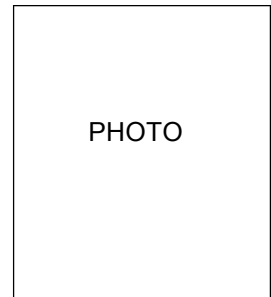




CAPE AUDIO COLLEGE

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.
- Application Fee of R500.00
- 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 deposit to secure your seat.

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 1: STUDENTS PARTICULARS

SURNAME _____ FULL NAMES AS ON BIRTH CERTIFICATE / ID DOCUMENT _____

 PREFERRED NAME _____ IDENTITY NUMBER/PASSPORT NUMBER _____

DATE OF BIRTH _____ AGE _____ GENDER MALE FEMALE

HOME & OTHER SPOKEN LANGUAGE/S HOME _____ OTHER _____

NATIONALITY _____ COUNTRY OF ORIGIN _____ DATE OF VISA/STUDY PERMIT _____

RACE	ASIAN	AFRICAN	COLOURED	INDIAN	WHITE	OTHER
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STUDENT'S CELL PHONE NUMBER _____ EMAIL: _____

Application form Cape Audio College (Pty) (Ltd)

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

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.

Initial _____

SECTION 2: DETAILS OF FATHER

SURNAME _____ FULL NAMES as indicated in the ID DOCUMENT _____

DESIGNATION

MR	MRS	MS	MISS	DR	REV	PROF	OTHER	
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IDENTITY NUMBER

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RELATIONSHIP _____

OCCUPATION _____ EMPLOYER _____

RESIDENTIAL ADDRESS _____ WORK ADDRESS _____ POSTAL ADDRESS _____

TEL H _____ TEL W _____ CELL _____

EMAIL ADDRESS (please write legibly) _____

SECTION 3: DETAILS OF MOTHER

SURNAME _____ FULL NAMES as indicated in the ID DOCUMENT _____

DESIGNATION

MR	MRS	MS	MISS	DR	REV	PROF	OTHER	
----	-----	----	------	----	-----	------	-------	--

IDENTITY NUMBER

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RELATIONSHIP _____

OCCUPATION _____ EMPLOYER _____

RESIDENTIAL ADDRESS _____ WORK ADDRESS _____ POSTAL ADDRESS _____

TEL H _____ TEL W _____ CELL _____

EMAIL ADDRESS (please write legibly) _____

SECTION 4: STUDENT'S MEDICAL DETAILS

1. Has the Student suffered from any of the following illnesses? Please indicate with an x

3. Does the Student suffer from any allergies?

YES	NO
-----	----

If yes, please give details _____

4. Does the Student have any special medical needs?

YES	NO
-----	----

If yes, please give details _____

5. Does or has the Student suffered from any other illnesses or disabilities?

YES	NO
-----	----

If yes, please give details _____

6. Is the Student receiving medical treatment for any condition

YES	NO
-----	----

If yes, please give details _____

7. Is or has the Student suffered from or received treatment for any psychological or emotional challenges?

Yes	No
-----	----

If yes, please give details _____

Please specify any other relevant medical details

SECTION 5: DETAILS OF ANOTHER CONTACT IN THE CASE OF AN EMERGENCY

SURNAME _____

FULL NAMES as indicated in the ID DOCUMENT _____

TEL H: _____

TEL W: _____

CELL: _____

EMAIL ADDRESS _____

RELATIONSHIP: _____

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:
School education			
School attended – Full Name	Country/Province	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

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

Section 8 – Software Experience

•Please tick box	
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

•Please tick box

Rock/Metal

Soul/R&B

Jazz

EDM/Techno/Trance/Dubstep

Hip Hop

Classical

Section 10 – Applicant’s Educational Goals

•Please describe your understanding of Sound Technology and Production (Sound Engineering).

•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.

•Describe any previous experience in Audio/Sound Production?

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

Do you read or write music?

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

• Grade	
---------	--

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

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

•Please tick box		
	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"/>

DECLARATION AND UNDERTAKING BY STUDENT AND ACCOUNT PAYER

STUDENT

- The information I have supplied is complete and true. If any of it is found to be incomplete, false or misleading Cape Audio College may cancel my registration.
- I understand that this document constitutes a binding contract between Cape Audio College and myself.
- If I am a minor, my admission to Cape Audio College has the consent of my parent/guardian.
- I undertake to abide by the code of conduct, rules, regulations, policies and procedures of Cape Audio College and understand that any transgressions may lead to disciplinary action and expulsion.
- I undertake to inform the Head Administrator immediately in writing of any change of address or contact details.
- I am fully aware that Cape Audio College is under no obligation to provide me with either financial assistance or accommodation.
- I understand that my registration will only be secured by Cape Audio College once all required documentation and proof of payment are received.
- I undertake to pay all the relevant fees as per the payment option selected. If such fees are not paid by the due date. I acknowledge the rights of Cape Audio College to cancel my registration and to demand payment of the amounts owing by me and/or my Account Payer.
- I understand that I will not be permitted to attend lectures and studio sessions and will not receive academic results if terms of payment are not adhered to. This will not relieve my Account Payer of the obligation to pay the total amount of course fees.
- I understand that failure to attend lectures will not reduce liability for the total cost of the course and shall not be entitled to credit or reduction.
- I agree that should I voluntary withdraw from the course; the onus will be on me to notify Cape Audio College in writing and settle any outstanding monies on my account in full immediately.
- Cape Audio College may keep and process my data and documents in electronic or other format, including the personal data supplied by me in my application.
- Cape Audio College may use and transfer all such data and documentation in electronic or other formats for Cape Audio College's purposes consistent with Cape Audio College's relationship with me as an applicant and, if admitted as student including but not limited to submission of data for the National Learner Record database and other returns by the Department of Higher Education and Training;
- Cape Audio College may report to my Account Payer details of my academic progress.
- I hereby waive all claims against Cape Audio College for any damages or loss suffered while I am, or as a consequence of my being, a student of Cape Audio College, for damage to any property belonging to me or any other person, however such damage or loss is caused, including but not limited through the negligence of Cape Audio College or any official, employees or representative of Cape Audio College.

I, (full Name & Surname – Student) _____ understand and agree to the declaration and undertaking set out, and I accept joint and liability as co-principal debtor with the account payer for the payment of the fees and charges due to Cape Audio College.

Signature – Student _____

Date

D	D	M	M	Y	Y	Y	Y
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ACCOUNT PAYER

- I declare that all particulars given on this application form are true and correct and I understand that any misrepresentation due to the information provided on this form or the withholding of information may cause this registration to become null and void.
- I undertake to pay all the relevant fees as per the payment option selected, and understand that no variation, cancellation or alteration of these terms shall be of any force or effect unless reduced to writing and signed by both parties.
- I understand that this document constitutes a binding contract between Cape Audio College and myself.
- I understand that the course fee in total is non-refundable.
- I understand that I am liable for the payment of any external fees and that these are not included in Cape Audio College's course fees.
- I agree that Cape Audio College shall be entitled to take any legal action as may, therefore become necessary for the recovery thereof.
- I agree that I am liable for all expenses incurred directly or indirectly as a consequence of any breach on the student's part of this contract. Where tuition fees are to be collected by a debt collection agency, Cape Audio College shall be in the position to recover all costs from signature including attorney and client costs, tracing fees and all collection agent costs.
- I declare that the address provided herein, is true and correct and I undertake to notify Cape Audio College of any change in address in writing or by email.
- I consent Cape Audio College holding and processing personal information supplied by me in this application for purposes related to the registration.

I, (full Name & Surname – Account Payer) _____ understand and agree to the declaration and undertaking set out, and I accept liability as principal debtor with the registration/application for the payment of the fees and charges due to Cape Audio College.

Signature – Account Payer _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

SECTION 6: DETAILS OF ACCOUNT PAYER

SURNAME _____

FULL NAMES as indicated in the ID DOCUMENT _____

DESIGNATION
P

MR	MRS	MS	MISS	DR	REV	PROF	OTHER	
----	-----	----	------	----	-----	------	-------	--

IDENTITY NUMBER

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RELATIONSHIP _____ EMAIL _____

BANKING DETAILS

Account Holder: Cape Audio College (Pty) Ltd – Bank: Standard Bank – Branch: Constantia – Branch Code: 02530 Account Number: 063 015 641 – Reference: Students Name & Surname – Swift Code: SBZAJJ

STUDENT CODE OF CONDUCT & RULES AND REGULATIONS

- 1. Student code of conduct**
- 1.1 All staff and students are expected to behave in a helpful, professional, non-discriminatory manner, taking into account and respecting the rights of other students, staff, and clients. Neither should their behaviour be threatening, aggressive, abusive, or disruptive.
- 1.2 All staff and students shall be committed to conducting themselves in accordance with the highest standards of integrity and ethics and in compliance with any legislation as well as institutional policy and regulations.
- 1.3 Behaviour, which interrupts the normal learning activity or causes undue discomfort to other individuals, is not acceptable.
- 1.4 All reasonable instructions given by a lecturer or management staff of Cape Audio College must be carried out.
- 1.5 Attacks, whether verbal or physical and discriminatory languages are not condoned, and severe disciplinary measures will be taken.
- 1.6 Campus equipment must be handled with the necessary care and respect. Disciplinary measures will be taken for students or staff who cause wilful neglect or destruction of company property, tools, machinery etc. or who are found guilty of theft. It is the responsibility of each student to safeguard his or her personal belongings.
- 1.7 Cellular telephones must be switched off in the classrooms and in the other areas that may cause disruption or annoyance to others. Disciplinary measures will be taken for students who use a cellular telephone during official lectures, tutorials etc.
- 1.8 Studios must be kept in a clean and tidy state at all times. It is strictly forbidden to consume food and/or beverages in these facilities.
- 1.9 The working environment must accommodate safe and hygienic practices. All students must therefore apply to the provided safety guidelines.
- 1.10 All accidents or damage to equipment or property, even of a less serious nature, must be reported to management immediately. All safety measures and practices must be adhered to at all times.
- 1.11 A safe working environment also applies that no student may enter the premises while in possession of a firearm or dangerous weapons.
- 1.12 Safety is of utmost importance and therefore, no student may bring alcohol or non-prescription substances onto the premises or enter the institution premises while under the influence of alcohol or any illegal drug. Disciplinary and/or counselling measures will be considered depending on the circumstances.
- 1.13 Students may be subjected to drug testing should it be suspected that she/he is under the influence of alcohol or drugs.
- 1.14 The Cape Audio College reserves the right to refuse access to the premises to students who are suspected of being under the influence of drugs or alcohol.
- 1.15 In accordance with South African law, smoking is illegal inside all public buildings, as well as in "partially enclosed" public places such as covered patios, verandas, balconies, walkways and parking areas. Therefore, smoking within 5 meters of any doorway and/or window including the lane will not be tolerated.
- 1.16
- 2. Admission**
- 2.1 Admission to the Diploma and Certificate is granted to all applicants who are legally permitted to study in South Africa and who meet the following minimum entrance requirements, or who follow the alternative routes to entry provided for in this policy.
- 2.2 All applicants must be in possession of one of the following qualifications:
- 2.3 For admission to the Diploma: National Senior Certificate Grade 12 - Diploma Endorsement This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate).
- 2.4 For admission to the Certificate Grade 12- Certificate Endorsement This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to a higher certificate.
- 2.5 A foreign qualification that is the equivalent to the NSC or NCV (National Certificate Vocational) level 4, as determined by SAQA.
- 2.6 Applicants must be proficient in English.
- 2.7 Applicants who do not meet the minimum entrance requirements for the Diploma in Sound Technology and Production but who are 23 years of age may be granted admission to the programmes by submitting a successful RPL application portfolio.
- 2.8 Students who fail to meet the minimum entrance requirements and/or submit a successful RPL portfolio will be refused entrance into the Diploma/Certificate.
- 3. Registration**
- 3.1 A student's registration will only be secured by Cape Audio College once all required documentation and proof of payment is received.
- 3.2 A student is required to re-register at the end of each academic year for the following year.
- 3.3 Each Student will be provided with a student card. If lost, the card may be replaced on payment of a prescribed fee where a student provides satisfactory evidence of the loss of the original.
- 4. Cancellation of Registration**
- 4.1 If for any reason a student will not be continuing their studies at the institution and wishes to withdraw from the Diploma/Certificate programme, they are required to notify the Head Administrator in writing.
- 4.2 A student may be de-registered from the programmes as a result of disciplinary action.
- 5. Payment of fees**
- 5.1 The schedule of fees is published in the Cape Audio College's Prospectus/Course Fee Structure.
- 5.2 The annual tuition fee must be paid according to the payment option selected by the account payer.
- 5.3 A student who selects to withdraw from the programme for whatsoever reason is required to settle any outstanding fees in full immediately.
- 5.4 Any fees paid to Cape Audio College will be non-refundable.
- 6. Non-payment of fees**
- 6.1 Cape Audio College will take the following action if the account is in arrears:
 - 6.1.1 A student may be suspended from class and studio until the account is brought up to date.
 - 6.1.2 A student's results will be withheld until the account is brought up to date.
 - 6.1.3 No qualification will be awarded to a student if the account is in arrears.
 - 6.1.4 A student will not be permitted to graduate
 - 6.1.5 A student will not be permitted to re-register for the following academic year.
- 7. Refund of Fees**
- 7.1 If a student is forced to terminate his/her studies from Cape Audio College for reasons beyond his or her control i.e. health reasons etc. she/her may apply to the Academic and Financial Board to resume studies the following year at no additional cost.
- 7.2 A student who is de-registered from any programme offered by Cape Audio College as a result of disciplinary action will not be entitled to a refund.
- 7.3 A student who selects to withdraw from the programmes for whatsoever reason is not entitled to a refund.
- 7.4 A student is entitled to cancel the programme and or terminate the agreement within 2 weeks of the commencement date, in which case the fees paid by the account payer will be refunded.
- 7.5 The application fee and study resource fee will not be refunded.
- 8. Attendance and Absenteeism**
- 8.1 Attendance for all scheduled lectures, practical studio sessions, workshops is compulsory, unless prior arrangements have been made with the relevant lecturer
- 8.2 Attendance will be taken by the lecturer for every class.
- 8.3 Students with monthly attendance records of below 70% will be red flagged to SSD Student Support Development and the Account Payer will be notified.
- 8.4 Students will only be excused from class and studio sessions for the following reasons. Students are required to submit the relevant evidence outlined below.
 - 8.4.1 Illness – valid medical certificate.
 - 8.4.2 Death in the family – signed letter from parent.
 - 8.4.3 Extenuating circumstances – signed letter from parent outlining a valid reason for missing class.
 - 8.4.4 Religious holiday – notify administration in advance.
- 8.5 It is the student's responsibility to ensure that their attendance has been correctly recorded on the attendance register and that any errors are reported to the lecturer.
- 8.6 All students are required to be punctual for all scheduled lectures, practical studio sessions, workshops etc. Students will not be allowed to enter the classroom once a lecture has commenced.
- 8.7 Students are required to attend the full duration of all classes.
- 8.8 Commencement dates and class times may be altered from time to time and it is the responsibility of the student to read all communication regarding such changes on the Learning Hub.

Application form Cape Audio College (Pty) (Ltd)

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

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.

Initial _____

- 9. Communication**
- 9.1 Cape Audio College will communicate important information regarding the programmes and assessment via the Learning Hub as well as during class
- 9.2 Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.
- 9.3 It's the student's responsibility to inform the Head Administrator of any changes to personal or account holder contact information.
- 10. Assessment**
- 10.1 Assessment information is provided on the Learning Hub
- 10.2 Each assessment is individually weighted and counts towards the final course module.
- 10.3 A recorded mark of 50% or above for an assessment means that the student has passed the assessment.
- 10.4 A recorded mark of between 20% and 49% for an assessment entitles the student to a resubmission opportunity.
- 10.5 A recorded mark of 19% or below for any assessment means that the student has failed the assessment without the opportunity to resubmit he assessment.
- 10.6 A student may appeal an assessment decision made by a lecturer/assessor and must follow the procedures outlined in the Cape Audio College grievance and complaints policy.
- 10.7 A student who is found guilty of not contributing to a group project will be awarded 0% for the relevant assessment.
- 11. Assessment submission deadlines**
- 11.1 Students are required to submit assignments in the specified format on the Learning Hub, on or before the assessment submission date, as stipulated in the assessment outline.
- 11.1 The following penalties will be applied for late submissions.-10% for assignments submitted 3 days after the deadline date.
- 11.2 The penalty system set out here WILL BE APPLIED IN ALL INSTANCES, in order to remain consistent.
- 12. Assessment extensions**
- 12.1 A student may apply in writing, inclusive of substantial proof, to the Student Support and Development Department for an extension to the assessment deadline for medical or extenuating circumstances. The following proof may be accepted.
Illness – valid medical certificate
Death in the family – signed letter from parent
Extenuating circumstances – signed letter from parent
- 12.2 An application for an assessment extension must be made to the SSD Department prior to the submission date.
- 12.3 No extensions will be granted for circumstances relating to computer faults, errors or viruses. Students are advised to keep a secure backup of all work.
- 12.4 An application for extension may be declined by SSD.
- 13. Resubmission assessments**
- 13.1 In order to qualify to resubmit a student must have received a minimum mark of 20% for a first attempt at the assessment.
- 13.2 A student must resubmit an assessment on or before the resubmission deadline date specified in the assessment outline.
- 13.3 Students are encouraged to meet with the relevant lecturer and SSD to discuss the requirements for resubmission.
- 14. Progression and Credits**
- 14.1 In terms of the college progression rules, a student may not progress if they have not achieved the required credits; a total between 90 and 120 credits is required in order to progress into the following year.
- 14.2 In order to pass a course a student must achieve 50% for each assessment/assignment
- 14.3 Each module within a programme is assigned a number of credits, which gives an indication of how many hours the average student will take to complete the module.
- 14.4 Once credit is equal to ten (notional) hours. Time spent by students conducting research or completing assessment tasks at home, is also calculated into the total number of credits.
- 14.5 A student must achieve a module average of 50% in order to be awarded the relevant credits.
- 14.6 The total number of credits for the Diploma programme is 360.
- 14.7 The total number of credits for the Certificate programme is 120.
- 15. Award of Qualifications**
- 15.1 A student will be awarded a diploma/certificate if she/he has successfully completed all modules contained in the programme and has demonstrated that she/he is competent to all exit level outcomes.
- 15.2 Certificates will not be issued for incomplete qualifications and or part qualifications.
- 15.3 Students will not be awarded a diploma/certificate unless all fees are paid in full.
- 15.4 Students are awarded their diploma/certificate at a formal graduation ceremony held annually in December.

- 15.5 Students who are unable to attend the graduation ceremony are required to collect their diploma/certificate, or if this is not possible, then the student can arrange via courier at their own cost.
- 16. Cheating and plagiarism**
- 16.1 Lecturers have the authority to penalise all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with suspension as an outcome.
- 16.2 Any student caught in the act of cheating, copying or plagiarising will receive 0% for the particular assessment.
- 16.3 Any student who is aware of allowing or assisting another student with copying, cheating or plagiarism will be seen as accomplice and will be treated accordingly.
- 16.4 Students who use third-party copyrighted material for projects, whether submitted internally or posted online, without permission or license, will be subject to disciplinary measures and will be liable for any legal recourse.
- 17. Library**
- 17.1 All reference material within the library is the property of Cape Audio College and may not be removed from the library at any time.
- 18. Exclusion of liability**
- 18.1 Neither Cape Audio College (Pty) Ltd, the Directors, Landlord or employees shall be liable for personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the premises, or buildings or in the property, howsoever arising or caused and whether by reason of the default or negligence of Cape Audio College (Pty) Ltd, the Directors, Landlord or employees or any of the said persons or otherwise.

I, (full Name & Surname – Student) _____

UNDERSTAND THE STUDENT CODE OF CONDUCT & RULES AND REGULATIONS

Signature – Student _____

D	D	M	M	Y	Y	Y	Y
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