

STUDIO7

[SCHOOL OF PHOTOGRAPHY & DESIGN]

GRAPHICDESIGN

ONE YEAR COURSE CONTRACT OF ENROLMENT 2018

[INCLUDES BUSINESS MANAGEMENT & MARKETING]

PARTICULARS OF STUDENT

FULL NAME & SURNAME [AS PER ID BOOK] _____
PHYSICAL ADDRESS _____
LANDLINE NUMBER _____ CELL PHONE NUMBER _____
EMAIL ADDRESS _____
COURSE COMMENCEMENT DATE _____

PARTICULARS OF ACCOUNT PAYER

FULL NAME & SURNAME [AS PER ID BOOK] _____
PHYSICAL ADDRESS _____
LANDLINE NUMBER _____ CELL PHONE NUMBER _____
EMAIL ADDRESS _____
RELATION TO STUDENT _____ SIGNATURE _____

TERMS OF PAYMENT

[PLEASE MARK YOUR CHOICE OF PAYMENT]

FULL PAYMENT: R25 000 **OR** **DEPOSIT: R5 000**
Less R1 000 discount for full settlement **[TOTAL: R24 000]** 10 x Payments from: 1st Jan - 1st Oct 2018
[R2 000 PER MONTH]

I _____ [FULL NAME & SURNAME] ID NUMBER _____
agree to make the payment choice marked above to STUDIO7 School of Photography & Design. I state that I am the account payer responsible for the mentioned student's fees. Furthermore I agree that this contract, bearing my signature, to be legal and binding.

*A copy of the account payer's identity document must accompany this contract of enrolment.

SIGNATURE _____ DATE _____
[ACCOUNT PAYER] [DAY/MONTH/YEAR]

BANKING DETAILS FOR ELECTRONIC TRANSFERS & DIRECT DEPOSITS

[ACCOUNT NAME] STUDIO7 [ACCOUNT N°] 62366001817 [BRANCH CODE] 200912 [BANK] FNB

FOR QUERIES PLEASE DON'T HESITATE TO CONTACT STEVEN GREAVES
[STUDIO] 021 853 0019 [MOBILE] 083 333 8742 [FAX] 087 941 9640
[BUSINESS REGISTRATION NUMBER] (Pty) Ltd 714804358

[STANDARD TERMS AND CONDITIONS]

The below specified terms and conditions pertain to this specific contract of enrolment, as set out by STUDIO7 School of Photography & Design, hereafter referred to as "STUDIO7".

[1] CANCELLATION & NO-SHOWS

- [1.1] The student and account payer may only cancel the contract of enrolment upon rendering of an acceptable doctor's certificate to say that the student cannot continue with the services due to medical reasons.
- [1.2] Should the student cancel the enrolment agreement for the above reason, STUDIO7 will refund the appropriate portion of the tuition or other charges for which they did not receive services.
- [1.3] Should the student or account payer cancel the enrolment agreement under any other circumstances, the account payer shall be responsible for the full years fees.
- [1.4] From the start date of the course, any cancellation or absence from the course will result in the entire course fee being forfeited by the student and account payer.
- [1.5] In the unlikely event that STUDIO7 should have to cancel a course before it has begun, any payments already made by a student or account payer will be refunded in full.
- [1.6] In the unlikely event that STUDIO7 should have to cancel any course after it has begun, the account payer will be released from their legal contract with STUDIO7.

[2] PAYMENTS

- [2.1] Interest at the rate of 2% per month above the maximum rate of interest as prescribed from time to time in terms of the National Credit Act 34 of 2005 will be charged on outstanding balances.
- [2.2] If the fees [including any interest] due to STUDIO7 remain unpaid 28 days after the date they are due, the entire balance of the course fees automatically become due. Furthermore, STUDIO7 shall be entitled to take legal action to recover the debt.
- [2.3] In the event that fees remain unpaid 28 days after the date they are due, STUDIO7 reserves the right to suspend the student's tuition without prejudice to its own rights. Therefore outstanding fees will result in the withholding of services, which may jeopardise the student's progress.
- [2.4] Successful graduation from all STUDIO7's courses is dependent, inter-alia, on that particular course fee having been paid in full.
- [2.5] A service administration fee will be charged on all processed payments that have been dishonoured.

[3] ATTENDANCE & ASSIGNMENTS

- [3.1] An attendance register is kept on students who must attend all lecture sessions/presentations. Students who arrive late may not be permitted to enter the lecture room as it is disruptive to fellow students and to the lecturer. Students who do not attend lecture sessions/presentations cannot be expected to be "caught up" privately.
- [3.2] Students unfortunate circumstances given as reasons for not attending lecture sessions/presentations or not submitting assignments cannot be accommodated.
- [3.3] Should a student not attend a lecture session/presentation, the notes of that particular session will be emailed to the student and any questions which may arise can be clarified with the student's lecturer at the next session.
- [3.4] Students who have missed two or more classes, either consecutively or during the course without any notification, will be contacted telephonically.
- [3.5] Every assignment must be submitted. Assignments that are not submitted, completed on time, or have not been submitted following the specified procedures, will not be marked.
- [3.6] To receive a certificate of competence and completion, students need to pass with a minimum year-end average of 50%.
- [3.7] STUDIO7 may treat non-compliance, infringements or misdemeanours strictly and firmly; plagiarism is cause for expulsion.
- [3.8] STUDIO7 may retain student work for exhibition or publication purposes and reserves the right to retain two exhibition prints, one photography and one graphic design, from each student at the end of the year.

[4] LIABILITY

STUDIO7 cannot accept responsibility and expressly excludes liability for:

- [4.1] Any loss or damage to students property [including but not limited to camera equipment and any motor vehicle or cycle] while that property is on the premises of STUDIO7 or on a field trip organised by STUDIO7.
- [4.2] Death or any personal injury suffered by the student unless caused by the negligence of the school or its employees.

[5] THE PARENT/GUARDIAN/SPOUSE/ACCOUNT PAYER OF THE STUDENT AND THE STUDENT FURTHER UNDERSTANDS AND AGREES THAT

- [5.1] One of the primary purposes of STUDIO7's courses is to prepare students to succeed in a tough, competitive, adult world. Students choose to study at STUDIO7 for this reason.
- [5.2] STUDIO7 is a place of higher learning; we enrol adults and young adults. Parents, gaurdians, and spouses expect that the college will treat its students as such. Therefore our lecturers are not policemen or babysitters; the students responsibility is to learn and the lecturers responsibility is to facilitate their learning.
- [5.3] At STUDIO7 we always treat each other with respect and socially inappropriate behaviour is unacceptable and will not be tolerated.

[6] AGREEMENT

The above constitutes the complete and comprehensive agreement between STUDIO7, the account payer, and the student. Upon enrolling for any of the courses at STUDIO7, the student and the account payer hereby agree to the terms & conditions as set out above.

NAME OF PARENT/GUARDIAN/ACCOUNT PAYER _____

SIGNATURE _____
[ACCOUNT PAYER]

DATE _____
[DAY/MONTH/YEAR]

NAME OF STUDENT _____

SIGNATURE _____
[STUDENT]

DATE _____
[DAY/MONTH/YEAR]