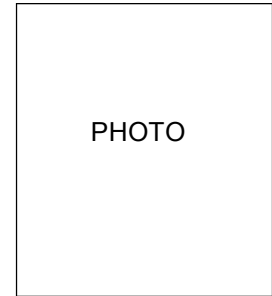


CAPE AUDIO COLLEGE

The Institute of Sound Technology



APPLICATION FORM

Please complete this form and return it to:

Admissions – Administration Department, 48 Dane Street Unit 8B The Waverley Business Park, OBSERVATORY, 7925

Tel: 021-448 8383/4 email: study@capeaudiocollege.com

Notes

- Applications can take up to two weeks to process.
- This form can be emailed posted or personally handed to us, together with the required supporting documents. National Senior Certificate, Identity Document or your Term Results
- Correspondence with you will mainly be by email. Please ensure that your email address is clearly legible.
- All sections of this form must be completed in full in order to process your application successfully.
- We will send you an email once your application has been approved and you will need to pay the registration fee to secure your seat.

Section 1 – PROGRAMMES OF STUDY FOR WHICH YOU ARE APPLYING

•Please tick box	
1 Year Higher Certificate in Sound Technology – Full Time	<input type="checkbox"/>
3 Year Diploma in Sound Technology and Production - Full Time	<input type="checkbox"/>
4 Month Modern Music Production – Part Time	<input type="checkbox"/>

Section 2 – Applicant details

Personal details																			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Ethnic Group																	
First names		Surname																	
ID/Passport																			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>																		
Date of birth	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>			D	D	M	M	Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

Current residential address											
Address											
Postal city/town						Postcode					
County						COUNTRY					
Telephone number	Country code			Area/City code			Number				
Mobile number	Country code			Area/City code			Number				
Personal email address (please write very clearly)											

Section 3 – Guardian details

Personal details											
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>					Other (please specify)					
First names						Surname					
Family name											
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>										
Date of birth	D	D	/	M	M	/	Y	Y	Y	Y	
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Personal email address (please write very clearly)											

Section 4 – Applicant Disabilities

Do you have any disabilities or long term medical conditions that may affect your studies?	
•Please tick box	
Hearing	<input type="checkbox"/>
Medical – Specify condition	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Other – Specify Condition	<input type="checkbox"/>

Section 5 – Applicant English Proficiency

Is English your first language?	
•Please tick box	
NO – Please Specify	<input type="checkbox"/>
YES	<input type="checkbox"/>

If no: Please provide proof of English Language proficiency by Providing a TOEFL test. www.ets.org

Section 6 – Education and Qualifications

You must provide proof of all qualifications with your application. To do so you must provide **certified copies** of education certificates i.e. National Senior Certificate, Term Results and Identity Document/Passport.

The entrance requirements for the Higher Certificate and Diploma programme(s) are as follows:

Possession of a National Senior Certificate (NSC) or its academic precedents, e.g. Senior Certificate without endorsement – as certified by Umalusi.

Or possession of a National Certificate (Vocational) (NCV) Level 4 issued by the Council for General and Further Education and Training.

Secondary Education

Grade	12 <input type="checkbox"/>	11 <input type="checkbox"/>	Other:
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School education

School attended (give full name and town)	A level (or High School equivalent): Subject name	Grade	Date achieved

Other examinations and professional qualifications

Other professional qualifications	
Please give details of any other professional qualifications that you have gained	
Professional association	
Qualification gained	
Date of graduation	
Qualification gained	
Date of graduation	

Section 7 – Computer Experience

<i>•Please tick box</i>	
Mac	<input type="checkbox"/>
Windows	<input type="checkbox"/>
None	<input type="checkbox"/>

Section 8 – Software Experience

<i>•Please tick box</i>	
Pro- Tools	<input type="checkbox"/>
Cubase	<input type="checkbox"/>
Reason	<input type="checkbox"/>
Logic	<input type="checkbox"/>
Ableton Live	<input type="checkbox"/>
FL - Studio	<input type="checkbox"/>
None	<input type="checkbox"/>

Section 9 – Style of Music

<i>•Please tick box</i>	
Rock	<input type="checkbox"/>
Soul/R&B	<input type="checkbox"/>
Jazz	<input type="checkbox"/>
EDM	<input type="checkbox"/>
Hip Hop	<input type="checkbox"/>
Classical	<input type="checkbox"/>
Metal	<input type="checkbox"/>
Techno/Trance	<input type="checkbox"/>
Dubstep	<input type="checkbox"/>
Other – Specify:	<input type="checkbox"/>

Section 10 – Applicant’s Educational Goals

•Please describe any specialized training, employment, or other activities where you have gained experience in a field related to your course of interest.

•What inspired you to pursue a career in the music/audio industry?

•Describe your career goals and expectations after you graduate from Cape Audio College.

•Do you play a musical instrument? (Please Specify)

•What inspired you and why did you choose to study at Cape Audio College?

•Do you read or write music?

If you have grade 5 music or above you will need to submit your music certification

• Grade	
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Section 11 – Where did you hear about Cape Audio College?

•Please tick box		<input type="checkbox"/>
Facebook		<input type="checkbox"/>
Instagram		<input type="checkbox"/>
You Tube		<input type="checkbox"/>
Internet		<input type="checkbox"/>
Word of Mouth		<input type="checkbox"/>
Past Student		<input type="checkbox"/>
www.capeaudiocollege.co.za		<input type="checkbox"/>
School Expo – School Name		<input type="checkbox"/>
Event - Specify		<input type="checkbox"/>
Newspapers - Specify		<input type="checkbox"/>

Section 12 – Person Responsible for Tuition Fees

Personal details																							
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Ethnic Group																					
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County		COUNTRY				
Telephone number	Country code		Area/City code		Number	
Mobile number	Country code		Area/City code		Number	
Personal email address (please write very clearly)						

Employment Details						
Company Name						
Telephone number	Country code		Area/City code		Number	
Personal email address (please write very clearly)						

Section 13 – Term and Conditions

1. Cape Audio College Rules and Regulations

- 1.1 The student will comply with all the rules and regulations set out by Cape Audio College 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 All students must acquaint themselves with the rules and regulations policies and procedures of Cape Audio College.
- 1.3 The rules, regulations, policies and procedures are available on the college server. It is the responsibility of the student to understand the content of these documents.
- 1.4 In the event of any damage and/or loss to equipment or any property of Cape Audio College that is caused by the student during his/her use of the studios or attendance at Cape Audio College the student agrees to pay all costs relevant to replacing such equipment or property.
- 1.5 Furthermore the student hereby holds Cape Audio College free from any claim arising out of any loss or damage which may be suffered by the student whilst on the premises of Cape Audio College.
- 1.6 The student hereby indemnifies Cape Audio College against any claim made against Cape Audio College in respect of any damages arising from negligence on the applicant's part.
- 1.7 All students are to conduct themselves in such a way as to enable Cape Audio College to fulfill its aims effectively and efficiently, without hindrance. No student shall act in breach of the regulations of Cape Audio College where he/she knows or ought to know that he/she is acting in breach thereof. Those who breach regulations will be subjected to disciplinary action.
- 1.8 Students shall be bound to aforementioned rules and regulations and policies and procedures for the duration of their studies at the Institution. Cape Audio College may from time to time announce additions or amendments to the rules and regulations and policies and procedures.
- 1.9 It is important for students to make use of Cape Audio College's studios during the allocated times. If the student does not phone to cancel a session their next session will be cancelled.
- 1.10 In the event of any problems arising in any of the studios students should consult the facilitator/s immediately. Students must save work onto their own media and not onto the computers hard drive. Cape Audio College will not be responsible for work deleted. Students must comply with these rules. No smoking, eating or drinking is allowed in studios and lecture rooms.
- 1.11 Students found abusing any of the College's equipment will be responsible, financially for loss or damage to the equipment whilst it is in their possession. Only registered students may operate the studio equipment. Guests need to be signed in at reception on arrival, and display a visitor's card at all times which will be signed off at reception.
- 1.12 The studio bookings are booked by students utilizing the on campus Digital booking system. No aliases are to be used at anytime i.e. exams, assignments and attendance sign in sheets. Students may bring their own equipment e.g. guitars, keyboards etc.
- 1.13 Illegal substances will not be tolerated on Cape Audio College's property under any circumstances whatsoever. Use or possession of such substance or harassment of any student by any other student or staff member whilst under the influence of such substance, or in the procurement of such substance, may lead to expulsion from Cape Audio College.
- 1.14 The unauthorized removal of any property from Cape Audio College by any student or person without prior permission will be regarded as theft. Disciplinary action will be taken and may lead to immediate expulsion if the student/person is found guilty.

Initial: _____

- 1.15 No student shall falsify or misuse any Certificate/Diploma or other document and/or knowingly make any false statement in the course of his/her endeavors with Cape Audio College. If in the assessment of any assignments it is found that any portion of any piece of work is unduly similar to, or the same as, that of another student, the implications of the Cape Audio College academic honesty policy will come into effect.
- 1.16 Cape Audio College reserves the right to cancel the student(s) booked studio time. All attempts will be made to notify the student of such cancellation. Time lost due to such cancellation will be rebooked in favor of the student.
- 1.17 Cape Audio College shall reserve the right to alter timetables and course commencement dates where necessary. Students will be notified of any changes via email.
- 1.18 A student must provide an original valid doctor's certificate if he/she is absent.

2. Cape Audio College Terms and Conditions – Tuition Fees

- 2.1 Fees payable to Cape Audio College comprise tuition, study resource and registration fee and does not include, books, stationery or other items. Furthermore it shall be the student(s) responsibility to bear the cost of transport and specialized consumables used during the course including but not limited to specialized stationery, or any other materials.
- 2.2 In the event of cancellation or discontinuation of the Programme(s) by Cape Audio College, the student shall not be entitled to a refund in respect of any Fees paid to Cape Audio College up to the date of cancellation or discontinuation of the Programme(s).
- 2.3 Should the Student fail to complete the Programme(s) within the time period (De-Register before completion, or should the Student fail to attain the results required in order to complete and obtain the qualification in respect of the Programme(s) The Student/Account payer will not eligible for a refund of fees paid in advanced.
- 2.4 The Student is entitled to cancel the Programme(s) and or terminate the Agreement within 2 weeks after the commencement date, in which case the Fees paid by the Student to Cape Audio College shall be refunded subject to the following.
- Notification of cancellation and/or termination by the student in writing to the Head Administrator.
 - The return of his/her Student Access Card.
 - The completion and submission of the De-Registration documentation
- 2.5 The registration fee and study resource fee are non-refundable.
- 2.6 Should a Student fail to pay fees by the due date, his/her studies will be suspended until such time as the fees owed are settled in full, or unless satisfactory arrangements have been made with the Head Administrator for the payment of all fees.
- 2.7 **Students who studies have been suspended:**
- 2.7.1 will not receive any correspondence from Cape Audio College e.g. Progress Reports, Results and Academic Transcripts until account is settled and paid in full.
- 2.7.2 will not be permitted to book or attend studio sessions.
- 2.7.3 will not be permitted to graduate
- 2.7.4 will not be permitted to re-register for the following academic year.

Initial: _____

3. Cape Audio College Assessment and Progression Rules

3.1 Students are required to submit assessments in the appropriate format on or before the assessment submission date, as stipulated in the assessment outline.

3.2 A Student must achieve between 20% and 49% in order to qualify for a supplementary assessment opportunity.

3.3 Progression Rules:

Higher Certificate in Sound Technology

•50% Pass;

3 year Diploma in Sound Technology and Production:

•1st Year 50% Pass;

•2nd Year 50% Pass;

•3rd Year 50% Pass;

3.4 An additional fee of R750.00 is payable per supplementary assessment.

3.5 A student may appeal an assessment decision and must follow the procedures outlined in the Cape Audio College assessment policy.

3.6 Assessment deadlines:

Students are required to submit assessments on the learning hub, on or before the deadline dates specified on the relevant assessment outline.

3.7 Should a student encounter technical difficulties while submitting an assignment on the learning hub, he/she should take a screen shot of the problem notification and discuss the matter with the relevant facilitator.

3.8 An assessment submitted after the assessment submission deadline, without an approved extension, will be penalized. A 10% penalty will be applied for late submission up to 3 days after the deadline (a "day") for this purpose is defined as any day on which the college administration is open). Weekends count as 1 day in determining the penalty. Should a student fail to submit before the cut off time, he/she will be unable to submit and receive a 0 mark.

3.9 Assessment extensions:

A student may apply for an assessment extension, by completing the application for extension form, in the case of one of the following circumstances.

•Illness – valid medical certificate

•Death in the family-signed letter from parent

•Extenuating circumstances-signed letter from parent

3.10 Applications for an assessment extension must be made to the Student Support and Development Department prior to the hand in date. The SSD Counselor has the right to refuse an application and/or to verify all documentation submitted by the student.

3.11 Examinations:

Examination rules and regulations will be provided to all students prior to commencement of examinations. Students will be required to sign that they understand and will abide by these rules and regulations.

3.12 Cheating and Plagiarism:

No student shall falsify or misuse any Certificate/Diploma or other document and/or knowingly make any false statement in the course of his/her endeavors with Cape Audio College. If in the assessment of any assignments it is found that any portion of any piece of work is unduly similar to, or the same as, that of another student. The implications of the Cape Audio College academic honesty policy will come into effect.

Initial: _____

- 3.13 **Progression (Diploma programme 1st year)**
The student must obtain a module average of 50% in order to pass any first year modules within the programme and be awarded the relevant credits.
- Progression (Diploma programme 2nd year)**
The student must obtain a module average of 50% in order to pass any 2nd year modules within the programme and be awarded the relevant credits.
- Progression (Diploma programme 3rd year)**
The student must obtain a module average of 50% in order to pass any 3rd year modules within the programme and be awarded the relevant credits.

Completion of Qualification:

Higher Certificate in Sound Technology a student must obtain the full 120 credits to be awarded this qualification.

Diploma in Sound Technology and Production a student must obtain the full 360 credits to be awarded this qualification.

- 3.14 Students may progress in to the 2nd year level, if they achieve a minimum of 90 1st year credits.
- Students may progress into the 3rd year level, if they achieved all 1st year credits and a minimum of 90 2nd year credits
- 3.15 Students must re-register for any module(s) that he/she has not yet achieved credits for, and will be required to pay an additional fee per module.
- 3.16 The Academic Board reserves the right to waive these guidelines if this is in the best interest of the student.

3.17 **Certification**

Academic credits are awarded to students for the successful completion of each module. Credits will only be awarded in full and no partial credits will be awarded to any student. Students may apply for RPL (Recognition of Prior Learning) of credits.

A student will be awarded with a qualification only, if she/he has achieved the credits for all the modules in the programme and has demonstrated that she/he is competent in all exit level outcomes of the qualification.

3.18 **Ownership of work**

Cape Audio College reserves the right to use student(s) work for promotions, exhibitions and marketing or in any way to benefit the Institution.

4. I, we hereby agree to the above terms and conditions in this agreement

- 4.1 acknowledge that I understand the provisions of the agreement above and hold myself bound thereby and by all other provisions in this registration, and by the rules and regulations and procedures of Cape Audio College for the time being in force or as they may be altered, for any period during the students registration.
- 4.2 hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment.
- 4.3 understand and acknowledge that the terms and conditions Cape Audio College has put in place with regards to the refund of tuition fees
- 4.4 confirm that I have read and understood the terms and conditions of the agreement and agree to be bound to them.

Initial: _____

5. Registration and Accreditation

- 5.1 Cape Audio College (Pty) Ltd is registered as a private higher education institution with the Department of Higher Education and Training until 31st December 2021 under the Higher Education Act, 1997.
- 5.2 The Diploma in Sound Technology and Production is registered on the Higher Education Qualifications Sub-Framework (HEQSF) of the South African Qualifications Authority (SAQA), qualification ID 88903.
- 5.3 The Certificate in Sound Technology is registered on the Higher Education Qualifications Sub-Framework (HEQSF) of the South African Qualifications Authority (SAQA), qualification ID 86184.
- 5.4 Cape Audio College (Pty) Ltd is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) to offer the Diploma in Sound Technology and Production.
- 5.5 Cape Audio College (Pty) Ltd is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) to offer the Higher Certificate in Sound Technology.

Applicant Name: _____ Surname: _____

Signed at: _____ Date: _____ / _____ /2019

Applicant Signature: _____

Account Payer Name: _____ Surname: _____

Signed at: _____ Date: _____ / _____ /2019

Account Payer Signature: _____

Cape Audio College (Pty) Ltd - Company registration no: 2009/007876/07

Director: Rae De Jager

Unit 8B, The Waverley Business Park, MOWBRAY, 7700

Tel: 021-4488383 Fax: 021-4488704 Email: study@capeaudiocollege.co.za Website: www.capeaudiocollege.co.za

Registered with the Department of Higher Education and Training until 31 December 2021 as a private higher education institution under the Higher Education Act, 1997. Registration certificate No: 2012/HE07/002