

APPLICATION DUE DATE

RPSA will begin to process applications from the 01 May 2023 and accept students until the course is fully subscribed. Early applications are recommended.

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: admin@ruthprorowse.co.za
4. 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 **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 Realistic **Still-life** of two or more fruit or vegetables in pencil on A4 (30 x 21cm) paper.
 4. 1 Repeat **Pattern** that could be used for fabric based on your own culture in the medium of your choice on A4 (30 x 21cm) paper.
 5. 1 original/new **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:
"Discuss your favorite logo or brand"
(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.

ADDITIONAL A telephonic **Interview** or completion of a **Questionnaire** may be required.

POPIA Disclaimer

In terms of the protection of personal Information Act 2013 (POPIA), we process your personal information as part of the educational processes. Your personal information may be disclosed to DHE and the CHE in the normal course of business or as needed to comply with law.

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 birsdale avenue, 5 elson road, woodstock, cape town; 7925
tel: 021 447 2492; fax: 086 560 2103; e-mail: admin@ruthprorowse.co.za; website: www.ruthprorowse.co.za
NPO 023-608 [PBO 930031166](https://www.cpa.gov.za/registration/PBO930031166)

Directors: Steve Woodward (Chairman), Sylvester Albanie, Edward Belstead, Alfred Bester, Andrew Mestern, Cheryl Mestern,
Barnabas Ticha Muvhuti, Mandisa Ngqulana and Jill Trappler
Registered with the Department of Higher Education and Training as a private Higher Education Institution under
the Higher Education Act, 1997, Registration certificate No. [2009/HE08/001](#)

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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 any 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 Course Co-ordinator 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:.....

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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.

PROVISIONAL FEES 2025

The fees for 2025 are **R78 100** for local and SADC students. The Registration Fee is **R11 000**. 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 fees for 2025 are **R 85 910** for non-SADC foreign students and are responsible for the transaction fees of any forex. The Registration Fee is **R11 000**. 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.

Registration Fees are due by the 20 December 2024. 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.

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.

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 before classes commence each year. Registration Fees are required for each year of study.

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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.

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 the student recuse 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.

SUPPLEMENTARY FEES

Final Year students will be charged a fee of R3 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.

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