

# CAPE AUDIO COLLEGE (PTY) LTD

## THE INSTITUTE OF SOUND TECHNOLOGY

### APPLICATION FORM

PHOTO

Please complete this form clearly and accurately using BLOCK LETTERS  
OR if you prefer apply online at [www.capeaudiocollege.co.za](http://www.capeaudiocollege.co.za) Make sure you read and agree to all terms & conditions.

Return to: Admissions, Cape Audio College, Unit 8B The Waverley Business Park, Kotzee Street, Mowbray, 7600

#### FULL TIME COURSES:

Higher Certificate in Sound Technology

3 year Diploma in Sound Technology

#### PART TIME COURSES:

Modern Music Production Course

### 1. PERSONAL DETAILS

Please complete the following information as it appears on your current passport or identification.

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Date of birth: (day/month/year)   /   /

ID/Passport No:

Male  Female

Ethnic Group: \_\_\_\_\_ Home Language: \_\_\_\_\_

**Please ensure that a copy of identification is attached (e.g.ID or passport)**  
***·No applicant will be discriminated against. This is prescribed by the National Department of Education for record purpose.***

### 2. CONTACT INFORMATION

Phone number (include country and area code if outside South Africa)

Mobile number (include country and area code if outside South Africa)

Email address: \_\_\_\_\_

### 3. ADDRESS INFORMATION

Permanent home address

Residential Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode/Zip Code: \_\_\_\_\_ Postcode/Zip Code: \_\_\_\_\_

### 4. DISABILITIES

Do you have any disabilities or long term medical conditions that may affect your studies?

NO  YES

If yes: Please indicate the area of impairment.

Hearing

Medical

Learning

Vision

Other

Please specify condition/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 5. CITIZENSHIP AND RESIDENCY

Are you a South African citizen? If yes ignore below

Please note a study permit must be issued before commencement date of studies.

NO  YES

I hold Permanent Resident status in South Africa

I am an overseas student with a temporary entry permit and currently residing in South Africa

I am applying for a Study Permit

I hold Refugee Resident status in South Africa

What country do you hold citizenship for? \_\_\_\_\_



**9. COMPUTER EXPERIENCE**

Macintosh       Windows       None

Other: \_\_\_\_\_

**10. RECORDING EXPERIENCE**

Pro Tools       Digital Performer       Logic

Cubase       Analog tape       Acid

Reason       MIDI       Cakewalk

Other: \_\_\_\_\_

**11. WHAT IS YOUR PREFERRED STYLE OF MUSIC**

Rock       Hip Hop       Metal

Soul/R&B       Electro       Techno/Trance

Jazz       Classical

Other: \_\_\_\_\_

**12. OUTSIDE ACTIVITIES AND EDUCATIONAL GOALS**

•Please describe in detail any specialized training, employment, or other activities where you have gained experience in a field related to your course of interest.

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•What inspired you to pursue a career in the music/audio industry?

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•Describe your career goals and expectations after you graduate from Cape Audio College.

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•Do you play a musical instrument? *(Please specify)*

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

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•Do you read or write music? *(Please specify grade)*

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**13. CONTACT INFORMATION OF PERSON RESPONSIBLE FOR TUTION FEES**

Please ensure that a copy of identification is attached (e.g.ID or passport)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Date of birth:   /   /     (day/month/year)

ID/Passport No:

Male  Female

**PERSONAL CONTACT INFORMATION**

Phone number (include country and area code if outside South Africa)

Mobile number (include country and area code if outside South Africa)

Email address: \_\_\_\_\_

**EMPLOYMENT CONTACT INFORMATION**

Phone number (include country and area code if outside South Africa)

Mobile number (include country and area code if outside South Africa)

Fax number (include country and area code if outside South Africa)

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

**14. CONTACT DETAILS OF FATHER**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

**ADDRESS INFORMATION**

Permanent home address

Residential Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode/Zip Code: \_\_\_\_\_ Postcode/Zip Code: \_\_\_\_\_

Home phone number (include country and area code if outside South Africa)

Work number (include country and area code if outside South Africa)

Mobile phone number (include country and area code if outside South Africa)

The above details belongs to:  Father  Mother  Guardian

**15. PERSON TO RECEIVE ATTENDANCE /PROGRESS REPORTS**

Father  Mother  Guardian

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

**16. CONTACT DETAILS OF MOTHER**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home phone number (include country and area code if outside South Africa)

Work phone number (include country and area code if outside South Africa)

Mobile phone number (include country and area code if outside South Africa)

Email address: \_\_\_\_\_

**17. NEXT OF KIN**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Landline phone number (include country and area code if outside South Africa)

Mobile phone number (include country and area code if outside South Africa)

**18. MARKETING RESEARCH**

Where did you hear about Cape Audio College: (Please mark with ✓ where applicable)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> BPM Magazine                          | <input type="checkbox"/> LMG Magazine  | <input type="checkbox"/> Muse Magazine             |
| <input type="checkbox"/> Career Times                          | <input type="checkbox"/> Die Jip       | <input type="checkbox"/> Past Student              |
| <input type="checkbox"/> Internet                              | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Career Guidance Councilor |
| <input type="checkbox"/> Community Newspapers Southern Suburbs | <input type="checkbox"/> School Expo   |  |
| <input type="checkbox"/> Community Newspapers Northern Suburbs | <input type="checkbox"/> Event         |  |



## TERMS & CONDITIONS

Parents and students: Please read through these details and sign below.

By acceptance to Cape Audio College and where the student has entered upon studies at Cape Audio College pursuant to the contract entered into between Cape Audio College, the student, lawful guardian and/or sponsor shall, together with the student, be liable jointly and severally for the due fulfillment of all terms of the agreement.

### **1. Compliance with Cape Audio College Rules and Regulations**

- 1.1 The student will comply with all the rules and regulations of Cape Audio College as may be laid down from time to time with the intent and purpose of entering the highest possible academic standard and the best creative results from the whole student body.
- 1.2 The student/parent/guardian agrees to pay the full registration fee on application to secure his/her place. The registration fee is non-refundable.

### **2. Student Liability for damage or loss**

- 2.1 In the event of any damage and/or loss to equipment or any property of Cape Audio College is caused by the student during his/her use of the studios or attendance at Cape Audio College the student agrees to pay within twenty one (21) days of all costs relevant to replacing such equipment or property.

### **3. Legal Declaration of Indemnity**

- 3.1 The student hereby indemnifies Cape Audio College against any risk, loss or damage of whatsoever nature or kind arising out of any claim in, which may be preferred against Cape Audio College as a result of any happening of whatsoever nature of kind which may take place on the premises of Cape Audio College, or in connection with the affairs and activities of Cape Audio College in which the student takes part. Neither Cape Audio College nor any official employee or representative of Cape Audio College acting in his/her capacity as such shall be liable for any damage arising out of the death, bodily harm, loss or health or illness of any student howsoever caused.
- 3.2 Furthermore the student hereby holds Cape Audio College free from any claim of whatsoever nature of kind arising out of any loss or damage which may be suffered by the student whilst on the premises of Cape Audio College or in connection with the activities of Cape Audio College, arising from any cause whatsoever. Neither Cape Audio College nor any official employee or representative of Cape Audio College acting in his/her capacity as such shall be liable for any damage to any property owned by or in the custody of any student, howsoever caused.
- 3.3 The student hereby indemnifies Cape Audio College against any claim made against Cape Audio College in respect of any damages arising out of the fault on applicant.

### **4. Termination of Studies**

- 4.1 In the event of any student desiring to terminate studies, for any reason whatsoever, this shall not absolve the student from full liability for the payment of fees and any other charges
- 4.2 The Student accepts that in the event of the behavior or academic progress of the student being in anyway reasonable unacceptable to the institution heads of Cape Audio College, in exercise of his/her sole discretion, shall have the right to determine and cancel the students entitlement to attend Cape Audio College under no circumstances will the registration fee or other fees paid be refundable.

### **5. Student Fees**

- 5.1 In the event of any fees due by a student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable and interest shall be charged by Cape Audio College on the amount due from due date of payment.
- 5.2 Students will not receive any correspondence from Cape Audio College e.g. Progress Reports, Exam Results etc. until account is settled and paid in full. Students who have failed the academic year shall not receive any reimbursement for their fees.

### **6. Conditions of Registration**

- 6.1 The students failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges.
- 6.2 No cancellation of this contract shall be of force or affect without written consent thereto by an authorized person from Cape Audio College.
- 6.3 The right to attend lectures and write examinations is not transferable.
- 6.4 Cape Audio College shall further has the right to alter timetables and course commencement dates where necessary.
- 6.5 Fees payable to Cape Audio College comprise tuition and registration fees for Cape Audio College and does not include, books, stationery or other items. Furthermore it shall be the student's responsibility to bear the cost of transport and specialized consumables used during the course including but not limited to specialized stationery, or any other materials.
- 6.6 In the case of vis major, Cape Audio College reserves the right to cease lectures and close the college temporarily. While every effort will be made to resume lectures as soon as possible, no warranties are made in the regard and no refund of fees will be made.
- 6.7 Cape Audio College reserves the right to cancel the students booked studio time. All attempts will be made to notify the student of such cancellation. Time lost due to such cancelation will be rebooked in favor of the student.
- 6.8 Students failing to attain a satisfactory year mark may repeat subjects failed according to the re-supplementary policy.

### **7. Section to be completed in the case of an applicant who is a minor (i.e. under the age of 18)**

**I, the undersigned applicant, duly assisted as far as in law need be by (full name of parent/legal guardian**

**Parent/Legal guardian:** \_\_\_\_\_

- 7.1 acknowledge that I understand the provisions of the declarations or indemnity above and hold myself bound thereby and by all other provisions in this registration, and by the rules and regulations and procedures of Cape Audio College for the time being in force or as they may be altered, for any period during which I am registered student.
- 7.2 declare that I know that, should I during my attendance at Cape Audio College undergo training in any lecture theatre, lab, studio or any other place of training or attend any excursion event whether within or without Cape Audio College. I may be exposed to risks to life, personal liability therefore and that in the full knowledge of this, I consent to run all the risks involved in such training excursion or exercise. Furthermore I acknowledge that the cost of transport to and from such training or excursions shall be for my account
- 7.3 acknowledge that I have familiarized myself with this contact and certify that the information given in this form is accurate and completed in all respects.
- 7.4 acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by Cape Audio College.
- 7.5 hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment.

**In my capacity as the parent/legal guardian do hereby:**

- 7.6 assist the applicant in all respects in making this registration and hold him/her and myself bound by all the provisions thereof and by the rules and regulations of Cape Audio College for the time being in force or as they may be altered;
- 7.7 consent to the applicant attending Cape Audio College subject to the provisions of the registration.
- 7.8 certify that the information given on this form is accurate and completed in all respects.
- 7.9 hold myself jointly and severally responsible as co-debtor together with the applicant, for full payment of all fees and charges as and when they fall due for payment at Cape Audio College and that all fees paid to Cape Audio College is non-refundable.
- 7.10 confirm that I have read and understood the terms and conditions of the contract and agree to be bound by them;
- 7.11 agree that where tuition fees are payable to Cape Audio College in installments, the failure to pay and single installment timorously will result in the full balance, becoming immediately due and payable without further notice;
- 7.12 agree the Cape Audio College shall be entitled to recover from me all legal costs incurred by Cape Audio College in order to enforce its rights under this contract.

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Parents/Legal Guardian**

\_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed in the case of an applicant who is not a minor**

**I. (name)** \_\_\_\_\_

- 8. All students and members of staff must acquaint themselves with the rules and regulations and policies and procedures of Cape Audio College. By enrolling with Cape Audio College, students agree to abide by these, and acknowledge the scope of Cape Audio College's disciplinary powers.
- 8.1 Students shall be bound to aforementioned rules and regulations and policies and procedures for the duration of their studies at the Institution. Cape Audio College may from time to time announce additions or amendment to the rules and regulations and policies and procedures.
- 8.2 Cape Audio College expects all students and members of staff to conduct themselves in such a way as to enable Cape Audio College to fulfill its aims effectively and efficiently, without hindrance. No student or member of staff shall act in breach of any regulation of Cape Audio College where he/she knows or ought to know that he/she is acting in breach thereof. Those who breach regulations will be subjected to disciplinary action.

- 8.3 It is important for students to make use of Cape Audio College's studios during the allocated times. If the student does not phone to cancel a session their next session will be cancelled.
- 8.4 In the event of any problems arising in any of the studios students consult the facilitator/s immediately. Students must save work onto their own media and not onto the computers hard drive. Cape Audio College will not be responsible for work deleted. Students must comply with these rules. No smoking, eating or drinking is allowed in studios or lecture room.
- 8.5 Students found abusing any of the College's equipment will be responsible, financially for loss or damage to the equipment whilst it is in their possession. Only registered students may operate the studio equipment.
- 8.6 The studio bookings are booked at reception between 09h00 to 17h00 daily. Monday to Thursday and Fridays from 09h00 to 15H00 and must be signed by one of Cape Audio College's staff members, if the student does not get an authorized signature the session will be cancelled. No aliases names to be used at anytime i.e. studio bookings, exams, assignments and attendance sign in sheets. Students may bring their own equipment e.g. guitars, keyboards etc.
- 8.7 The College phones may only be used in an extreme emergency, and then only with permission from the Head Administrator. This applies to both in coming and out going calls. No messages will be taken for students except in a case of an emergency. The use of cellular telephones is absolutely prohibited within the Lecture Room. Phones are to be switched off during lectures.
- 8.8 Illegal substances will not be tolerated on Cape Audio College's property under any circumstances whatsoever. Use or possession of such substance or harassment of any student by any other student or staff member whilst under the influence of such substance, or in the procurement of such substance, may lead to expulsion from Cape Audio College
- 8.9 The unauthorized removal of any property from Cape Audio College by any student or person without prior permission will be regarded as theft. Disciplinary action will be taken and may lead to immediate expulsion if the student/person is found guilty.
- 8.10 No student shall falsify or misuse any Certificate/Diploma or other document and/or knowingly make any false statement in the course of his/her endeavors with Cape Audio College. If in the assessment of any assignments it is found that any portion of any piece of work is unduly similar to, or the same as, that of another student. The implications of the Cape Audio College academic honesty policy will come into effect.
- 8.11 Should students wish to withdraw from a course, they are required to submit a letter to the Head Administrator stating the reason registration fees and tuition fees are non-refundable as the students position cannot be re-filled.
- 8.12 It is the student's responsibility to inform the Head of Administration of any changes of contact information.

**I, we hereby agree to the terms and conditions in this contract**

**Student:** \_\_\_\_\_

**Parent/Legal Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**I \_\_\_\_\_ student of Cape Audio College understand and acknowledge to obey and follow the rules and regulations set forth by Cape Audio**

## RULES & REGULATIONS

### 1. **Rules, regulations, policies and procedures**

All students and members of staff must acquaint themselves with the rules and regulations and policies and procedures of Cape Audio College. By enrolling with Cape Audio College, students agree to abide by these, and acknowledge the scope of Cape Audio College's disciplinary powers.

Students shall be bound to aforementioned rules and regulations and policies and procedures for the duration of their studies at the Institution. Cape Audio College may from time to time announce additions or amendment to the rules and regulations and policies and procedures.

The rules, regulations, policies and procedures are available on the College server. It is the responsibility of the student to know and understand the content of these documents.

### 2. **Exclusion of liability**

Neither the Cape Audio College (Pty) Ltd, the Director, the Landlord, nor any of its agents, trustees, employees or facilitators 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 the Cape Audio College (Pty) Ltd, the Directors, Landlord or of any of the said persons or otherwise.

### 3. **Conduct**

Cape Audio College expects all students and members of staff to conduct themselves in such a way as to enable Cape Audio College to fulfill its aims effectively and efficiently, without hindrance. No student or member of staff shall act in breach of any regulation of Cape Audio College where he/she knows or ought to know that he/she is acting in breach thereof. Those who breach regulations will be subjected to disciplinary action.

Illegal substances will not be tolerated on Cape Audio College's property under any circumstances whatsoever. Use of possession of such substance or harassment of any student by any other student or staff member whilst under the influence of such substances, or in the procurement of such substances, may lead to expulsion from Cape Audio College.

The unauthorized removal of any property from Cape Audio College by any student or person without prior permission will be regarded as theft. Disciplinary action will be taken and may lead to immediate expulsion if the student/person is found guilty.

All reasonable instructions given by a facilitator or management staff of Cape Audio College must be carried out.

Verbal or physical attacks/abuse are not condoned and severe disciplinary measures will be taken.

### 4. **Registration requirements**

The student/parent/guardian agrees to pay the full registration fee on application to secure his/her place. The registration fee is non-refundable.

All students will be required to re-register at the end of each academic year for the following year. There is no fee for re-registration. If for any reason a student will not be continuing their studies at the Institution in the following year they are required to notify the Head Administrator before the end of the current academic year.

It is the student's responsibility to inform the Head Administrator of any changes to personal or account holder contact information.

### 5. **Termination of Studies**

Should students wish to withdraw from a programme, they are required to submit a letter to the Head Administrator stating the reason.

In the event of any student desiring to terminate studies, for any reason whatsoever, this shall not absolve the student from full liability for the payment of fees or any other charges.

The student accepts that in the event of the behavior or academic progress of the student being in anyway reasonable unacceptable to the institution heads of Cape Audio College, in exercise of his/her sole discretion, shall have the right to determine and cancel the students entitlement to attend Cape Audio College under no circumstances will the registration fee or other fees paid be refundable.

### 8. **Payment of Fees**

Fees payable to Cape Audio College comprise tuition and registration fees for Cape Audio College and do not include, books, stationery or other items. Furthermore it shall be the student's responsibility to bear the cost of transport and specialized consumables used during the course, including but not specialized stationery, or any other materials.

In the event of any fees due by a student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable and interest shall be charged by Cape Audio College on the amount due from due date of payment.

Students will not receive any correspondence from Cape Audio College e.g. Progress Reports, Exam Results etc. until account is settled and paid in full. Students who have failed the academic year shall not receive any reimbursement of their fees.

### 9. **Assessment rules**

Students are required to submit assessments in the appropriate format on or before the assessment submission date, as stipulated in the assessment outline.

A student must achieve the following grades in order to pass an assessment or quality for a supplementary assessment opportunity:

#### **Higher Certificate:**

1. 60% - Pass; 40% - Supplementary assessment opportunity

#### **Diploma:**

2. 1<sup>st</sup> year: 60% - Pass; 40% - Supplementary assessment opportunity
3. 2<sup>nd</sup> year: 70% - Pass; 50% - Supplementary assessment opportunity
4. 3<sup>rd</sup> year: 75% - Pass; 55% - Supplementary assessment opportunity

An additional fee is payable per supplementary assessment opportunity.

A student may appeal assessment decision and must follow the procedures outlined in the Cape Audio College.

### 10. **Assessment deadlines**

Students are required to submit assessments on or before the deadlines date specified on the relevant assessment outline. An assessment submitted after the assessment due submission deadline, without an approved extension will be penalized. A 10% penalty will be applied for each day or part day that the item is late (a 'day' for this purpose is defined as any day on which the college administration is open). Weekends count as one day in determining the penalty. Assessments submitted more than ten days after the assessment submission deadline are awarded zero marks.

### 11. **Assessment extensions**

A student may apply for an assessment extension, by completing the application for extension form, in the case of one of the following circumstances.

1. Illness – valid medical certificate
2. Death in the family – signed letter from parent
3. Extenuating circumstances – signed letter from parent

Applications for an assessment extension must be made to the relevant facilitator prior to the hand in date. The facilitator has the right to refuse an application and/or to verify all documentation submitted by the student.

### 12. **Examinations**

Examination rules and regulations will be provided to all students prior to commencement of examinations. Students will be required to sign that they understand and will abide by these rules and regulations.

### 13. **Cheating and Plagiarism**

No student shall falsify or misuse any Certificate/Diploma or other document and/or knowingly make any false statement in the course of his/her endeavors with Cape Audio College. If in the assessment of any assignments it is found that any portion of any piece of work is unduly similar to, or the same as, that of another student. The implications of the Cape Audio College academic honesty policy will come into effect.

6. **Facilities and equipment**

In the event of any problems arising in any of the studios students must consult the facilitator/s immediately.

Students must save work onto their own media and not onto any computer hard drive. Cape Audio College will not be responsible for work deleted.

Only registered students may operate the studio equipment. Students found abusing any of the College's equipment will be responsible, financially for loss or damage to the equipment whilst it is in their possession.

No eating or drinking is allowed in studios or lecture rooms.

Smoking is only permitted in the designated smoking areas.

Students may bring their own equipment e.g. guitars, keyboards etc to studio sessions as required.

In the event of any damage and/or loss to equipment or any property of Cape Audio College is caused by the student during his/her use of the studios or attendance at Cape Audio College the student agrees to pay within twenty one (21) days of all costs relevant to replacing such equipment or property.

The College phones may only be used in an extreme emergency, and then only with permission from the Head Administrator. This applies to both incoming and outgoing calls. No messages will be taken for students except in a case of an emergency. The use of cellular telephones is absolutely prohibited with the Lecture Room. Phones are to be switched off during lectures.

Limited access to the Internet is available upon request and a is attended for research purposes only.

7. **Attendance and absenteeism**

Attendance for all lectures and tutorials is compulsory, unless prior arrangements have been made with the relevant facilitator.

Students are required to actively participate in all lectures, tutorials and studio sessions.

Students are required to book a minimum number of studio hours as prescribed in the student handbook. The studio bookings must be made at reception between 09h00 and 17h00 Monday to Thursday and between 09h00 to 15h00 on Fridays and must be signed by one of Cape Audio College's staff members. If the student does not get an authorized signature the session will be cancelled.

Student/s full names must be used at all time. No aliases names may be used at anytime i.e. studio bookings, exams, assignments and attendance sign in sheets.

It is important for students to make use of Cape Audio College's studios during the allocated times. If the student does not phone to cancel a session their following session will also be canceled as a penalty.

Cape Audio College reserves the right to cancel the student/s booked studio time. All attempts will be made to notify the student of such cancellation. Time lost due to such cancelation will be rebooked in favor of the student.

Should a student fail to attend lectures for whatever reason, she/he shall in no way be entitled to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges.

The right to attend lectures and write examinations is not transferable.

Cape Audio College shall reserve the right to alter timetables and course commencement dates where necessary. Students will be notified of any changes, in writing.

All, official outings organized by Cape Audio College must be attended by all students.

A student must provide an original valid doctor's certificate if she/her is absent for more than two consecutive days or would like to apply for a supplementary examination opportunity or an assessment extension.

14. **Progression (diploma programme only)**

The student must obtain a module average of at least 60% in order to pass any first year module within the programme and be awarded the relevant credits.

The student must obtain a module average of at least 70% in order to pass any second year module within the programme and be awarded the relevant credits.

The student must obtain a module average of at least 75% in order to pass the third year module within the programme and be awarded the relevant credits.

Students may progress into the second year level, if they achieve a minimum of 90 first year credits.

Students may progress into the third year level, if they achieved all first year credits and a minimum of 90-second year credits.

Students must re-register for any module that he/she has not yet achieved credits for, and will be required to pay an additional fee per module.

Students may only register for a module if they meet the prerequisites as specified in the student handbook.

The Academic Board reserves the right to waive these guidelines if this is in the best interest of the student.

15. **Certification**

Academic credits are awarded to students for the successful completion of each module. Credits will only be awarded in full and no partial credits will be awarded to any student. Students may apply for RPL of credits.

A student will be only awarded with a qualification if she/he has achieved the credits for all the modules in the programme and has demonstrated that she/he is competent in all exit level outcomes of the qualification.

16. **Ownership of work**

Cape Audio College reserves the right to use student work for promotions, exhibitions and marketing or in any way to benefit the Institution.

**I, we hereby agree to the Rules and Regulation**

Student: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I \_\_\_\_\_ student of Cape Audio College understand and acknowledge to obey and follow the rules and regulations set forth by Cape Audio

Cape Audio College (Pty) Ltd  
Unit 8B The Waverley Business Park  
Kotzee Street  
MOWBRAY  
7700

Tel: 021-448 8383/4 Fax: 021-4488704

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