



APPLICATION AND REGISTRATION CONTRACT: BELLVILLE CAMPUS 2020

Thank you for applying at Prestige Academy.

GUIDE TO COMPLETE YOUR APPLICATION

Please note that the fee structure for the Bellville and Centurion campuses differ.

Attached please find the Application and Registration Contract that includes information on the programme fees and the terms and conditions. Please ensure that you (the applicant), the principal payer and the co-payer initial and sign in full where indicated. To enable us to process your registration you are required to submit the below mentioned documentation.

Applicant	Attach
Fully completed and signed Application Form / Registration Contract	
Certified copy of Grade 11 results, or latest Grade 12 results	
Certified copy of your final Grade 12 results and your National Senior Certificate (if grade 12 is completed)	
Certified copy of your Identity Document	
R2,350.00 non-refundable administration/registration fee – Attach the deposit slip or receipt. No application will be considered without this payment.	
<i>Should you wish to pay the programme over 10 instalments, the Principal Payer/Co-Payer(s) documents must be attached</i>	
Certified copy of the principal payer and co-payer Identity Document(s)	
Latest Salary slip(s)-(if individual person(s) are the account payers) or the latest Financial Statements (if company is the account payer)	
<i>Should you wish to pay the programme in full, the parent/guardian/responsible person for the student documents must be attached</i>	
Certified copy of the parent/guardian/principal payer Identity Document(s)	

Early Enrolment Discount (Fees-must-Freeze)

Register and pay deposit before 31 July 2019 and qualify to **pay 2019 instead of 2020** programme fees.

Early Payment Discount

Different settlement amounts are quoted on the tuition fees list and is available for full payment of the programme fee on 30 September 2019, 30 November 2019 and 15 January 2020.

Siblings Discount

If there are 2 or more siblings enrolled from the same family, R1,000.00 discount per sibling is given.

Further steps after we have received the above mentioned documentation and R2,350.00 non-refundable administration/application fee:

- You will be contacted and informed of your provisional or final acceptance. You will receive a provisional or full acceptance letter in the post or via email.
- Your student number will be issued. Use your student number as reference in all correspondence, when making payments and for applying for a student loan/bursary.
- Students applying for financial aid through means of a student loan or external bursary should proceed with the application.
- International students need to apply for their study permit.

Do not hesitate to contact us, should you require assistance with your application.

Your partner in education.



APPLICATION & REGISTRATION CONTRACT 2020

STUDENT NUMBER

SECTION 1: SELECT QUALIFICATION WITH AN "X"

SAQA QUALIFICATIONS	SAQA ID	Which year	Duration	SAQA QUALIFICATIONS	SAQA ID	Which year	Duration
FACULTY OF BUSINESS				FACULTY OF INFORMATION TECHNOLOGY			
Bachelor of Commerce in Digital Marketing (NQF7)	90907	1st	3 yrs	Higher Certificate in Internetwork System Specialisation (NQF5)	96715	1st	1 yr
Bachelor of Commerce in Business Marketing (NQF7)	82146	1st	3 yrs				
Bachelor of Commerce in Business Management (NQF7)	84887	1st	3 yrs	FACULTY OF ARTS & DESIGN			
Bachelor of Commerce in Event Management (NQF7)	99647	1st	3 yrs	Bachelor of Arts in Visual Arts in Visual Communication Design (NQF7)	80448	1st	3 yrs
Diploma in Business Marketing (NQF6)	83187	1st	3 yrs	Bachelor of Applied Arts in 3D Animation (NQF7)	83227	1st	3 yrs
Diploma in Business Management (NQF6)	84906	1st	3 yrs	Higher Certificate in Desktop Publishing and Computer Art (NQF5)	96714	1st	1 yr
Diploma in Tourism Management (NQF6)	83188	1st	3 yrs	Higher Certificate in Graphic Web Design (NQF5)	96731	1st	1 yr
Diploma in Event Management (NQF6)	80526	1st	3 yrs	Higher Certificate in Photography (NQF5)	88866	1st	1 yr
Higher Certificate in Business Marketing (NQF5)	90513	1st	1 yr	Higher Certificate in Film & TV Make-Up Design (NQF5)	62169	1st	1 yr
Higher Certificate in Business Accounts Administration (NQF5)	96724	1st	1 yr				

Your non-refundable application fee of R2,350 must accompany this application

SECTION 2: PERSONAL DETAILS OF APPLICANT

Title (e.g. Mr, Ms)	Mr.	Ms.	Dr	Other.....	Date of Application	d	d	m	m	y	y	y	y
Surname													
Full Name/s													
Identity Number													
Date of Birth				Gender	Male	Female							
Home Language	English	Afrikaans	isiXhosa	Zulu	Other (Specify)								
Speak & write English	Excellent	Good	Average	Below Average	Not at all								
Nationality	South African	Namibian	Botswana	Zimbabwean	Other (Specify)								
Home Address										Postal Code			
Postal Address										Postal Code			
Home Tel No.					Cell No.								
Work Tel No.					Fax No.								
Email Address													
High/Secondary School name									Year matriculated				
Marital Status	Single	Married	Divorced	Widowed	Children	Yes	No	Ages					
Population Group	White	Black	Coloured	Indian	Other								

SECTION 3: APPLICANT MEDICAL INFORMATION

Attach relevant documentation of disabilities and/or a medical certificate from a medical practitioner if the student has special learning needs and requires additional time for examinations. Late requests for amanuensis examinations for the student will only be allowed until end of January 2020

Family Doctor (GP)				Tel. Number			
Physical Address							
Medical Aid Name				Medical Aid No.			
Do you have any learning disabilities?	Yes	No	Describe				
Do you have any physical disabilities?	Yes	No	Describe				
Do you have any psychological conditions?	Yes	No	Describe				

Initial: Student _____ Principal Payer _____ Co-Payer/Spouse _____

SECTION 4: STUDENT PACK								
Mark your preferred winter top size with an "X"	Small	Medium	Large	X-Large	XX-Large	XXX-Large		
SECTION 5: MARKETING INFORMATION								
Where did you hear about us?	Exhibition Career Day	School Presentation	Friends/ Family	Former Student	Newspaper	Other publications	Google/ Website	Social Media Platforms
Have you applied anywhere else?	Yes	No	Where?					
SECTION 6: PERSONAL DETAILS OF PRINCIPAL PAYER OF ACCOUNT / SPONSOR								
Title (e.g. Mr, Ms)	Mr.	Ms.	Dr	Other.....	Relation to applicant			
Surname								
Full Name/s								
Identity Number								
Home Language	English	Afrikaans	isiXhosa	Zulu	Other (Specify)			
Nationality	South African	Namibian	Botswana	Zimbabwean	Other (Specify)			
Home Address						Postal Code		
Postal Address						Postal Code		
Home Tel No.				Cell No.				
Work Tel No.				Fax No.				
Email Address								
Marital Status	In Community of Property	Out of Community of Property (with accrual)	Out of Community of Property (without accrual)	Divorced	Widow / Widower	Single		
Employment Status	Self-employed	Permanent Contract	Part-time Contract	Casual/Temp	Pensioner	Unemployed		
Employer / Company Name				Position in Company				
Postal Address of Employer						Postal Code		

* If married in Community of Property, complete spouse details.

* Co-payer must also complete.

* If company/bursar is the Principal payer, the parent/guardian must fill in section 7 as part of the indemnity as stipulated in section 11.11

SECTION 7: PERSONAL DETAILS OF CO-PAYER OF ACCOUNT / SPOUSE							
Title (e.g. Mr, Ms)	Mr.	Ms.	Dr	Other.....	Relation to applicant		
Surname							
Full Name/s							
Identity Number							
Home Language	English	Afrikaans	isiXhosa	Zulu	Other (Specify)		
Nationality	South African	Namibian	Botswana	Zimbabwean	Other (Specify)		
Home Address						Postal Code	
Postal Address						Postal Code	
Home Tel No.				Cell No.			
Work Tel No.				Fax No.			
Email Address							
Marital Status	In Community of Property	Out of Community of Property (with accrual)	Out of Community of Property (without accrual)	Divorced	Widow / Widower	Single	
Employment Status	Self-employed	Permanent	Contract	Casual/Temp	Pensioner	Unemployed	
Employer / Company Name				Position in Company			
Postal Address of Employer						Postal Code	

SECTION 8: FAMILY REFERENCE CONFIRMATION AND OTHER DETAILS

Where the Account Payer is not the parent or legal guardian, this information needs to be completed for communication purposes.

Title, Name and Surname					
Address				Contact Details: Home No.	Cell No.

Where the Account Payer is not the parent or legal guardian, this information needs to be completed for communication purposes.

Title, Name and Surname				Relation to applicant	
Address				Contact Details: Home No.	Cell No.

SECTION 9a: EXTERNAL STUDENT LOAN OR INCIDENTAL CREDIT PLAN

Do you have the intention to apply for an external bursary or have you received a bursary?		Yes	No
Company/Bursar		Tel:	Attach letter of approved bursary
Have you applied for a student loan at a Financial Institution		Yes	No
Financial Institution		Tel:	
If section 9a was completed, section 9c must also be completed to obtain incidental credit approval from Prestige Academy in the case where the bursary or student loan was not approved.			
Will you be able to pay the 10 monthly instalments in the event of the external bursary or student loan not being approved?		Yes	No

SECTION 9b: PAYMENT METHOD - Indicate with an "X" in the block provided, the method of Payment for the Programme Fee

Register and pay deposit before 31 July 2019 and receive the early enrolment discount (Fees-must-freeze)	Pay 10 instalments	Full payment by 30/9/2019	Full payment by 30/11/2019	Full payment by 15/01/2020
Pay full programme fee on/before 30 September 2019 and receive discount as per fees list				
Pay full programme fee on/before 30 November 2019 and receive discount as per fees list				
Pay deposit of R8000 on/before 30 November 2019 and pay the balance of programme fee by 15 January 2020 and receive discount as per fees list				
LATE REGISTRATIONS (After 30 November 2019): Pay deposit and balance of programme fee upon registration. (Discount only applies till 15 January 2020)				
Pay R8000 deposit on/before 30 November 2019 and the balance of programme fee over 10 instalments (1st instalment 1 February 2020 and 10th instalment 1 November 2020)				

SECTION 9c: CREDIT ANALYSIS

	Principal Payer		Co-Payer/Spouse	
	Yes	No	Yes	No
Have you ever been under debt review or are you currently under debt review or have you been declared insolvent?				
Nett Monthly Salary (after deductions)	R	.	R	.
Regular Overtime	R	.	R	.
Specify Other Income e.g. Rental Income (after deductions) <i>Attach proof</i>	R	.	R	.
A: Total Monthly Income				
House Bond(s)	R	.	R	.
House Rent	R	.	R	.
Home Rates & Tax (Average)	R	.	R	.
Water (Average)	R	.	R	.
Electricity (Average)	R	.	R	.
Vehicle Instalment(s)	R	.	R	.
Fuel/Travel Expenses	R	.	R	.
Medical Aid / Hospital Plan / Additional Medical Expenses	R	.	R	.
Life Insurance Policies	R	.	R	.
Short Term Insurance on house, car, equipment, etc.	R	.	R	.
Food for family	R	.	R	.
Clothing for family	R	.	R	.
Current School Fees / University Fees (without applicant)	R	.	R	.
Credit Card monthly repayments	R	.	R	.
Other loans monthly repayments	R	.	R	.
B: Total Monthly Expenditure (please calculate)	R	.	R	.
A-B: Nett Monthly (Income less Expenditure)	R	.	R	.

SECTION 10: APPLICATION FOR HOSTEL ACCOMMODATION

Do you wish to make use of the hostel facility?	Yes	No
A separate hostel application form must be completed when applying for hostel accommodation. Request a hostel application form by emailing us at info@prestigeacademy.co.za or contact the marketing department on (021) 9495036. The hostel application form must be completed and should reach our offices simultaneously with the programme registration form. Hostel applications close on 30 September 2019 and the deposit is payable by 31 October 2019. Late registrations close 15 January 2020, and will only be considered if there is space available in the hostel.		

Initial: Student _____ Principal Payer _____ Co-Payer/Spouse _____

SECTION 11: TERMS AND CONDITIONS / DECLARATION

11.1 DURATION OF REGISTRATION CONTRACT

This programme registration contract, concluded between Prestige Academy (Pty) Ltd (hereafter "Prestige Academy") and the Student/Principal Payer/Co-Payer (hereafter "the Student"), applies only to the 1st academic year. The Student will be required to register separately for each academic year and the annual registration fees apply to such annual registration.

11.2 QUALIFICATION REGISTERED FOR

The official prospectus/website of Prestige Academy contains the particulars of each programme offered by Prestige Academy. It is the Student's responsibility to ensure that he/she registers for the correct programme.

11.3 CHANGES TO SYLLABUS/TIME TABLES

Prestige Academy has the right to make changes to the syllabus and content of a programme at any time, without prior notification and without furnishing reasons therefore. Changes will be communicated on Prestige Academy's website or through written communication to the Student as soon as the changes have been approved by institutional structures. Prestige Academy reserves the right to alter timetables.

11.4.1 FEES

The non-refundable programme application and registration fee is R2,350.00 and is payable upon registration. No approval of the Student's application will take place unless the fee of R2,350.00 has been paid. By paying this fee it does not automatically mean that the Student's application has been approved as several admission criteria must first be met. A late registration fee of R500.00 becomes applicable as from 1 December 2019. In the event of a student arriving after commencement of classes, and the student requires additional tuition other than official classes, an additional fee of R350.00 per hour will be charged. The programme fees for 2020 are fixed.

11.4.2 ADDITIONAL FEES

11.4.2.1 IT related examinations such as CompTia A+, MCSA and MCSE, etc. is not included in the tuition fee. All other assessment fees are included in the tuition fee.

11.4.2.2 The 1st year student pack fee of R2000 is payable by 1 January 2020. It includes: Student card, branded winter top and bag and 1st year teambuilding camp (compulsory).

11.4.2.3 Kits & Stationery: As part of the Visual Communication Design, Photography and Make-up qualifications, a separate kit price is charged. The first part of the kit is payable on 1 January 2020 and the second part on 1 June 2020. If a student enrolled for the make-up qualification before 30 November 2019, and paid his/her registration fee and deposit, the student will receive the make-up kit free. Refer to website for additional stationery, products, camera, etc. to be purchased as per programme.

11.4.2.4 It is the Student's responsibility to make sure of stationery requirements for the specific programme enrolled for. Stationery purchases are paid for by the Student.

11.4.2.5 Transport, food, excursion & entrance fees relating to any official excursions or social events are not included in the fees and funded by the Student.

11.4.2.6 Textbooks for the students in the Diploma in Information Technology Network Integration Specialist, or the Higher Certificate in Internetwork System Specialisation are included at no additional fee. Prestige Academy reserves the right to make changes to tuition fees for 2020 in respect of these two programmes, should there be an increase in supplier fees. In some instances, the textbooks become the property of the students and in other instances the textbooks are borrowed from Prestige Academy to the student or notes are given for study purposes.

11.4.2.7 Textbooks for all other programmes (except listed in 11.4.2.6) does not form part of the programme fees. The Student will receive the booklist prior to programme commencement. Estimated textbook amounts are quoted. It is the Student's responsibility to purchase these books in advance prior to programme commencement and to ensure that he/she purchases the correct textbook and version thereof.

11.4.2.8 As part of Prestige Academy's curriculum there is a year-end exhibition where the Film and TV Make-up students will be required to exhibit their work to future employers. Students/Sponsor/Parent/Guardian should familiarise them with the additional cost associated with the exhibition. An Exhibition Guide will be provided to students at the beginning of the academic year.

11.4.3 INCIDENTAL CREDIT ARRANGEMENT, INTEREST & ADMINISTRATION CHARGES

11.4.3.1 All fees are payable in full by 15 January 2020. If the fees could not be settled by 15 January 2020, the Student may approach Prestige Academy in order to negotiate in respect of the provision of credit and the terms of such incidental credit arrangement. The usual preferred terms of such an arrangement would be based on payment in 10 (ten) monthly instalments as quoted on the fees list. In the event that instalments are not paid on due date, late interest in terms of the Prescribed Rate of interest Act, will be applicable.

11.4.3.2 Administration fees such as warning/suspension letters, debit orders/cheques returned unpaid from the bank, telephone/cell phone and SMS charges will be charged and will vary between rates of R10.00 to R100.00 depending on the cost involved.

11.4.4 REDUCTION IN FEES

11.4.4.1 The Student accept that he/she shall not be entitled to any reduction of fees whatsoever in the case of not attending classes.

11.4.4.2 The Student accept that should payments according to this contract not be made for a period of two consecutive months, the Student will be barred from attending lectures. Prestige Academy reserves the right to exclude a student more than once from campus. The Student remains responsible for the full year's tuition fees. All parties to this contract agrees that Prestige Academy shall be entitled to exclude the student from class or to view their results, without any reduction of fees, until the outstanding debt is paid up to date.

11.4.4.3 The parties also agree that if the Student has been barred from lectures due to disciplinary steps taken, the fees will not be reduced.

11.4.5 METHOD OF PAYMENT & CASH DEPOSIT FEES

It is advisable to all students paying their fees in instalments over a period of 10 months, to make use of the debit order system. No cash over the counter at the bank or the Academy will be accepted due to large cash deposit fees. Fees must be paid via EFT or per cheque at the bank counter. Cash deposit fees will be charged at ABSA's cash handling fee.

11.5 DISCOUNTS

11.5.1 Early Enrolment Discount: If the Student apply/registers before 31 July 2019, pays the R2350 administration/registration fee and R8000 programme deposit, the Student will qualify to pay 2019 programme fees for the programme applied for, instead of the 2020 fees, as quoted per fees list.

11.5.2 Early Payment Discount as per fees list applies. No discount will apply after 15 January 2020, even where a student loan and/or external bursary is paid out after 15 January 2020.

11.6 RIGHTS TO CANCEL/TERMINATE THIS CONTRACT

11.6.1 The Student is granted a cancellation period from the date of application till 15 January 2020. No cancellations will be accepted after this date. Cancellations must be in writing and send to info@prestigeacademy.co.za.

11.6.2 If the Student enrolled in January 2020 as a late registration, a 7 day cooling off period is granted to cancel.

11.6.3 R800 (10% of deposit) is charged as cancellation fee as from 1 December 2019, irrespective if the Student paid the deposit or not.

11.6.4 The Student and all parties to this contract agrees that if he/she **cancels after 15 January 2020**, a penalty of **80% of the annual programme fee** is charged as reasonable damages suffered by Prestige Academy.

11.7 INSUFFICIENT DEMAND/ENROLMENTS

Prestige Academy has the right in its sole discretion, to postpone or cancel tuition in any programme advertised and offered, on the basis of insufficient demand/enrolment. The Student will be offered an alternative programme to register for. If the Student do not want to change to an alternative programme, and wish to cancel, all fees except the registration fee of R2,350.00 will be refunded with no cancellation fee charged.

11.8 EXTRAORDINARY EVENT

In the case of any circumstance or an extraordinary event beyond Prestige Academy's control, such as war, strike, riot, crime or act of God (e.g. floods, etc.), Prestige Academy is entitled to suspend lectures and temporarily close the campus affected thereby. In this event the student shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction on fees payable or any compensation from Prestige Academy. Prestige Academy will as soon as possible transfer students to another building or repair damages in the current building(s) to continue with tuition. To catch up for lost time, lectures can also take place during evenings and/or weekends or on-line.

11.9 ACADEMIC CREDIT: EXEMPTION AND TRANSFER

11.9.1 If the Student wishes to transfer from one qualification to another, he/she must apply in writing to do so within the first 7 days after commencement of classes. This transfer cannot be guaranteed as many factors have to be taken into consideration. Students need to communicate the transfer with the Campus Academic Manager.

11.9.2 The Student agrees that where he/she was conditionally approved for a programme (for example a degree) based on his/her grade 12 results (not the final results) and the Student no longer meets the criteria to study towards this programme (after final grade 12 results are available), the Student will be transferred to a programme on a lower level (for example diploma or higher certificate) in the same field of study. The Student may also select another field of study that meets the admission criteria.

11.9.3 The student can only transfer to another campus if the same programmes are being offered.

11.9.4 If the Student has enrolled for a two/three year qualification, but only completed part of the programme (e.g. only 1 of the 3 years of study), no qualification will be issued. The undersigned parties agree that the student and payer(s) will be held liable for the full annual tuition fee in the event of the student not completing the entire academic year, irrespective of the amount of days/weeks/months in class. It is agreed by the parties that this clause will only be waived in the case of the student passing away in which case the pro-rata fee based on semester fees will apply.

11.9.5 Exemption for Academic Credits is the process of formally recognising knowledge acquired previously based on recognition of prior learning (RPL). Students may apply for credit accumulation transfers when changing from one qualification to another, or transferring from another institution to Prestige Academy. Credit exemption will be considered only per successfully completed module (offered by an accredited higher education institution) that is on the same NQF level as the equivalent module offered at Prestige Academy. Approximately 80% similarity in outcomes and content will be sufficient to approve exemption and/or transfer. A fee of R750.00 administration fee is payable before the assessment process can start. Thereafter a fee of R500.00 is payable per module for the credit exemption applied for. Credit exemption is not automatic and will only be considered if assessment has been conducted by an accredited public and/or private higher education institution. (Further information is obtainable at the Academic Manager's office.)

11.10 ORIENTATION

The student has the right to voluntarily take part in the orientation and induction at Prestige Academy. Orientation takes place in an orderly manner for example, academic orientation, braai, dances, teambuilding camp, concerts, etc.

11.11 INDEMNITY

The student/parent/guardian acknowledges that the student may be exposed to risks in the event of orientation workshops, training, field trips, camps, physical sport activities, travelling, etc. The student and the undersigned payer(s) hereby waive all claims against Prestige Academy owners and employees for any damages or loss suffered while the student is, or as the result of being, a student of this institution resulting in death, mental harm or arising from physical injury, or illness suffered by the student or any other person. Such consequences include any loss, destruction of or damage to any property belonging to the student or any other person howsoever the damage or loss is caused by, but is not limited to, the negligence of Prestige Academy or any official employee or representative of this institution.

11.12 DECLARATION

The student and undersigned payer(s) understand, accept and agree

11.12.1 that Prestige Academy shall have the right to summarily terminate the student's programme and expel him/her from Prestige Academy should the undersigned breach any aforesaid undertakings or by reason of disciplinary actions taken

11.12.2 that they give permission to Prestige Academy officials to perform the necessary credit checks for credit arrangements;

11.12.3 that the information in this application form/registration contract is complete and correct and

11.12.4 to comply with all the rules and regulations, including the disciplinary rules and any amendments thereof as published from time to time and to acquaint the undersigned with all the provisions thereof

11.12.5 that Prestige Academy may divulge information pertaining to academic performance and class attendance to the Principal and Co-Payer, parent and spouse.

The Student, sponsor/account payer and co-account payer declares by signing hereunder that they have studied the tuition and additional fees and accept these fees, the terms and conditions thereof.

The Student accepts and agrees to be kept liable for all costs incurred by Prestige Academy, including, but not limited to attorney and client fees, collection charges and tracing charges in enforcing the obligations of the student under this agreement, to the maximum extent permitted by the National Credit Regulator.

Initial: Student _____ Principal Payer _____ Co-Payer/Spouse _____

The Parties acknowledge their respective obligations to comply with the substantive provisions of the Protection of Personal Information Act, 4 of 2013 (hereinafter referred to as 'POPI') and declare that the information received shall not be disclosed without the consent of the disclosing party, to another company. The parties signing this contract gives permission that Prestige Academy may process and distribute relevant personal information where legally required, and/or obliged to do so. The Student give permission that Prestige Academy may use photographs, video's, etc. of social and academic nature of the Student for marketing purchases when required for social media, printed brochures, etc. The Student agrees to not claim any royalties for the aforesaid. The same applies to design work.

11.13 SURETY AND CO-PRINCIPAL PAYERS

The Student binds him/her to Prestige Academy, jointly and severally, as co-sureties and co-payers for the payment of all fees and other charges due by them to Prestige Academy in terms of this contract. The parties consent to the jurisdiction of the Magistrate's Courts, in respect of any legal proceedings that may be instituted arising from or in respect of contract, notwithstanding the fact that the amount in dispute may exceed the jurisdiction of the Magistrates Court. In this regard the parties choose as their domicilium citandi et executandi for all purposes their physical addresses included in this contract.

11.14 GENERAL

No concession, relaxation or indulgence granted by either of the parties to the other party shall be deemed to be a waiver of any of that party's rights in terms hereof, nor shall any relaxation or indulgence be deemed to be a notation of any of the terms and conditions of this registration contract. This contract shall constitute the whole agreement between the parties, and no amendment or agreed upon cancellation thereof shall bind the parties unless put in writing and signed by both parties.

..... Signature of Applicant (Student) Place/Area/...../20..... Date signed
..... Signature of Principal Payer Place/Area/...../20..... Date signed
..... Signature of Co-Payer / Spouse Place/Area/...../20..... Date signed

SECTION 12: DEBIT ORDER INSTRUCTION (Compulsory if paying over 10 months)

Surname or Company Name							
Account Holder Full Names							
Identity/Company No.							
Bank Name						Branch Code	
Bank Account Number							
Account Type	Savings	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Transmission	<input type="checkbox"/>	Other
Account Holder Cell No.					E-Mail Address		
After studying the TUITION FEES, instalments and additional fees carefully, tick the appropriate box with "X"							
Deposit	Deduct a once off deposit fee on 30 November 2019						Amount: R8,000.00
Monthly Instalments	Deduct 10 monthly instalments commencing 1 February 2020, ending 1 November 2020						Amount: R
Tuition Full Fee	Deduct full balance (programme fee less deposit) on 1 January 2020						Amount: R
Student Pack	Deduct a once off amount on 1 January 2020						Amount: R2,000.00
Kits <i>(Only BA (Visual Arts)(Visual Communication, HighCert. (Photography), HighCert (Film &TV Make-up Design)</i>	Deduct 1 instalment on 1 January 2020 and 1 instalment on 1 June 2020						Amount: R
Graduation <i>(Higher Cert. Candidates Only)</i>	Deduct a once off amount on 1 September 2020						Amount: R 520.00

IMPORTANT NOTICE:

I/We hereby declare that I/we are financially able to pay the monthly payments as indicated above. I/We hereby request ("instruct") and authorize you to draw against my/our account with the above mentioned bank (or any other bank or branch to which I/we may transfer my/our account) the sum(s) and the day as stated above and continuing until the full balance of the account is settled. All such monies drawn from my/our bank account by you shall be treated as though they had been signed by me/us personally. I/We accept responsibility to have the minimum available funds in my bank account on the dates specified above. I/We agree to pay any bank charges relating to this debit order instruction. In terms of this contract we take note that late interest as laid down by the prescribed rate according to the Interest Act may be charged, on any outstanding amounts from the date of which it became due for payment.

Administration fees such as warning/suspension letters, debit orders/cheques returned unpaid from the bank, telephone/cell phone and SMS charges will be charged and will vary between rates of R10.00 to R100.00 depending on the cost involved.

I/We authorize Prestige Academy to draw the administration fees from my/our debit order instruction, without further notification.

In the case of an unpaid debit order, the payer authorizes Prestige Academy to debit his/her account on any date as Prestige Academy may choose and/or to double debit his/her account with the next payment date. In the case of an unpaid debit order, late interest will be charged.

Signature Account Holder (1)	Signature Account Holder (2)	Date: DD/MM/YYYY	Office Use: Captured
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OFFICE USE:

Marketing Executive: Date:...../...../.....	Marketing Manager: Date:...../...../.....	Financial Manager: Date:...../...../.....	Comments:
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Initial: Student _____ Principal Payer _____ Co-Payer/Spouse _____



Bachelor of Commerce in Digital Marketing (1st of 3 year qualification)								
	Option 1: EARLY ENROLMENT DISCOUNT Register and pay deposit before 31 July'19 and qualify for Early enrolment discount	Option 2: Pay full before 30 Sept'19	Option 3: Pay full before 30 Nov'19	Option 4: Pay full before 15 Jan'20	Option 5: Payment over 10 months	Student Pack Branded Top Branded Bag 1st year camp Student Card	Kits Also view website for additional requirements	Textbooks (Estimated) Students must purchase books @supplier
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	57 200,00	57 200,00	57 200,00	57 200,00	57 200,00	2 000,00		4 000,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	49 200,00	57 200,00	57 200,00	49 200,00	49 200,00			
Special Early enrolment discount	- 5 000,00							
Cash Discount	- 1 230,00	- 4 290,00	- 2 860,00	- 1 430,00				
Settlement Total	42 970,00	52 910,00	54 340,00	47 770,00				
Monthly installment (x10)	4 420,00				4 920,00			
Bachelor of Commerce in Business Marketing (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	52 500,00	52 500,00	52 500,00	52 500,00	52 500,00	2 000,00		4 500,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	44 500,00	52 500,00	52 500,00	44 500,00	44 500,00			
Special Early enrolment discount	- 4 600,00							
Cash Discount	- 1 112,50	- 3 937,50	- 2 625,00	- 1 312,50				
Settlement Total	38 787,50	48 562,50	49 875,00	43 187,50				
Monthly installment (x10)	3 990,00				4 450,00			
Bachelor of Commerce in Business Management (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	54 200,00	54 200,00	54 200,00	54 200,00	54 200,00	2 000,00		4 500,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	46 200,00	54 200,00	54 200,00	46 200,00	46 200,00			
Special Early enrolment discount	- 4 700,00							
Cash Discount	- 1 155,00	- 4 065,00	- 2 710,00	- 1 355,00				
Settlement Total	40 345,00	50 135,00	51 490,00	44 845,00				
Monthly installment (x10)	4 150,00				4 620,00			
Bachelor of Commerce in Event Management (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	53 700,00	53 700,00	53 700,00	53 700,00	53 700,00	2 000,00		3 600,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	45 700,00	53 700,00	53 700,00	45 700,00	45 700,00			
Special Early enrolment discount	- 4 700,00							
Cash Discount	- 1 142,50	- 4 027,50	- 2 685,00	- 1 342,50				
Settlement Total	39 857,50	49 672,50	51 015,00	44 357,50				
Monthly installment (x10)	4 100,00				4 570,00			
Diploma in Event Management (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	48 400,00	48 400,00	48 400,00	48 400,00	48 400,00	2 000,00		3 100,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	40 400,00	48 400,00	48 400,00	40 400,00	40 400,00			
Special Early enrolment discount	- 4 200,00							
Cash Discount	- 1 010,00	- 3 630,00	- 2 420,00	- 1 210,00				
Settlement Total	35 190,00	44 770,00	45 980,00	39 190,00				
Monthly installment (x10)	3 620,00				4 040,00			
Diploma in Tourism Management (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	51 400,00	51 400,00	51 400,00	51 400,00	51 400,00	2 000,00		3 500,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	43 400,00	51 400,00	51 400,00	43 400,00	43 400,00			
Special Early enrolment discount	- 4 500,00							
Cash Discount	- 1 085,00	- 3 855,00	- 2 570,00	- 1 285,00				
Settlement Total	37 815,00	47 545,00	48 830,00	42 115,00				
Monthly installment (x10)	3 890,00				4 340,00			
Diploma in Business Marketing (1st of 3 year qualification)								
Diploma in Business Management (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	47 200,00	47 200,00	47 200,00	47 200,00	47 200,00	2 000,00		4 100,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		Dip. Bus Marketing
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	39 200,00	47 200,00	47 200,00	39 200,00	39 200,00			
Special Early enrolment discount	- 4 100,00							
Cash Discount	- 980,00	- 3 540,00	- 2 360,00	- 1 180,00				3 800,00
Settlement Total	34 120,00	43 660,00	44 840,00	38 020,00				Dip. Bus Management
Monthly installment (x10)	3 510,00				3 920,00			
Higher Certificate in Business Marketing (1st of 1 year qualification)								
Higher Certificate Business Accounts Administrator (1st of 1 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	41 900,00	41 900,00	41 900,00	41 900,00	41 900,00	2 000,00		4 100,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation		Hcert. Bus Marketing
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	33 900,00	41 900,00	41 900,00	33 900,00	33 900,00			
Special Early enrolment discount	- 590,00							
Cash Discount	- 2 552,50	- 3 142,50	- 2 095,00	- 1 047,50				3 800,00
Settlement Total	30 757,50	38 757,50	39 805,00	32 852,50				Hcert. Bus Accounts Adm.
Monthly installment (x10)	3 331,00				3 390,00			

	Option 1: EARLY ENROLMENT DISCOUNT Register and pay deposit before 31 July'19 and qualify for Early enrolment discount	Option 2: Pay full before 30 Sept'19	Option 2: Pay full before 30 Nov'19	Option 2: Pay full before 15 Jan'20	Option 5: Payment over 10 months	Student Pack Branded Top & Bag 1st year camp Student Card	Kits View website for additional requirements	Textbooks (Estimated) Students purchase books @ supplier
Higher Certificate in Internetwork System Specialisation (1st of 1 year)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	72 300,00	72 300,00	72 300,00	72 300,00	72 300,00	2 000,00		Part of course fee
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	64 300,00	72 300,00	72 300,00	64 300,00	64 300,00			
Special Early enrolment discount	- 6 200,00							
Cash Discount	- 1 607,50	- 5 422,50	- 3 615,00	- 1 807,50				
Settlement Total	56 492,50	66 877,50	68 685,00	62 492,50				
Monthly installment (x10)	5 810,00				6 430,00			
Bachelor of Arts in Visual Arts in Visual Communication Design (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	75 400,00	75 400,00	75 400,00	75 400,00	75 400,00	2 000,00	5 000,00	6 200,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020	2 500,00	
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			1 Jan'2020
Sub Total	67 400,00	75 400,00	75 400,00	67 400,00	67 400,00		2 500,00	
Special Early enrolment discount	- 6 400,00						1 Jun'2020	
Cash Discount	- 1 685,00	- 5 655,00	- 3 770,00	- 1 885,00				
Settlement Total	59 315,00	69 745,00	71 630,00	65 515,00				
Monthly installment (x10)	6 100,00				6 740,00			
Bachelor of Applied Arts in 3D Animation (1st of 3 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	76 500,00	76 500,00	76 500,00	76 500,00	76 500,00	2 000,00		4 000,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	68 500,00	76 500,00	76 500,00	68 500,00	68 500,00			
Special Early enrolment discount	- 6 500,00							
Cash Discount	- 1 712,50	- 5 737,50	- 3 825,00	- 1 912,50				
Settlement Total	60 287,50	70 762,50	72 675,00	66 587,50				
Monthly installment (x10)	6 200,00				6 850,00			
Higher Certificate in Desktop Publishing and Computer Art (1st of 1 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	54 700,00	54 700,00	54 700,00	54 700,00	54 700,00	2 000,00		5 500,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	46 700,00	54 700,00	54 700,00	46 700,00	46 700,00			
Special Early enrolment discount	- 4 720,00							
Cash Discount	- 1 167,50	- 4 102,50	- 2 735,00	- 1 367,50				
Settlement Total	40 812,50	50 597,50	51 965,00	45 332,50				
Monthly installment (x10)	4 198,00				4 670,00			
Higher Certificate in Photography (1st of 1 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	53 600,00	53 600,00	53 600,00	53 600,00	53 600,00	2 000,00	5 000,00	2 800,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation	2 500,00	
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			1 Jan'2020
Sub Total	45 600,00	53 600,00	53 600,00	45 600,00	45 600,00		2 500,00	
Special Early enrolment discount	- 4 600,00						1 Jun'2020	
Cash Discount	- 1 140,00	- 4 020,00	- 2 680,00	- 1 340,00				
Settlement Total	39 860,00	49 580,00	50 920,00	44 260,00				
Monthly installment (x10)	4 100,00				4 560,00			
Higher Certificate in Graphic Web Design (1st of 1 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	59 900,00	59 900,00	59 900,00	59 900,00	59 900,00	2 000,00		6 200,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation		
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			
Sub Total	51 900,00	59 900,00	59 900,00	51 900,00	51 900,00			
Special Early enrolment discount	- 5 200,00							
Cash Discount	- 1 297,50	- 4 492,50	- 2 995,00	- 1 497,50				
Settlement Total	45 402,50	55 407,50	56 905,00	50 402,50				
Monthly installment (x10)	4 670,00				5 190,00			
Higher Certificate in Film & TV Make-up Design (1st of 1 year qualification)								
Reg Fee (with application)	2 350,00	2 350,00	2 350,00	2 350,00	2 350,00			
Course Fee	60 900,00	60 900,00	60 900,00	60 900,00	60 900,00	2 000,00	7 000,00	1 900,00
Deposit (bef 31/07/2019)	- 8 000,00					Payable 1/1/2020 + Graduation	3 500,00	+ purchase
Deposit (bef 30/11/2019)				- 8 000,00	- 8 000,00			1 Jan'2020
Sub Total	52 900,00	60 900,00	60 900,00	52 900,00	52 900,00		3 500,00	stationery
Special Early enrolment discount	- 5 250,00						1 Jun'2020	
Cash Discount	- 1 322,50	- 4 567,50	- 3 045,00	- 1 522,50				
Settlement Total	46 327,50	56 332,50	57 855,00	51 377,50				
Monthly installment (x10)	4 765,00				5 290,00			
Students will have to fund their exhibition Register before 30 Nov and receive kits free								