Birth

Telephone Number

Cellphone Number

Email Address

Postal Address

Code

Province

Residential Address

Code

Province

C PARENT/GUARDIAN/NEXT OF KIN/ DETAILS

First Name/s

Surname

ID Number

Date of Birth

Telephone Number

Cellphone Number

Email Address

Postal Address

Code

Province

Residential Address

Code

Province

D ACCOUNT PAYER DETAILS

First Name _____ Surname _____

Residential Address _____

Code _____ Province _____

Telephone Number _____ Cellphone Number _____

Email Address _____

Postal Address _____

Code _____

As Account Payer, please keep me up to date on this student's progress, mid year and final results.

Email Address for Updates _____

Signature of Course Participant _____

Signature of Account Payer _____

E TERMS AND CONDITIONS OF ENROLMENT AT FRIENDS OF DESIGN – ACADEMY OF DIGITAL ARTS (HEREINAFTER REFERRED TO AS "FRIENDS OF DESIGN")

By acceptance to Friends of Design and where the Student has entered upon studies at Friends of Design pursuant to the contract entered into between him/ her and Friends of Design, the Student, lawful guardian and/or sponsor shall, together with the Student, be liable jointly and severally for the due fulfillment of all terms of the Contract of Enrolment. The student, lawful guardian and/or sponsor are herein collectively referred to as the "Student".

1 GENERAL

- 1.1 The Student will comply with all the rules and regulations of Friends of Design as may be laid down from time to time with the intent and purpose of entering the highest possible academic standard and the best creative results from the whole student body.
- 1.2 A minimum of 15 Students is required for the course to commence.
- 1.3 The Students hereto accept that Friends of Design shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore. Friends of Design shall further have the right to alter timetables and course commencement dates where necessary;

2 STUDENT FEES

- 2.1 The annual course fee is set out in the Schedule of Fees attached hereto and
- 2.2 The Student can choose the method of payment as set out in the Schedule of Fees attached hereto.
- 2.3 A non-refundable enrollment fee of ZAR 3000 is required to reserve the seat for the studies. In case of completion of the course enrolled in, the amount of ZAR 2500 of the aforementioned enrollment fee is paid towards the annual course fee and the remaining amount of ZAR 500 is used as a general admin fee.

2.4 In the event a student chooses to enroll for more than one one-year programme the annual course fee of the year of the first programme enrolled in is applicable as course fee for the following year(s), subject to completion of all programmes enrolled in. In the event of non-completion of the programmes enrolled in, the general course fee of the year of study as set out in the Schedule of Fees for the year of non-completion of the programme is applicable as the basis for the calculation of the Cancellation fee as set out in Section 3.5 and 3.6 below as if the student hadn't enrolled for more than one one-year programme.

2.5 A student is required to achieve 152 credits in order to be awarded the Higher Certificate qualification. In the event a student fails an assignment with an outcome of 40-49% and has achieved 80% attendance for the module or fails one or more module(s) he/she needs to apply for a paid resubmission or repeat the module(s) with the fees below for the account of the account payer in order for the student to acquire the missing credits:

- Resubmission: R150 for formative assessments
- Resubmission: R200 for summatives
- Repeat Module Registration/Administration fee: R500 (once off)
- Repeat 2-3 week failed module: R2700 per repeat module
- Repeat 4+ week failed module: R4000 per repeat module

2.6 In the event of any fees due by a Student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable and interest shall be charged by Friends of Design on the amount due from due date of payment at a rate of 2% per month or part thereof, or alternatively at the maximum rate of interest permissible by law, calculated from the date of due payment to the date of actual payment.

2.7 In the event of any fees due by a Student being unpaid on due date Friends of Design reserves the right to suspend the training for the Student in arrears with the payment. The suspension of the training does not affect this Contract of Enrolment and particularly not the Student's obligation to payment of the tuition fees due.

2.8 In the event of any fees due by a Student being unpaid and after a letter of final demand for payment and the Student remaining in breach of his/her obligation to payment of the tuition fees despite seven (7) days written notice of the breach then, and notwithstanding anything to the contrary contained herein, Friends of Design shall be entitled to cancel this Contract of Enrolment and to terminate the Student's registration as a Student of Friends of Design. In the event of such cancellation and without prejudice to any further claim for damages that Friends of Design may have

Friends of Design shall be entitled to retain all monies paid in terms of this Contract of Enrolment and to claim payment from the Student for the balance of tuition fees due.

2.9 A statement of accounting reflecting the amount due by the Student is hereby agreed to be prima facie evidence of the amount due and to support an Application for Summary Judgment by Friends of Design against the Student. Friends of Design reserves the right to cede the collection of fees to a finance house or any other institution.

2.10 In the event of any proceedings being instituted by Friends of Design against the Student then, by the signature hereto, the Student consents, in terms of Section 45(1) of Magistrate's Court Act No 32 of 1994, as amended from time to time, to any proceedings which may be instituted in the Magistrate's Court which has jurisdiction in terms of Section 28(1) of the Magistrate's Court, as so amended, notwithstanding the amount of the claim.

2.11 The student shall be liable for all legal costs and charges on an attorney and client scale incurred by Friends of Design, as well as all tracing costs, collection costs, and any other disbursements which are incurred in recovering monies which may at any time be owed by the Student to Friends of Design.

2.12 Students will not receive reports, certificates or exam results unless account is paid up in full.

2.13 No reservation is confirmed until the enrolment fee is paid in full.

3 CANCELLATIONS AND "NO-SHOWS"

3.1 If a course is cancelled by Friends of Design registered Students will be offered to transfer to another course or given a full refund. Friends of Design shall not be liable for any other consequential loss.

3.2 Cancellation of registration by a Student must be made in writing or by email at least 10 working days before the course starts. A full refund of the course fees will be made, less the non-refundable enrolment fee of ZAR 3000 as set out in Section 2.3. above.

3.3 Should a Student fail to cancel less than 10 working days before the course starts or fail to arrive for the course, he or she shall not be entitled to claim any reimbursement and the full course fee plus the general administration fee of ZAR 500 as set out in Section 2.3. above will be charged.

- 3.4** In the event of a Student desiring to terminate studies, for any reason whatsoever, the cancellation must be made in writing to Friends of Design with a 20 days notice period and the student shall be liable to pay the reasonable cancellation costs which Friends of Design has determined to be reasonable at 80% (eighty percent) of the annual course fee charged which the student and the account payer hereby agree to by his/her signature. However, at the discretion of Friends of Design, and subject to the parties reaching agreement on the relevant terms and conditions, full tuition value may be given instead, within the same academic year, to the student or (at the election of the student) a member of his/her immediate family. Any student shall only be entitled to cancel under this clause up until the 30th of June of the year of registration. No cancellation will be accepted after the 30th of June.
- 3.5** In the event a student is enrolled in more than one one-year programme and cancels his/her studies after the 1st or 2nd year of the studies, the reasonable cancellation costs of 80% as per Section 3.5 above are calculated on the basis of the general course fees for the year of cancellation as set out in the Schedule of Fees as if the student hadn't enrolled for more than one one-year programme.
- 3.6** The Student's failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her or the other Students to this document from full liability for the payment of fees and other charges.
- 3.7** Friends of Design shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. Friends of Design further reserves the right to combine classes of a similar academic level and content.
- 3.8** In the event that Friends of Design is certain that a student will not be able to gather the minimum credits required to award the certificate for the programme, Friends of Design may cancel the Contract of Enrolment with the student. In such an event the student may be entitled to a refund of 30% of the remaining study fees for the year, which are calculated pro rata from the date of the cancellation of the Contract of Enrolment.

4 INDEMNIFICATION

- 4.1** The Student hereby indemnifies Friends of Design against any risk, loss or damage of whatsoever nature or kind arising out of any claim, which may be preferred against Friends of Design as a result of any happening of whatsoever nature or kind which may take

place on the premises of Friends of Design, or in connection with the affairs and activities of Friends of Design in which the Student takes part. Neither Friends of Design nor any official employee or representative of Friends of Design acting in his/her capacity as such shall be liable for any damage arising out of the death, bodily harm, loss of health or illness of any Student howsoever caused.

- 4.2** Furthermore the Student hereby holds Friends of Design free from any claim of whatsoever nature or kind arising out of any loss or damage which may be suffered by the Student whilst on the premises of Friends of Design or in connection with the activities of Friends of Design, arising from any cause whatsoever. Neither Friends of Design nor any official employee or representative of Friends of Design acting in his/her capacity as such shall be liable for any damage to any property owned by or in the custody of any Student, howsoever caused.
- 4.3** The Student hereby indemnifies Friends of Design against any claim made against Friends of Design in respect of any damages arising out of the fault of the Student.
- 4.4** The Student shall be responsible to pay for all damage or loss caused by the Student to any property of Friends of Design or any other person lawfully on the premises of Friends of Design.
- 4.5** The Student accepts that any productions, including film, video, sound tracks, writings, recordings or any other products emanating from Student endeavours during any course at Friends of Design, shall vest in Friends of Design to whom all copyrights and ownership therein shall belong and without whose written permission no use may be made for broadcast or any other purpose.

5 NON VARIATION CLAUSE

- 5.1** No warranty or representation express or implied or variation of this Contract of Enrolment 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.
- 5.2** The terms of this Contract of Enrolment 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 Contract of Enrolment between the parties.

5.3 If any provision of the Contract of Enrolment is or becomes illegal, invalid or unenforceable, such provision shall be severed and the remaining provisions shall continue unaffected.

F SCHEDULE OF FEES

- The annual course fee for the year 2019 is ZAR 76800.00
 - A non-refundable enrollment fee of ZAR 3000 is required to reserve the seat for the studies. In case of completion of the course enrolled in, the amount of ZAR 2500 of the aforementioned enrollment fee is paid towards the annual course fee and the remaining amount of ZAR 500 is used as a general admin fee.
- 1.1. Full amount for the year before 12 January 2019 (5% discount).
 - 1.2. Full amount for the year before 12 January 2019, and receive a free iPad mini.
 - 1.3. Two equal installments (2% discount), first installment by 12 January 2019, second installment by 03 June 2019.
 - 1.4. 11 monthly installments per year, starting in February and ending in December. Installments are payable ONLY by debit order.

G DECLARATIONS OF INTENTION

I,

a. Name of Student

b. Name of Account Payer

confirm that upon acceptance of this Contract of Enrolment I shall be bound by the Terms and Conditions as set out herein, the content of which I have read and understood;

select the following payment option for the payment of all scheduled fees in terms of the Schedule of Fees, which forms part of this contract.

Payment in Full

Payment in Full with iPad mini

2 Equal Payments

11 Monthly Payments

Place

Date

Signature of Course Participant

Signature of Account Payer

Acceptance

For and on behalf of Friends of Design

Date

MONTHLY DEBIT ORDER FORM

FROM

Name of Student

Name of Debtor

Email

Address

Code

BANK DETAILS

Account Holder's Name

Bank

Branch Name and Town

Branch Code

Account Number

Type of Account Current Savings

Monthly Amount

Date in Month

Commencing from to

I/We hereby request and authorise Friends of Design to draw against my/our account with the abovementioned bank (or any other bank or branch to which I/we may transfer my/our account) the abovementioned sum according to the terms stipulated.

All such withdrawals from my/our account by Friends of Design shall be treated as though they had been signed by me/us personally.

In the event of the debit order being declined, Friends of Design reserves the right to resubmit the debit order during the same month or to submit the debit order more frequently at a reduced amount on a different date, while not exceeding the original amount agreed upon.

Receipt of this instruction by you shall be regarded as receipt by my/our bank.

Should a debit order be declined by my bank for whatsoever reason (for example, insufficient funds) I/we hereby agree that an Unpaid Debit Order Fee of R 95.00 will be charged. The fee will be deducted off the deposit.

ASSIGNMENT

I / We acknowledge that this Authority and Mandate has been ceded to Netcash (Pty) Ltd as per your agreement with Netcash (Pty) Ltd, but in the absence of such assignment of the Agreement, this Authority and Mandate will be null and void.

In terms of the National Credit Act (Act No. 34 of 2005); we hereby consent to credit checks being conducted on the person/s signing this authority as and when the need arises and duly consent to such enquiries being performed.

Signed in _____ on the _____ day of _____ in the year _____

Name

Signature (Signature as used in the capacity for signing cheques)

IMPORTANT: A cancelled cheque/bank statement should be attached for bank identification purposes.

SUBMISSION REQUIREMENTS

PRINT DESIGN & PUBLISHING

The Print and Publishing programme is a full time, One Year Higher Certificate programme (SAQA ID 85248) which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out, we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- Please submit a certified copy of your ID
- Foreign applicants please submit a copy of your passport
- You must submit a certified Matric certificate (Senior/Grade 12 Certificate) or NQF 4 equivalent. If you are currently completing school grade 12, please submit your latest statement of results / report
- Please also include any other academic qualifications as well
- Foreign student applicants please submit a certified final school / college certificate

Question 1 – Motivation

In an essay or a video, tell us about who you are.

For example: Tell us about your achievements and where you see yourself in 5 years. Provide details on what inspires and motivates you. Why do you want to attend Friends of Design? What has been an influencing factor on your life and what role within the Digital Design fields you are most interested in. What you believe would be the next best step for you once completing your Higher Certificate. Attach a creative photo of yourself that shows your personality.

Question 2 – Creative Application

2.1. Creative self portrait

Create an image of yourself, showing your head and shoulders. You may use any medium of your choice, such as pen and ink, paint, collage, chalk, sand drawings, photography or selfies. Get creative and show your personality!

2.2. Create an abstract artwork

Choose a product you are familiar with at your local supermarket (Omo, Marmite, etc) and using the shapes, images, logo, illustrations, colours, etc found on the packaging, create an abstract artwork. You may use any medium of your choice (eg. markers, pencils, collage etc).

2.3. Advert analysis

Select an advert from any magazine and tell us if the advert is successful and why? Comment on the following to support your argument: Use of photographs and illustration, size of elements, and the use of the language in the headline, text and payoff line at the end. Is the advert appropriate for the target market? How and why?

Question 3 – Digital Design

3.1 What is your understanding of Digital Design?

3.2 What bloggers or websites do you frequently visit, this does not include Facebook/Social Media sites.

3.3 Name any 2 Artists / Digital / Graphic Designers / Illustrators / Photographers that have influenced or inspired you and state why.

3.4 Name and identify a design trend (in any genre) you have noticed in South Africa.

Attached 3 to 5 pieces of your original artwork. These can be drawings/ paintings / photography / Illustrations etc. Yes, Instagram counts. Anything creative you have made yourself.

Please send all the above to Channele Perumal chanelle@friendsofdesign.net in a zipped file by no later than Friday 30 November 2018.

SUBMISSION REQUIREMENTS

WEB PUBLISHING & INTERACTIVE MEDIA

The Web Publishing & Interactive Media programme is a full time One Year Higher Certificate programme (SAQA ID 88182) which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- Please submit a certified copy of your ID
- Foreign applicants please submit a copy of your passport
- You must submit a certified Matric certificate (Senior/Grade 12 Certificate) or NQF 4 equivalent. If you are currently completing school grade 12, please submit your latest statement of results / report
- Please also include any other academic qualifications as well
- Foreign student applicants please submit a certified final school / college certificate

Question 1 – Motivation

In an essay or a video, tell us about yourself and why you feel you are a good candidate to study Interactive Media and Web Publishing?

Tell us about your time at school, what you have recently been doing, any hobbies or interests that have lead you to study this topic further and what you want to do in the future. Also tell us about what you think the future of Interactive Media and Web Publishing will be? – What trends and new technology are you excited to see become accessible via the web? Finally let us know how you came to decide that FoD would be the place you want to study.

Question 2 – Technical Requirements

2.1. Select a website you regularly visit and comment about how the site is put together or laid out. In no more than 500 words tell us why the site is great, or should be improved? Is navigating the site easy or difficult? Is the information easy to find and interact with? What parts of your experience with the site are fun and which are frustrating?

2.2. Film, Motion Graphics and Animation on the web require that we as designers know a little about how animations work, but more importantly how to tell a story in frames. Please draw up a simple, 12 panel storyboard which shows a stickman on a short adventure.

(Place 6 panels on one A4 page – Total 2 A4 pages)

Question 3 – Digital Design

3.1 What is your understanding about how the internet and websites work?

3.2 Name 2 filmmakers, artists or designers that have influenced or impacted on your life/lifestyle and state why.

3.4 Can you identify any specific art or visual style that is common on the web or in films?

Attached 3 to 5 pieces of your original artwork. These can be drawings/ paintings / photography / Illustrations etc. Yes, Instagram counts. Anything creative you have made yourself.

Please send all the above to Channele Perumal chanelle@friendsofdesign.net in a zipped file by no later than Friday 30 November 2018.

SUBMISSION REQUIREMENTS

GAME GRAPHICS & MULTIMEDIA ENTERTAINMENT

The Game Graphics and Multimedia Entertainment programme is a full time One Year Higher Certificate programme (SAQA ID 93930) which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- Please submit a certified copy of your ID
- Foreign applicants please submit a copy of your passport
- You must submit a certified Matric certificate (Senior/Grade 12 Certificate) or NQF 4 equivalent. If you are currently completing school grade 12, please submit your latest statement of results / report
- Please also include any other academic qualifications as well
- Foreign student applicants please submit a certified final school / college certificate

Question 1 – Motivation

In an essay or a video, tell us about who you are.

Tell us about your achievements and where you see yourself in 5 years. Provide details on what inspires and motivates you. Why do you want to attend Friends of Design? Tell us about your work ethic and your understanding of team work and your role within a group. Provide a motivation as to why you believe Game Designing is the best career path for you.

Question 2 – Portfolio Application

2.1. Provide 3-5 examples of how game technology can be used in other areas of entertainment and motivate each of your answers.

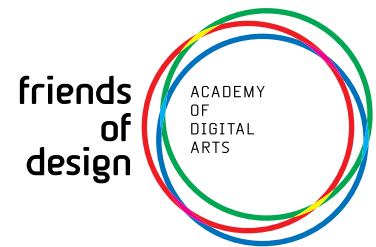
2.2 You read a study about Games and Violence. Its conclusion is that games make children more aggressive and prone to act violently. Do you agree or disagree and why?

2.3 What are you more interested in when you play a game: the gameplay features, the game's visuals, the game's characters and story, the multiplayer features or other elements? Describe why these are better suited to you.

2.4 What do you think is more important in a game: great visuals or entertaining gameplay? And why do you think so?

Please send us 3 -5 examples of your design, scripting efforts (can be HTML, too), game designs, illustrations or other work relevant to game development, interactive media or digital art. You can also provide us with links to download your examples if the file size is too big.

Please send all the above to **Chanelle Perumal** chanelle@friendsofdesign.net in a zipped file by no later than **Friday 30 November 2018**.



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F +27 86 743 7426

info@friendsofdesign.net
www.friendsofdesign.net

twitter.com/friendsofdesign
facebook.com/friendsofdesign



AUTHORISED
Training Centre



Authorized
Training Center

CHECKLIST | COMPLETED APPLICATION FORM

Initialed each page

Signed on Page 5

Account Payer signed on page 5

certified copy of ID attached

certified copy of senior certificate / latest school certificate and results

Submission Requirement questions answered

Submission Requirement creative tasks completed

Portfolio items attached