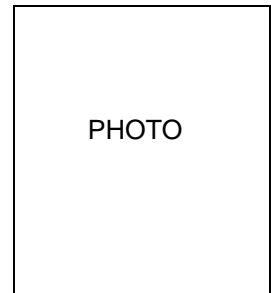




CAPE AUDIO COLLEGE

The Institute of Sound Technology



APPLICATION FORM 2025

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

DOCUMENTS REQUIRED TO BE INCLUDED IN THE APPLICATION

- Application Fee R800.00 (If you have not paid the application fee, your application will not be processed)
- Certified copy of South African ID document/passport
- Certified copies of National Senior Certificate results (if the NSC exams have not yet been completed please include a provisional statement of results) Academic Transcripts, certificates, diplomas, or degrees of any additional qualifications

Cape Audio College prefers that you participate in your entrance interview in person, but the interview can be conducted in one of the following ways: *Please tick box	
In Person	<input type="checkbox"/>
Zoom, Skype, Teams etc.	<input type="checkbox"/>

*Please tick box	
1 Year Higher Certificate in Sound Technology – Full Time	<input type="checkbox"/>
3 Year Bachelor of Arts in Sound Technology and Production- Full Time	<input type="checkbox"/>

SECTION 1: STUDENTS PARTICULARS

SURNAME FULL NAMES AS ON BIRTH CERTIFICATE / ID DOCUMENT

IDENTITY NUMBER/PASSPORT NUMBER: _____

STUDENT'S CELL PHONE NUMBER _____ EMAIL: _____

DATE OF BIRTH _____ AGE: _____ GENDER MALE FEMALE

HOME & OTHER SPOKEN LANGUAGE/S HOME _____ OTHER _____

POSTAL ADDRESS: _____

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

RACE	ASIAN	AFRICAN	COLOURED	INDIAN	WHITE	OTHER
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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 2028 as a private higher education institution under the Higher Education Act, 1997. Registration certificate No.2012/HE07/002.

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SECTION 2: 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 3: DETAILS OF MOTHER/FATHER

SURNAME _____

FULL NAMES as indicated in the ID DOCUMENT _____

TEL H: _____

TEL W: _____

CELL: _____

EMAIL ADDRESS _____

RELATIONSHIP: _____ CONTACT IN CASE OF EMERGENCY: _____

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	

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Section 4 – Computer Experience	
•Please tick box	
Mac	<input type="checkbox"/>
Windows	<input type="checkbox"/>
None	<input type="checkbox"/>
Section 5 – 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 6 – Style of Music	
•Please tick box	
Rock/Metal	<input type="checkbox"/>
Soul/R&B	<input type="checkbox"/>
Jazz	<input type="checkbox"/>
EDM/Techno/Trance/Dubstep	<input type="checkbox"/>
Hip Hop	<input type="checkbox"/>
Classical	<input type="checkbox"/>

Section 7 – 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 8 – 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"/>

DECLARATION AND UNDERTAKING BY ACCOUNT PAYER

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.
- 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 including the application fee and registration fee.
- I understand that the course fee will not be refunded after 2 weeks from the commencement date.
- I understand that I am liable for the payment of any external fees i.e., external moderation fees, Pro Tools online exams or any other fees not associated with the tuition fees.
- I declare that the address provided herein, is true and correct and I undertake to notify Cape Audio College of any changes made to the current information provided.
- I consent Cape Audio College holding and processing personal information supplied by me in this application for purposes related to the registration.
- I understand that if fees are not paid on time or remain outstanding Cape Audio College has the right to suspend the student(s) studies.
- A late registration fee of R750.00 will become liable if registration for the following academic year is not completed by the deadline date on all official documents.

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: ____/____/2025

DETAILS OF ACCOUNT PAYER

SURNAME _____

FULL NAMES as indicated in the ID DOCUMENT _____

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

IDENTITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

RELATIONSHIP _____ EMAIL _____

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STUDENT CODE OF CONDUCT & RULES AND REGULATIONS

1. Student code of conduct

- 1.1 All students are expected to behave in a helpful, professional, non-discriminatory manner, considering and respecting the rights of other students and staff. Neither should their behaviour be threatening, aggressive, abusive, or disruptive.
- 1.2 All 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 discomfort to other individuals, this is not acceptable and may lead to disciplinary procedures.
- 1.4 All instructions given by 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 who neglect institutional equipment.
- 1.7 Cellular telephones must be switched off in the classrooms and in the other arrears that may cause disruption or annoyance to others.
- 1.8 Studios must be always kept in a clean and tidy state. It is strictly forbidden to consume food and/or beverages in these facilities.
- 1.9 The campus 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 Cape Audio College Staff immediately. All safety measures and practices must be always adhered to.
- 1.11 A safe campus 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 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.
- 1.14 In accordance with South African law, smoking is illegal inside all public buildings, as well as in
- 1.15 "Partially enclosed" public places such as covered patios, verandas, balconies, walkways, and parking areas. Therefore,
- 1.16 smoking within 5 meters of any doorway and/or window including the lane will not be tolerated. Smoking is only allowed at the designated smoking areas in the Waverley Business Park.
- 1.17 If a student registers late the onus is on them to catch up on any academic content that was missed.

2. Cancellation of Registration

- 2.1 If for any reason a student will not be continuing their studies at the institution and wishes to withdraw from the Bachelor's/Certificate programme, they are required to notify the Head Administrator/Admin Assistant in writing and complete the De-Registration/Deferment form.
- 2.2 A student may be de-registered from the programmes because of disciplinary action.

3. Payment of fees

- 3.1 The schedule of fees is published in the Cape Audio College's Prospectus/Course Fee Structure.
- 3.2 The annual tuition fee must be paid according to the payment option selected by the account payer.
A student will be permitted to re-register for the following academic year by the deadline date as indicated in the communication from the institution failure to register by the deadline date you will be liable for the late registration fee of R750.00
- 3.3 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 this excludes the application fee and registration fee.

4. Attendance and Absenteeism

- 4.1 Attendance for all scheduled lectures, practical studio sessions, workshops is compulsory, unless prior arrangements have been made with the relevant staff.
 - 4.2 Attendance will be taken by the lecturer for every class/workshop/exam.
 - 4.3 Students with attendance records of below 80% will be red flagged to SSD Student Support Development on a termly basis.
 - 4.4 Students will only be excused from class/workshops/exams and studio sessions for the following reasons. Students are required to submit the relevant evidence outlined below.
 - Illness – valid medical certificate.
 - Death in the family – signed letter from parent.
 - Extenuating circumstances – signed letter from parent outlining a valid reason.
 - Religious holiday – notify administration in advance.
 - 4.5 It is the student's responsibility to ensure that they sign the register.
 - 4.6 All students are required to be punctual for all scheduled lectures, practical studio sessions, workshops/exams etc.
 - 4.7 Students are required to attend the full duration of all classes/workshops.
 - 4.8 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.
- ### 5. Communication
- 5.1 Cape Audio College will communicate important information regarding the programmes and assessment via the Learning Hub as well as during class and via the student's institutional email.

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- 5.2 Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.
- 5.3 It's the student's responsibility to inform the Administration Department of any changes to personal or account holder contact information.
- 6. Assessment**
- 6.1 Assessment information is provided on the Learning Hub
- 6.2 Each assessment is individually weighted and counts towards the final course module.
- 6.3 A recorded mark of 50% or above for an assessment means that the student has passed the assessment.
- 6.4 A recorded mark of between 35% and 49% for an assessment entitles the student to a resubmission opportunity.
- 6.5 A recorded mark of less than 35% or below for any assessment means that the student has failed the assessment without the opportunity to resubmit he assessment.
- 6.6 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.
- 6.7 A student who is suspected of plagiarism will be dealt with in a disciplinarily manner as per the cheating and plagiarism policy available on the learning hub.
- 7. Assessment submission deadlines**
- 7.1 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.
- 8. Assessment extensions**
- 8.1 A student may apply by completing the extension form available on the SSD learning hub page, 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
 - Religious Holidays
- 8.2 An application for an assessment extension must be made to the SSD Department no less than 48 hours before the assessment deadline.
- 8.3 No extensions will be granted for circumstances relating to computer faults, errors poor time management or viruses. Students are advised to keep a secure backup of all work.
- 8.4 An application for extension may be declined by SSD.
- 9. Resubmission assessments**
- 9.1 In order to qualify to resubmit a student must have received a minimum mark of 20% for a first attempt at the assessment.
A student is granted 3 resubmission opportunities per academic year.
- 9.2 A student must resubmit an assessment on or before the resubmission deadline date as indicated in the resubmission letter available on the relevant learning hub page. The student needs to complete the resubmission

form as indicated on the resubmission letter no late forms will be accepted.

- 9.3 As per the resubmission agreement students are required to meet their lecturer for feedback no less than 5 days before the deadline date.

10. Progression and Credits

- 10.1 In terms of the college progression rules, a student may not progress if they have not achieved the required credits; a total above 90 credits is required in order to progress into the following year.

- 10.2 In order to pass a course a student must achieve 50% for each assessment/assignment.

- 10.3 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.

- 10.4 One 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.

- 10.5 A student must achieve a module average of 50% to be awarded the relevant credits.

- 10.6 The total number of credits for the bachelor's programme is 364.

- 10.7 The total number of credits for the Certificate programme is 120.

11. Cheating and plagiarism

- 11.1 Lecturers have the authority to penalise all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with expulsion as a possible outcome.

- 11.2 Any student caught in the act of cheating, copying, or plagiarising will receive 0% for the assessment.

- 11.3 Any student who is aware of allowing or assisting another student with copying, cheating or plagiarism will be seen as accomplice and will be subjected to disciplinary procedures.

- 11.4 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.

12. Library

- 12.1 All reference material within the library is the property of Cape Audio College and may not be removed from the library at any time.

13. Exclusion of liability

- 13.1 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 and surname – Student:

Understand the student code of conduct and rules and regulations.

Signature: _____

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