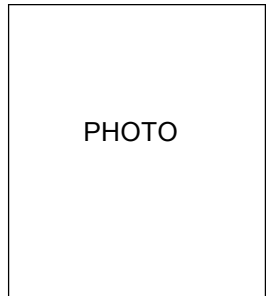




# CAPE AUDIO COLLEGE

The Institute of Sound Technology



## PART-TIME COURSES 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](mailto:study@capeaudiocollege.com)

### PROGRAMMES OF STUDY FOR WHICH YOU ARE APPLYING

<b>•Please tick box</b>	
Modern Music Production	<input type="checkbox"/>
Live Sound	<input type="checkbox"/>
Introduction to Sound Engineering Online	<input type="checkbox"/>
Music Business Principles	<input type="checkbox"/>
Avid 100 Level Pro Tools user Certification	<input type="checkbox"/>
Avid 200 Level Pro Tools Operator Certification - Music	<input type="checkbox"/>
Avid 200 Level Pro Tools Operator Certification - Post	<input type="checkbox"/>
Introduction to Podcasting & Digital Broadcast	<input type="checkbox"/>
DJ Fundamentals	<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
------	-------	---------	----------	--------	-------	-------

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](mailto:study@capeaudiocollege.co.za) Website: [www.capeaudiocollege.co.za](http://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 \_\_\_\_\_

**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****Windows****None****Section 8 – Software Experience***•Please tick box***Pro- Tools****Cubase****Reason****Logic****Ableton Live****FL - Studio****None****Section 9 – Style of Music***•Please tick box***Rock/Metal****Soul/R&B****Jazz****EDM/Techno/Trance/Dubstep****Hip Hop****Classical**

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

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

Dat

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

#### 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
---	---	---	---	---	---	---	---

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](mailto:study@capeaudiocollege.co.za) Website: [www.capeaudiocollege.co.za](http://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 6: DETAILS OF ACCOUNT PAYER**

SURNAME \_\_\_\_\_ FULL NAMES as indicated in the ID DOCUMENT \_\_\_\_\_

DESIGNATION \_\_\_\_\_

MR	MRS	MS	MISS	DR	REV	PROF	OTHER		

IDENTITY NUMBER \_\_\_\_\_

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.   | <b>Student code of conduct</b>   |       |  |
| 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.   | 3.1   | Cape Audio College will take the following action if the account is in arrears:  |
| 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.  | 3.1.1 | A student may be suspended from class and studio until the account is brought up to date.  |
| 1.3  | Behaviour, which interrupts the normal learning activity or causes undue discomfort to other individuals, is not acceptable.   | 3.1.2 | A student's results will be withheld until the account is brought up to date.  |
| 1.4  | All reasonable instructions given by a lecturer or management staff of Cape Audio College must be carried out.   | 3.1.3 | No qualification will be awarded to a student if the account is in arrears.  |
| 1.5  | Attacks, whether verbal or physical and discriminatory languages are not condoned, and severe disciplinary measures will be taken.   | 3.1.4 | A student will not be permitted to graduate  |
| 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. | 3.1.5 | A student will not be permitted to re-register for the following academic year.  |
| 1.7  | 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.  | 4.    | <b>Refund of Fees</b>  |
| 1.8  | The working environment must accommodate safe and hygienic practices. All students must therefore apply to the provided safety guidelines.   | 4.1   | 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.   |
| 1.9  | 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.  | 4.2   | 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.   |
| 1.10 | A safe working environment also applies that no student may enter the premises while in possession of a firearm or dangerous weapons.  | 4.3   | A student who selects to withdraw from the programmes for whatsoever reason is not entitled to a refund.   |
| 1.11 | 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.                        | 5.    | <b>Communication</b>   |
| 1.12 | Students may be subjected to drug testing should it be suspected that she/he is under the influence of alcohol or drugs.   | 5.1   | Cape Audio College will communicate important information regarding the programmes and assessment via the Learning Hub as well as during class   |
| 1.13 | 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.   | 5.2   | Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.  |
| 1.14 | 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.                  | 5.3   | It's the student's responsibility to inform the Head Administrator of any changes to personal or account holder contact information.   |
| 1.15 |  | 6.    | <b>Assessment</b>  |
| 2.   | <b>Registration</b>  | 6.1   | Assessment information is provided on the Learning Hub   |
| 2.1  | A student's registration will only be secured by Cape Audio College once all required documentation and proof of payment is received.  | 7.    | <b>Library</b>   |
| 2.2  | <b>Payment of fees</b>   | 7.1   | All reference material within the library is the property of Cape Audio College and may not be removed from the library at any time.   |
| 2.3  | The schedule of fees is published in the Cape Audio College's Prospectus/Course Fee Structure.   | 8.    | <b>Exclusion of liability</b>  |
| 2.4  | A student who selects to withdraw from the programme for whatsoever reason is required to settle any outstanding fees in full immediately.   | 8.1   | 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. |
| 3.   | <b>Non-payment of fees</b>   |       |  |
|      |  |       | I, (full Name & Surname – Student) _____   |
|      |  |       | _____  |
|      |  |       | UNDERSTAND THE STUDENT CODE OF CONDUCT & RULES AND REGULATIONS   |
|      |  |       | Signature – Student _____  |