

PRINT/WEB/GAME BURSARY 2017 - CONTRACT OF ENROLMENT

A COURSE DETAILS

I wish to enrol in the following course/s: (Please tick the appropriate boxes)

1 Year Higher Certificate in Print Design & Publishing

1 Year Higher Certificate in Web Publishing & Interactive Media

1 Year Higher Certificate in Game Graphics & Multimedia Entertainment

B STUDENT DETAILS

First Name/s

Surname

ID Number

Date of Birth

Telephone Number

Cellphone Number

Email Address

Postal Address

Code

Residential Address

Code

C PARENT/GUARDIAN 1 DETAILS

First Name/s

Surname

ID Number

Date of Birth

Telephone Number

Cellphone Number

Email Address

Postal Address

Code

Residential Address

Code

C PARENT/GUARDIAN 2 DETAILS

First Name/s

Surname

ID Number

Telephone Number

Email Address

Postal Address

Code

Residential Address

Code

D ACCOUNT PAYER DETAILS

Company Name	Friends of Design - Business Solutions		
Address	186 Bree Street		
Code	Cape Town 8001		
Telephone Number	+27(0)21 3000 298	Fax Number	+27(0)86 743 7426
Company ID	2012/212647/07	VAT Number	4320263033

E TERMS AND CONDITIONS OF ENROLMENT AT FRIENDS OF DESIGN – ACADEMY OF DIGITAL ARTS (HEREINAFTER REFERRED TO AS “FRIENDS OF DESIGN”)

By acceptance to Friends of Design and where the Student has entered upon studies at Friends of Design pursuant to the contract entered into between him/ her and Friends of Design, 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 Contract of Enrolment. The student, lawful guardian and/or sponsor are herein collectively referred to as the “Student”.

1 GENERAL

- 1.1 The Student will comply with all the rules and regulations of Friends of Design 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 A minimum of 15 Students is required for the course to commence.
- 1.3 The Students hereto accept that Friends of Design shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore. Friends of Design shall further have the right to alter timetables and course commencement dates where necessary;

2 STUDENT FEES

- 2.1 The Course Fee for the year 2016/2017 is ZAR 69 980. This includes public transport fees to and from the academy, situated at 186 Bree Street, Cape Town, 8001.
- 2.2 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 Friends of Design on the amount due from due date of payment at a rate of 2% per month or part thereof, or alternatively at the maximum rate of interest permissible by law, calculated from the date of due payment to the date of actual payment.

- 2.3** In the event of any fees due by a Student being unpaid on due date Friends of Design reserves the right to suspend the training for the Student in arrears with the payment. The suspension of the training does not affect this Contract of Enrolment and particularly not the Student's obligation to payment of the tuition fees due.
- 2.4** In the event of any fees due by a Student being unpaid and after a letter of final demand for payment and the Student remaining in breach of his/her obligation to payment of the tuition fees despite seven (7) days written notice of the breach then, and notwithstanding anything to the contrary contained herein, Friends of Design shall be entitled to cancel this Contract of Enrolment and to terminate the Student's registration as a Student of Friends of Design. In the event of such cancellation and without prejudice to any further claim for damages that Friends of Design may have Friends of Design shall be entitled to retain all monies paid in terms of this Contract of Enrolment and to claim payment from the Student for the balance of tuition fees due.
- 2.5** A statement of accounting reflecting the amount due by the Student is hereby agreed to be prima facie evidence of the amount due and to support an Application for Summary Judgment by Friends of Design against the Student. Friends of Design reserves the right to cede the collection of fees to a finance house or any other institution.
- 2.6** In the event of any proceedings being instituted by Friends of Design against the Student then, by the signature hereto, the Student consents, in terms of Section 45(1) of Magistrate's Court Act No 32 of 1994, as amended from time to time, to any proceedings which may be instituted in the Magistrate's Court which has jurisdiction in terms of Section 28(1) of the Magistrate's Court, as so amended, notwithstanding the amount of the claim.
- 2.7** The student shall be liable for all legal costs and charges on an attorney and client scale incurred by Friends of Design, as well as all tracing costs, collection costs, and any other disbursements which are incurred in recovering monies which may at any time be owed by the Student to Friends of Design.
- 2.8** Students will not receive reports, certificates or exam results unless account is paid up in full.
- 3 CANCELLATIONS AND "NO-SHOWS"**
- 3.1** If a course is cancelled by Friends of Design registered Students will be offered to transfer to another course or given a full refund. Friends of Design shall not be liable for any other consequential loss.
- 3.2** Cancellation of registration by a Student should be made in writing or by email at least 10 working days before the course starts. A full refund of the course fees will be made, less 10% of the enrolment fee for administration costs.
- 3.3** On cancellation by a Student less than 10 working days before the course commences, the enrolment fee will not be refunded.
- 3.4** Should a Student fail to arrive for the course, he shall not be entitled to claim any reimbursement and the full course fee will be charged.
- 3.5** In the event of a Student desiring to terminate studies, for any reason whatsoever, the cancellation must be made in writing to Friends of Design with a 20 days notice period and the student shall be liable to pay the reasonable cancellation costs which Friends of Design has determined to be reasonable, to be 80% (eighty percent) of the annual fees charged which the student and the account payer hereby agree to by his/her signature. However, at the discretion of Friends of Design, and subject to the parties reaching agreement on the relevant terms and conditions, full tuition value may be given instead, within the same academic year, to the student or (at the election of the student) a member of his/her immediate family. Any student shall only be entitled to cancel under this clause up until the 30th of June of the year of registration. No cancellation will be accepted after the 30th of June.
- 3.6** The Student's 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 or the other Students to this document from full liability for the payment of fees and other charges.
- 3.7** Friends of Design shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. Friends of Design further reserves the right to combine classes of a similar academic level and content.

3.8 In the event that Friends of Design is certain that a student will not be able to gather the minimum credits required to award the certificate for the programme, Friends of Design may cancel the Contract of Enrolment with the student. In such an event the student may be entitled to a refund of 30% of the remaining study fees for the year, which are calculated pro rata from the date of the cancellation of the Contract of Enrolment. The deposit will not be refunded in this event.

4 INDEMNIFICATION

4.1 The Student hereby indemnifies Friends of Design against any risk, loss or damage of whatsoever nature or kind arising out of any claim, which may be preferred against Friends of Design as a result of any happening of whatsoever nature or kind which may take place on the premises of Friends of Design, or in connection with the affairs and activities of Friends of Design in which the Student takes part. Neither Friends of Design nor any official employee or representative of Friends of Design acting in his/her capacity as such shall be liable for any damage arising out of the death, bodily harm, loss of health or illness of any Student howsoever caused.

4.2 Furthermore the Student hereby holds Friends of Design free from any claim of whatsoever nature or kind arising out of any loss or damage which may be suffered by the Student whilst on the premises of Friends of Design or in connection with the activities of Friends of Design, arising from any cause whatsoever. Neither Friends of Design nor any official employee or representative of Friends of Design 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.

4.3 The Student hereby indemnifies Friends of Design against any claim made against Friends of Design in respect of any damages arising out of the fault of the Student.

4.4 The Student shall be responsible to pay for all damage or loss caused by the Student to any property of Friends of Design or any other person lawfully on the premises of Friends of Design.

4.5 The Student accepts that any productions, including film, video, sound tracks, writings, recordings or any other products emanating from Student endeavours during any course at Friends of Design, shall vest in Friends of Design to whom all copyrights and ownership therein shall belong and without whose written permission no use may be made for broadcast or any other purpose.

5 NON VARIATION CLAUSE

5.1 No warranty or representation express or implied or variation of this Contract of Enrolment shall affect the terms hereof unless such warranty of such representation or variation shall be reduced to writing under the hands of the parties hereto.

5.2 The terms of this Contract of Enrolment shall novate, cancel and supersede the terms and conditions of all prior negotiations, documents, letter or verbal communications between the parties hereto with the intent and purpose that the terms and conditions hereof shall be deemed to constitute the sole memorial of the Contract of Enrolment between the parties.

5.3 If any provision of the Contract of Enrolment is or becomes illegal, invalid or unenforceable, such provision shall be severed and the remaining provisions shall continue unaffected.

G DECLARATIONS OF INTENTION

I,

a. Name of Student

b. Name of Account Payer Friends of Design - Business Solutions

confirm that upon acceptance of this Contract of Enrolment I shall be bound by the Terms and Conditions as set out herein, the content of which I have read and understood.

Place

Date



Signature of Course Participant

Signature of Account Payer

Acceptance

For and on behalf of Friends of Design

Date

SUBMISSION REQUIREMENTS

PRINT DESIGN & PUBLISHING

The Print and Publishing programme is a full time, One Year Certificate programme which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out, we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- You must be 18yrs or older – please submit a certified copy of your ID
- You must have Matric or a Grade 12 pass- please also include any other qualifications as well

Question 1 – Motivation

In an essay or a video, tell us about who you are.

For example: Tell us about your achievements and where you see yourself in 5 years. Provide details on what inspires and motivates you. Why do you want to attend Friends of Design? What has been an influencing factor on your life and what role within the Digital Design fields you are most interested in. What you believe would be the next best step for you once completing your Higher Certificate. Attach a creative photo of yourself that shows your personality.

Question 2 – Creative Application

2.1. Creative self portrait

Create an image of yourself, showing your head and shoulders. You may use any medium of your choice, such as pen and ink, paint, collage, chalk, sand drawings, photography or selfies. Get creative and show your personality!

2.2. Create an abstract artwork

Choose a product you are familiar with at your local supermarket (Omo, Marmite, etc) and using the shapes, images, logo, illustrations, colours, etc found on the packaging, create an abstract artwork. You may use any medium of your choice (eg. markers, pencils, collage etc).

2.3. Advert analysis

Select an advert from any magazine and tell us if the advert is successful and why? Comment on the following to support your argument: Use of photographs and illustration, size of elements, and the use of the language in the headline, text and payoff line at the end. Is the advert appropriate for the target market? How and why?

Question 3 – Digital Design

3.1 What is your understanding of Digital Design?

3.2 What bloggers or websites do you frequently visit, this does not include Facebook/Social Media sites.

3.3 Name any 2 Artists / Digital / Graphic Designers / Illustrators / Photographers that have influenced or inspired you and state why.

3.4 Name and identify a design trend (in any genre) you have noticed in South Africa.

Attached 3 to 5 pieces of your original artwork. These can be drawings/ paintings / photography / Illustrations etc. Yes, Instagram counts. Anything creative you have made yourself.

Please send all the above to Kerry Hugill kerry@friendsofdesign.net in a zipped file by no later than Friday 2nd December 2016.

SUBMISSION REQUIREMENTS

WEB PUBLISHING & INTERACTIVE MEDIA

The Web Publishing & Interactive Media programme is a full time One Year Certificate programme which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- You must be 18yrs or older – please submit a certified copy of your ID
- You must have Matric or a Grade 12 pass- please also include any other qualifications as well

Question 1 – Motivation

In an essay or a video, tell us about yourself and why you feel you are a good candidate to study Interactive Media and Web Publishing?

Tell us about your time at school, what you have recently been doing, any hobbies or interests that have lead you to study this topic further and what you want to do in the future. Also tell us about what you think the future of Interactive Media and Web Publishing will be? – What trends and new technology are you excited to see become accessible via the web? Finally let us know how you came to decide that FoD would be the place you want to study.

Question 2 – Technical Requirements

2.1. Select a website you regularly visit and comment about how the site is put together or laid out. In no more than 500 words tell us why the site is great, or should be improved? Is navigating the site easy or difficult? Is the information easy to find and interact with? What parts of your experience with the site are fun and which are frustrating?

2.2. Film, Motion Graphics and Animation on the web require that we as designers know a little about how animations work, but more importantly how to tell a story in frames. Please draw up a simple, 12 panel storyboard which shows a stickman on a short adventure.

(Place 6 panels on one A4 page – Total 2 A4 pages)

Question 3 – Digital Design

3.1 What is your understanding about how the internet and websites work?

3.2 Name 2 filmmakers, artists or designers that have influenced or impacted on your life/lifestyle and state why.

3.4 Can you identify any specific art or visual style that is common on the web or in films?

Attached 3 to 5 pieces of your original artwork. These can be drawings/ paintings / photography / Illustrations etc. Yes, Instagram counts. Anything creative you have made yourself.

Please send all the above to Kerry Hugill kerry@friendsofdesign.net in a zipped file by no later than Friday 2nd December 2016.

SUBMISSION REQUIREMENTS

GAME GRAPHICS & MULTIMEDIA ENTERTAINMENT

The Game Graphics and Multimedia Entertainment programme is full time One Year Certificate programme which requires you to be an active member of classroom activities. In order to determine if you are ready for the work set out we have a few questions to ask you. Please provide answers to all the questions and submit the portfolio (PDF or Printed A4) with the documents requested in the enrolment application form.

Submission Requirements

- You must be 18yrs or older – please submit a certified copy of your ID
- You must have Matric or a Grade 12 pass- please also include any other qualifications as well

Question 1 – Motivation

In an essay or a video, tell us about who you are.

Tell us about your achievements and where you see yourself in 5 years. Provide details on what inspires and motivates you. Why do you want to attend Friends of Design? Tell us about your work ethic and your understanding of team work and your role within a group. Provide a motivation as to why you believe Game Designing is the best career path for you.

Question 2 – Portfolio Application

2.1. Provide 3-5 examples of how game technology can be used in other areas of entertainment and motivate each of your answers.

2.2 You read a study about Games and Violence. Its conclusion is that games make children more aggressive and prone to act violently. Do you agree or disagree and why?

2.3 What are you more interested in when you play a game: the gameplay features, the game's visuals, the game's characters and story, the multiplayer features or other elements? Describe why these are better suited to you.

2.4 What do you think is more important in a game: great visuals or entertaining gameplay? And why do you think so?

Please send us 3 -5 examples of your design, scripting efforts (can be HTML, too), game designs, illustrations or other work relevant to game development, interactive media or digital art. You can also provide us with links to download your examples if the file size is too big.

Please send all the above to Kerry Hugill kerry@friendsofdesign.net in a zipped file by no later than Friday 2nd December 2016.