

## APPLICATION 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.

## SUBMISSION

The portfolio must be presented in an A4 Flipfile with each work clearly identified by the project name such **Self Portrait** on the preceding page.

1. The portfolio and documents can be **couriered** to:  
Ruth Prowse School of Art; 5 Elson Road; Woodstock, Cape Town, 7925.
2. The portfolio and documents can be **hand-delivered** to:  
Ruth Prowse School of Art; 5 Elson Road; Woodstock, Cape Town.
3. The portfolio and documents can be **e-mailed** to: [egeustyn@ruthprowse.co.za](mailto:egeustyn@ruthprowse.co.za).  
NB. The attached portfolio and documents works must be in 72 dpi jpgs or pdf documents.

## PORTFOLIO AND THEORY REQUIREMENTS TO BE SUBMITTED

The following is required for GRAPHIC DESIGN:

(All of the artworks and the essay must be your own original work)

1. The completed **Application Form**
2. A copy of your **Grade 12 Results** (or higher) or interim Grade 12 results
3. A copy of your **ID or Passport**
4. A **Portfolio** of the following:
  1. 1 Realistic **Self portrait** in pencil or fine liner on A4 (30 x 21cm) paper.
  2. 1 Realistic **Landscape** in pencil or fine liner on A4 (30 x 21cm) paper.
  3. 1 **Still-life** of two or more fruit or vegetables in pencil on A4 (30 x 21cm) paper.
  4. 1 **Pattern** of your own design for fabric based on your own culture in the medium of your choice on A4 (30 x 21cm) paper.
  5. 1 **Logo or Poster** for your favorite Band
  6. Submission of no more than 4 additional works of your own choice.
5. A 300 word **Essay**.  
Please answer the following in your own words:  
*"What is Graphic Design and how do you experience it in your daily life?"*  
(The written components will assist the School in support programs that may be required for Students)
6. A 150 word written **Letter of Motivation** outlining student interests, strengths and reasons for applying to Graphic Design.

**INTERVIEW** A telephonic **Interview** (if the applicant is local). Please ensure that we have a contactable landline or mobile number.  
Foreign students will be sent a questionnaire to complete via e-mail.

**DIPLOMA IN GRAPHIC DESIGN 2023**  
**APPLICATION FORM**

Prospective Student Name and Surname: .....  
ID Number or Passport Number: .....  
Date of Birth: .....  
Nationality: .....

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](http://www.pbo.co.za)

Directors: Andrew Mestern (Chairman), Edward Belstead, Alfred Bester, Cheryl Mestern, Jill Trappler, Roscoe Masters and Mandisa Ngqulana  
Registered with the Department of Education as a private Higher Education Institution under  
the Higher Education Act, 1997, 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.
8. I agree to follow all the required health and safety protocols at RPSA NPC.

### 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 2023**

The total fees for 2023 may be **R68 800.00\*** for local and SADC students. The Registration Fee is. The Registration fee is included in the total fee. There are no application fees. \*To be decided by the Board of Directors  
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.

The projected total fees for 2023 may be **R 75 700.00\*** for non-SADC foreign students and are responsible for the transaction fees of any forex. The Registration Fee is R9 660. 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. \*To be decided by the Board of Directors

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.

Registration Fees are due by the 15 December 2022. The Registration fee secures the academic space offered.

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.

## **FEES FOR PROGRAMMES**

Tuition fees for all programmes are set at the same level. Specific requirements for materials and equipment are determined by the individual programme's requirements.

Fees are reviewed annually and determined by the Board of Directors.

The total fees include the registration fee.

## **GUARANTEE**

Funds are lodged in a dedicated account to cover the re-imburement of fees paid in advance as required by the Department of Higher Education and Training. Refunds are guaranteed by Standard Bank of South Africa Limited.

## **FEE INCREASES**

Fees are increased annually effective from 1 January. In determining fee increases, the Board considers factors such as inflation, fees charged by comparative institutions (both Government and private institutions) as well as the costs that it expects to incur for the forthcoming year. The School is a non-profit organisation and targets a break-even budget.

## **THE REGISTRATION FEE**

No application fees are payable. On notification of the acceptance of an application, a non-refundable registration fee is payable by the commencement of formal classes.

If the registration fee is not paid by the due date, registration may be cancelled without further notice.

Every year, the Board determines the non-refundable registration fee for each academic year.

## **FOREIGN STUDENTS**

### **NON-SADC**

Fees for foreign students are subject to an additional administration levy of 10% which also covers the transaction fees on foreign payments.

### **SADC STUDENTS**

SADC students pay the same fees as South African students but are responsible for the transaction fees on forex payments.

### **STUDY VISAS**

Foreign students including students from SADC, who require documents to be generated in order to apply for a Study Visa, are required to pay a deposit of 50% of their academic fees.

In the event that Visa is not granted, the School will refund the deposit less the Registration Fee.

The School will notify the Department of Home Affairs in writing, within 7 days, of any foreign student that has withdrawn from their studies.

## **PAYMENT OF FEES**

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

All students (first, second and third) are required to pay the Registration fee by the 15 January at the beginning of each year.

## **MODES OF PAYMENT**

Student fees may be paid via EFT or directly in person to the admin office with cash or credit card. Students are liable for any bank fees for cash deposits directly to the school's account.

All EFT payments must clearly identify the student name.

Students are liable for any bank fees for cash deposits into the School's bank account.

## **DISCOUNTS**

The following discounts are granted for the full settlement of the fees less the Registration fee received in the School's bank accounts.

A discount of 10% if paid in full by the end of January on the balance less the Registration Fee

A discount of 5% if paid in full by the end of February on the balance less the Registration Fee

## **EXTENDED PAYMENT PLANS**

Extended payment plans, whereby fees may be settled in equal monthly instalments from February to October (9 Months) may be granted by the Board of Directors. The Registration fee is payable in January.

All final year students are required to have their fees settled by the end of October.

Written applications must be submitted to the School at the beginning of each academic year. Applications for extended settlement will not be considered after the end of January.

Should a monthly payment on an agreed payment date not be met then the total fees balance shall immediately become due. No student will be permitted to graduate or progress to the following academic year if the total fees are not settled by the end of October.

No payment plans may be awarded in the following year if these have not been adhered to in the previous year of study.

Whilst the fees do not attract interest, a 10% levy on outstanding fees referred to below will apply.

## **SCHOLARSHIPS**

The School grants scholarships and financial assistance to deserving students.

Details are contained in the School's policy on scholarships.

Students who are granted a scholarship or financial assistance and who do not meet the conditions of their scholarships may have a portion or tranche of the scholarship withdrawn.

In such an event the student will be liable for the outstanding fees if they wish to continue with the programme.

The Board of Directors may, under exceptional circumstances, award scholarship support to enable a student to continue with their studies in the following year.

## **OVERDUE ACCOUNTS AND PENALTIES**

All fees are payable by the end of May annually.

Students will be required to recuse themselves from class if accounts are more than 60 days overdue.

A 10% levy will be added to fees that are outstanding on 1 June.

The 10% levy will also apply to any monthly payment plan that is in arrears. A student may apply to the Board to have this withdrawn if fees are settled.

Accounts that are more than 90 days overdue with no agreed settlement plan in place will be handed over for collection and the student and guardian/ parent shall be liable for all costs incurred in the collection process.

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 final year students if there is a fee balance outstanding.

The final year students will not receive their certificates or participate in the Graduate Show if there are fees outstanding after 31 October that year and there is no agreed settlement plan in place.

All settlement plans are subject to Board approval.

## **PARTICIPATION IN CLASSES**

Participation in classes is dependent on the payment of fees. The School reserves the right to request that a student recuses him/herself from classes in the second semester (after the June moderation) if fees are unpaid or overdue in terms of an approved monthly payment plan.

## **WITHDRAWAL AND FEES**

Though a student may cease coming to class and the school receives a formal discontinuance in writing, they will still be liable for the fees unless a rebate has been awarded based on unforeseen health or proven adverse financial constraints.

### **APPLICATION FOR REBATES ON WITHDRAWAL**

Though Registration commits the student to the programme and to pay the applicable fees for the academic year, RPSA has a policy of considering upon application academic rebates for students who

formally discontinue due to unforeseen **health reasons** or **proven financial constraints**.

RPSA has 2 semesters. A student may be awarded a rebate for the second semester if they withdraw in the first semester.

The student or guardian must submit the withdrawal in writing.

The student or guardian must submit the application for a rebate in writing.

Should a student have paid more fees than they are liable for after a rebate may have been awarded by the Board of Directors 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.

The Board of Directors may, at its discretion and having regard to exceptional circumstances of the individual, grant a refund of the registration fee.

#### **WITHDRAWAL AT THE REQUEST OF RPSA AND ACADEMIC REBATES**

If RPSA requests the academic withdrawal of the student then an academic rebate will be awarded to the student without an application by the student or guardian/parent.

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

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. 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.

#### **RE-REGISTRATION AFTER WITHDRAWAL**

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 are 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 subjects which due to withdrawal are incomplete, including the registration fee for the following year.

#### **REPEAT YEARS BY STUDENTS**

In the event of needing to repeat an academic year due to not successfully passing some subjects, pro rata fees will be levied for the subjects that are to be repeated and not for the subjects which were passed.

All students regardless of the subjects taken are required to pay the registration fee amount in January.

#### **SUPPLEMENTARY FEES**

Final Year students will be charged a fee of R2 000 for each Supplementary Assessment for their Practical Major and Extended Essay subjects if they were unsuccessful in the November examination.

#### **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.

#### **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.