

**DIPLOMA IN FINE ART 2021**  
**DIPLOMA IN GRAPHIC DESIGN 2021**  
**DIPLOMA IN JEWELLERY DESIGN 2021**

**APPLICATION FORM AND ADMISSION REQUIREMENTS**

Subject to RPSA portfolio and theory admission requirements, the minimum admission requirement is a National Certificate (Vocational) Level 4 issued by Council for General and Further Education and Training. In addition, a student must (a) achieve at least 40% in three fundamental subjects including the language of learning and teaching in the higher education institution (b) achieve at least 50% in the three compulsory vocational subjects and at least 40% in English which is the mode of tuition at RPSA.

Students may also be in the process of completing their Grade 12 and submit interim academic results.

**Notice of Nondiscriminatory Policy as to Students**

The Ruth Prowse School of Art admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



**APPLICATION FORM 2021**

Prospective Student Name and Surname: .....  
 ID Number or Passport Number: .....  
 Date of Birth: .....  
 Nationality: .....  
 Diploma in:  
 Fine Art  Graphic Design  Jewellery Design   
 Year of Study:  
 First Year  Second Year  Third Year

Current Qualifications: .....  
 Postal Address (Student): .....  
 .....  
 Postal Address (Next of Kin): .....  
 .....  
 Postal Code: .....  
 Tel. Number incl. Area Code: .....  
 Tel. Office Hours incl. Area Code: .....  
 Cellular Number (Student): .....  
 Cellular Number (Next of Kin): .....  
 E-Mail Address (Student): .....  
 E-Mail Address (Next of Kin): .....  
 Please tick where you heard about Ruth Prowse School of Art:

Career Events at School  Internet  Word of mouth (Friends & Family)  Word of mouth (Other)

The following documents must be included in your application:  
**A Certified copy of your most current education results.**  
**A Certified copy of the student’s ID/ Passport**

Signature:.....Date: .....  
 (Parent or Guardian if the student is under the age of 21 yrs)

Signature Executive Head.....Date: .....

**Ruth Prowse School of Art NPC – Company Reg No 2009/000277/08**  
 top of birkdale avenue, 5 elson road, woodstock, cape town; 7925; p o box 89, woodstock, 7915;  
 tel: 021 447 2492; fax: 086 560 2103; e-mail: [admin@ruthprowse.co.za](mailto:admin@ruthprowse.co.za); website: [www.ruthprowse.co.za](http://www.ruthprowse.co.za)  
 NPO 023-608 [PBO 930031166](https://www.cipr.co.za/entry/PBO-930031166)

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Directors: Andrew Mestern (Chairman), Edward Belstead, Alfred Bester and Cheryl Mestern  
 Registered with the Department of Education as a private Higher Education Institution under  
 the Higher Education Act, 1997, Provisional registration certificate No. 2009/HE08/001

## DECLARATION & UNDERTAKING BY APPLICANT

1. I declare that the information that I have supplied is complete and true. I understand that if any of it is found to be incomplete, false or misleading that the School may cancel any offer made, or my registration.
2. If I am a minor, my admission to the School, is subject to the consent of my parent/guardian.
3. I undertake to abide by the rules of the School.
4. I hold myself responsible for the payment of all fees and other charges due and payable by me to the School for all the courses for which I register as prescribed by the School's Terms of Payment. If I am in arrears, I will be liable to pay interest charged by the School's Bankers from time to time from the due date until date of payment and I will be liable for all costs or recovery, including fees charged by attorneys on the scale as between attorney and client and collection commission. I understand that payments received will be allocated to clear unpaid interest first, followed by the oldest debt. If I inform the School in writing that I propose to discontinue my studies due to health reasons or proven financial constraints and are awarded a rebate upon application, I will be responsible for the fees pro rata to class cycle attendance.
5. I consent for the school to take photographs of my practical work and to make a copy of my essays for the purposes of documentation and records. I consent for the school to take photographs or utilise digital files of my practical work and of myself in production of the practical work for the school website, Instagram page and for publicity purposes.
6. I hereby agree to respect Intellectual Property. I acknowledge that in addition to plagiarism, any other breaches of assessment such as handing in of work (either practical or theoretical) which is deemed to be mine, but has actually been generated by another and submitting it as mine will be regarded as fraud and brought before the HOD and the Executive Head. I acknowledge that this incident will not be taken lightly as they would not be a valid assessment of my knowledge base and an act of dishonesty regarding authorship, the originality and authenticity of work theoretical and practical. Severe plagiarism will result in a disciplinary hearing that may result in expulsion.
7. I hereby waive any claims against the School for any damages or loss suffered while I am, or as a consequence of my being, a student of the School and arising out of death, bodily injury, loss of health or illness suffered by me or any other person and the loss or destruction of, or damage to any property belonging to me or another person, howsoever such damage or loss is caused, included but limited through the negligence of the School or Any official, employee or of the School. I or my estate hereby indemnifies the School against any claims by any person arising in any way as stated above or in respect of my own negligent or willful acts or omissions.

### DETAILS OF PERSON RESPONSIBLE FOR FEES

Surname: .....

First Name(s): .....

ID Number or Passport:.....

Postal Address: .....

.....

Postal Code: .....

Telephone Number: .....

E-Mail Address: .....

Signature of Applicant:.....Date:.....

Signature of person responsible for fees:.....Date:.....

### DECLARATION BY PERSON RESPONSIBLE FOR FEES

I agree and consent to the above declaration, undertakings, waiver, and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the School, until I notify the School in writing to the contrary, in which such event shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold the School liable for any damage or loss which the applicant or any other person may suffer under any circumstances set out in the applicant's declaration. I agree that if the applicant does not comply with the School's academic programme, rules and regulations and is withdrawn from the programme by the School, that I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the School.

## FEES 2021\*

The projected total fees for 2021 are **R 61 680.00** for local and SADC students. The Registration Fee is R 9 750.00. The Registration fee is included in the total fee. There are no application fees.

Students from SADC countries pay the same fees as local South African nationals but are responsible for the transaction fees of any forex. Students are liable for any bank fees for cash deposits.

Third Year students will be levied a fee of R1 000 each for Supplementary Assessments for their Practical Major and Extended Essay subjects.

The projected total fees for 2021 are **R 67 848.00** for non-SADC foreign students and are responsible for the transaction fees of any forex. The Registration Fee is R 9 750.00. The Registration fee is included in the total fee. First Year Foreign students are required to settle 50% of their fees upon acceptance of an academic space prior to the VISA application.

If the student is offered a study place and accepts the study place, the student formally registers.

Registration commits the student to the programme and to pay the applicable fees.

If a student is under the age of 21 years of age then the Registration Form and Declaration and Undertaking Form needs to be signed by a parent or a legal guardian.

All foreign students are required to pay the 50% of their fees prior to documents being generated for a Study Visa.

If the student is not granted a VISA, the fees less the Registration Fee may be refunded.

**(\* The final fees will be decided by the Board of Directors)**

### PAYMENT OF FEES

Student fees may be paid via the website or directly in person to the admin office.

Student fees are required to be settled in full by the 30 May annually.

A copy of payment of fees must be e-mailed as proof of payment with clear identification of the student name.

All students (first, second and third) are required to pay the Registration fee at the beginning of each year.

### FINANCIAL ASSISTANCE AND INTEREST FREE PAYMENT PLANS

Students can apply for an extended payment plan where fees are settled in equal monthly instalments from February to October (9 Months) at no interest. The request must be applied for in writing to the Executive Head [egeustyn@ruthprowse.co.za](mailto:egeustyn@ruthprowse.co.za) at the beginning of each academic year. Applications for extended settlement will not be considered after the 1<sup>st</sup> February annually.

**R 9 750.00** for Registration by 01 February 2021

**9** payments of **5 770.00\*** from the end of February to the end of December 2021

### DISCOUNTS FOR ALL STUDENTS- SA, SADC and Foreign

Discounts will be allocated for the full settlement of fees by direct transfer as reflected in the School's account or money received by the administration office. A discount of 10% at Registration by 31 January 2021 and a discount of 5% (by 28 February 2021 for full settlement of fees.

There is no discount on the administration fee for foreign students.

### OVERDUE ACCOUNTS AND PENALTIES

A 10% amount will be levied in overdue accounts on the 01 July annually if there is no payment plan in place. Accounts that are more than 90 days overdue with no agreed settlement plan in place will be given to the school's debt collectors.

Students will be required to recuse themselves from class if accounts are more than 90 days overdue.

The Board will consider any agreement for monthly payments null and void if any monthly payment is not made and an overdue fee penalty of 10% will be added to any overdue fee balances on the 01 June due to any missed payments.

Students may not commence studies in the following year if fees are still due in respect of the preceding year.

The final academic transcript will not be released to students if there is a fee balance outstanding without written consent to redress or settle. The final year students will be not receive their certificates or participate in the Graduate Show if there are fees outstanding after 15th November that year or there is no agreed settlement plan in place.

### REBATES

The School has a policy of considering upon application, academic rebates for students who formally discontinue due to proven **health reasons** or **proven financial constraints**.

The student or guardian must submit the withdrawal in writing.

Until a student formally de-registers in writing fees are levied. The following guideline is utilised:

The total fees are comprised of a non-refundable registration fee and an amount representing 8 cycles of formal classes excluding the Moderation cycles. A cycle is equivalent to four weeks. The student, upon formally discontinuing, will be liable for the non-refundable registration fee and a pro rata amount in relation to class attendance.

Should a student discontinue in the beginning or middle of a cycle, attendance is still calculated at a full cycle. In the event of a rebate being granted, and an amount of fees still being due, the student or guardian will have 14 days in which to settle the outstanding amount. This rebate will be applied on the understanding that any pro rata fees due by the student will be settled within 14 days of the formal receipt of withdrawal.

Should a student have paid more fees than they are liable for in terms of the pro rata class attendance then a rebate will be paid into the account of the person that originally paid the fees. The rebate payment into another account requires the written consent of the person that originally paid the fees.

#### DEBT

Outstanding student fees will be forwarded to a debt collection agency after 60 days. The parent/guardian or the student, if over the age of 21 years, will be liable for full settlement of the outstanding fees. The signing of the registration form acts as proof of acceptance of the policies and procedures regarding fees.

#### **WITHDRAWAL AND REPEAT YEARS BY SOUTH AFRICAN STUDENTS**

Should a student formally withdraw from studies by discontinuing in writing (hardcopy or e-mail) and the withdrawal be accepted by the school, the student will be removed from the class schedule and may be awarded an academic rebate if it is based on proven medical or adverse financial circumstances. The parents/ guardian for a student under the age of 21 would need to formally discontinue on behalf of the student in writing. It is understood that should a student over the age of 21 formally discontinue in writing that they have communicated their intention with their parents or legal guardians. Though a student may cease coming to class, until the school receives a formal discontinuance in writing, they will still be on the class schedule and liable for fees.

Once the withdrawal has been accepted by the school and the student removed from the class schedule, the student may not re-register for the studies later the same year as the programmes of the school are based on whole year programmes and not modular. The student may re-register for the same year of study in the following academic year. The student would be liable for the fees of all unsuccessful or incomplete studies, including the registration fee for the following year.

The maximum time to achieve success in the programmes is six years, thus a student may only be unsuccessful and repeat a particular year of study once. The student, upon repeating a year, is liable for fees for the following academic year's registration fee. Any successfully completed and passed subjects need not be repeated and the student is not liable for the pro rata fees applicable to that subject.

Should a student elect to take a break from their studies, they must re-enrol for the following year of study within three years.

#### **WITHDRAWAL AND REPEAT YEARS BY FOREIGN STUDENTS**

Should a student formally withdraw from studies by discontinuing in writing (hardcopy or e-mail) and the withdrawal be accepted by the school, the student will be removed from the class schedule and may be awarded an academic rebate if it is based on proven medical or adverse financial circumstances.. The parents/ guardian for a student under the age of 21 would need to formally discontinue on behalf of the student in writing. It is understood that should a student over the age of 21 formally discontinue in writing that they have communicated their intention with their parents or legal guardians. Though a student may cease coming to class, until the school receives a formal discontinuance in writing, they will still be on the class schedule and liable for fees.

The school will notify the Department of Home Affairs in writing that the student has discontinued their studies and the student study visa will be withdrawn and student must return to their country of origin. A foreign student may not stay in South Africa with a study visa and have discontinued their studies. Once the withdrawal has been accepted by the school and the student removed from the class schedule and the Department of Home Affairs notified, the student may not re-register for the studies later the same year as the programmes of the school are based on whole year programmes and not modular. If the student decides to reregister for the same year of study in the following academic year, they would have to re-apply for a study visa from their country of origin.

The student would be liable for the fees of all unsuccessful or incomplete studies, including the registration fee for the following year. The parent/ guardian of a student under the age of 21 must write the letter to discontinue studies.

The maximum time to achieve success in the programmes is six years, thus a student may only be unsuccessful and repeat a particular year of study once. The student, upon repeating a year, is liable for fees for the following academic year's registration fee. Any successfully completed and passed subjects need not be repeated and the student is not liable for the pro rata fees applicable to that subject.

Should a student elect to take a break from their studies, they must re-enrol for the following year of study within three years.