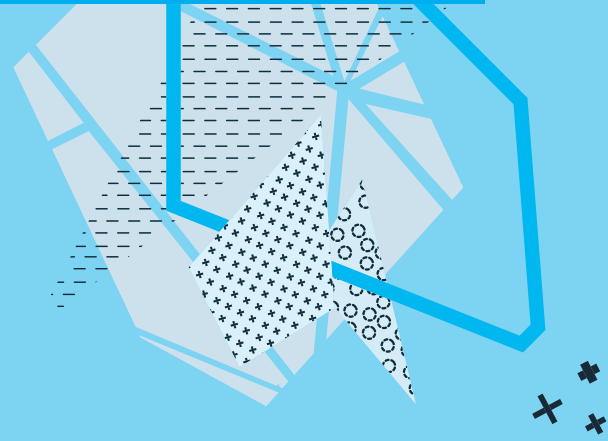


# FINANCE FORMS

BA DEGREE FIRST YEAR 2017



STELLENBOSCH ACADEMY  
OF DESIGN & PHOTOGRAPHY

**SAY HELLO...**

(021) 8802 623 | [www.stellenboschacademy.co.za](http://www.stellenboschacademy.co.za) | [tougheeda@stellenboschacademy.co.za](mailto:tougheeda@stellenboschacademy.co.za) (finance)

Stellenbosch Academy of Design and Photography (Pty) Ltd (RegNo2002/007246/007) t/a Stellenbosch Academy of Design and Photography.  
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# PAYMENT POLICY: FIRST YEAR STUDENTS 2017

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## Terms of Payment for 2017

Administration fee of R10 000, which is non-refundable to be paid within 14 days of acceptance. A penalty fee of R600 will be charged for any student registering after the prescribed registration date – 17 January 2017. Bachelor of Arts Fees includes compulsory US annual Library membership fee.



## Payment options: South African Citizens

### Option 1: One payment (5% discount on Tuition fee minus the R10 000 Administration fee – if paid)

The paid Administration fee of R10 000 will be deducted from total tuition fee of R93 566. The balance of the full settlement must **reflect** in the Academy's account (ABSA account 4055051024) on/before and **no later than** date of Registration day – 17 January 2017 to qualify for the discount).

R93566.00 1st year tuition fee  
-R10000.00 Paid Administration fee

R83566.00

-R 4178.30 5% discount calculated on R85566

R79387.70 Funds must reflect in Academy account on/before and

**no later than registration day – 17 January 2017 to qualify for the 5% discount.**

### Option 2: Two payments (No discount, no interest)

The paid Administration fee of R10 000 will be deducted from total tuition fee of R93566.00. An enrollment fee of R15000 to be paid on or before Registration day - 17 January 2017 and full balance to be settled by and **no later than 28 February 2017.**

R93566.00 1st year tuition fee  
-R10000.00 Paid Administration fee

R83566.00

-R15000.00 Enrollment fee must be paid on/before and no later than Registration day – 17 January 2016

R68566.00

Funds must reflect in Academy account on/before and **no later than 28 February 2017 to avoid interest.**

### Option 3: Equal monthly installments (No discount and including 14% installment levy)

The paid Administration fee of R10 000 will be deducted from total tuition of R93566.00. An enrollment fee of R15000.00 to be paid on/before and no later than registration day – 17 January 2017 and the balance of the fees is payable in eight installments, including a 14% installment levy charge as set out below:

R93566.00	1st year tuition fee	7 March 2017	R9770.66
<u>-R10000.00</u>	Paid Administration fee	7 April 2017	R9770.66
R83566.00		5 May 2017	R9770.66
<u>-R15000.00</u>	Enrollment fee/17 January 2017	7 June 2017	R9770.66
R68566.00		7 July 2017	R9770.66
+R 9599.24	14% installment levy	7 August 2017	R9770.66
<u>R78165.24</u>		7 Sept 2017	R9770.66
		6 October 2017	R9770.62

\*Should you prefer Option 3, please sign the attached debit order form. Please note that no other payment method will be accepted for this option.

## Payment Options: Foreign Students

Full settlement of tuition fee to be paid on/before and no later than registration day. A letter of registration will not be issued until all fees are settled. All foreign transfer fees must be covered by the student.

## Withdrawal Procedure

Due to a limited intake of students, first year and first time students are granted a withdrawal period until 3 February 2017. Should a student decide to withdraw from the course, after registration and commencement of studies, he/she is required to furnish the institution with a notice of withdrawal and signed De-registration forms by no later than 3 February 2017. The institution will refund all monies paid, **excluding** the non-refundable administration fee of R10 000.00 and enrolment fee of R15 000. Should a student fail to furnish the institution with the withdrawal notice as specified, he/she will be liable for the full year's tuition fees as the institution will have no reasonable potential, acting diligently, to find an alternative student for the remainder of the academic year due to the specialised services being provided.

## Default on payments

Should you default on your chosen payment plan, interest (over and above the installment levy referred to in option 3 above) at the rate of 2% per month will be added to all outstanding fees which are due and payable until such time as all the outstanding amounts have been paid in full. Students whose tuition fees are in arrears may/will be barred from attending classes and their reports withheld until such time as the outstanding tuition fees have been paid up to date, as per their chosen payment plan.

## Banking Details

ABSA Stellenbosch | Branch Code 632005 | Account no 4055051024 | **Please use students name & surname as reference.**

# EQUIPMENT LIST

BA DEGREE IN VISUAL COMMUNICATION

**(First Semester) All students that enroll in the first year BA Degree course will need the following photographic equipment for the first six months of the course:**

1. A digital SLR camera body + lens: We expect all students to have a DSLR camera (digital) that allows you to set the aperture and shutter speeds manually. The camera can be second hand or new. A zoom lens ranging from 18-55mm is recommended.
2. USB Cable (usually supplied with purchase of new camera)
3. Memory card 8 GB or more
4. Camera Bag
5. Lens cleaning kit
6. 4GB/8GB USB flash drive

**PHOTOGRAPHY MAJOR (Second Semester) All students that choose Photography as one of their two majors for the Second Semester in the First Year BA Degree course will need the following photographic equipment for the next six months of the course:**

1. A digital SLR camera body + lens: We expect all students to have a DSLR camera (digital) that allows you to set the aperture and shutter speeds manually. The camera can be second hand or new. A zoom lens ranging from 18-55mm is recommended. Most new cameras come with a kit lens that will cover these focal lengths, or near to them.
2. USB Cable (usually supplied with purchase of new camera)
3. Memory card 8 GB or more
4. Camera Bag
5. Lens cleaning kit
6. 4GB/8GB USB flash drive
7. UV Filter for all your lenses
8. Polarizing filter
9. A solid stable tripod

**It is recommended that if you are going to continue with photography as a Major in the BA Program you should have the following:**

1. A Manfrotto range tripod, is sturdy and stable for photographing in windy conditions and can handle the weight of medium cameras
2. A Full frame DSLR camera (if budget allows)
3. Camera body with video function

**ADDITIONAL – you do not have to purchase the following but is recommended if you plan to continue in photography as a Major in the BA Program you should have the following:**

1. Wide angle lens e.g. 18-35mm
2. Standard fixed 50mm lens
3. Zoom lenses covering the longer focal lengths e.g.: 70-300mm

## RECOMMENDED PHOTOGRAPHIC RETAILERS

Studio 22  
7 Edison Way, Century Gate  
Business Park, Century City, Cape Town  
Tel: 021 525 3740  
Manager: Sales Richard Sunkel  
Email address: [studio22online.co.za](mailto:studio22online.co.za)  
[www.studio22online.co.za](http://www.studio22online.co.za)

Orms Pro Photo Warehouse  
294 Durban Road, Bellville  
Tel no. 021 9101380  
Manager: Sales Gareth Webber  
Email address: [gareth@orms.co.za](mailto:gareth@orms.co.za)  
[www.orms.co.za](http://www.orms.co.za)

Singer Photographic  
1st Floor, Buchanan Building, Buchanan Square  
160 Sir Lowry Road, Woodstock  
Tel: 021 4613258  
Mobile: 082 3766776  
Email: [liz@singerphoto.co.za](mailto:liz@singerphoto.co.za)

Orms Pro Photo Warehouse  
Shop 5, Roeland Square, Cnr Roeland  
Street and Canterbury Street, Cape Town  
Tel: 021 4653573  
Manager: Sales Andrew Hall  
E-mail address: [sales@orms.co.za](mailto:sales@orms.co.za)  
[www.orms.co.za](http://www.orms.co.za)

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# ART KIT LIST

VISUAL COMMUNICATION FIRST YEAR

**Portfolio bag A2**

**Black album AN – A2 180g x15**

**Portfolio sleeves A2 Croxley x20**

**Visual diary A3 hard cover x4**

**A3 Bleedproof 75gm 30shots**

**Staedtler scissors 17cm**

**Eraser large office**

**Copic markers assortment x5 (C2;C4;C6;C8;Blender)**

**Art knife + spare blades**

**Lyra Robinson pencil assorted x8**

**Palette 10 well round**

**Artline 90 chisel black**

**3M Photomount 300ml**

**Dala acrylic ink 50 ml x2 (black;sepia)**

**Cutter metal insert large**

**Steel ruler 60 cm**

**Staedtler prestik 100g**

**Masking tape 18mm x 40m**

**Pritt stick 43g**

**Cutting mat A2**

**Gouache set 12 x 12ml (Prime)**

**Unipin fineliner 0.05 x3**

**Brush golden taklon round No000 (Dala)**

**Brush golden taklon round No 0 (Dala)**

**Brush golden taklon round No 4 (Dala)**

**Brush golden taklon brush No 6 (Dala)**

**Brush golden taklon flat No 12 (Dala)**

**Brush golden taklon flat No 16 (Dala)**

**Magic tape 12mmx25m**

**Teddy Clever Clay 6 colours**

**Craft pliable wire x 1 m**

**A2 packaging board 450 g x1**

**TOTAL COST: R3 100.00**

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