

2025 Part-Time Programme Application Form



WHAT PROGRAMME ARE YOU APPLYING FOR?

Advanced Diploma in Marketing & Advertising Communications (2 Years)

Advanced Diploma in User Centered Design (2 Years)

Advanced Diploma in Copywriting (2 Years)

SECTION 1

1.1 STUDENT DETAILS

First Name: _____ Last Name: _____

Email: _____ Phone #: _____

Home Address: _____

Suburb: _____ City: _____

Postal Code: _____ Country: _____

Postal Address: _____

Suburb: _____ City: _____

Postal Code: _____ Country: _____

Nationality: _____ SA ID No. / Passport No.: _____

Medical Aid: _____ Medical No#: _____

Race: _____ Gender: _____

Initial



1.2 DETAILS OF PARENT/LEGAL GUARDIAN (IF UNDER 21)

First Name: _____ Last Name: _____

Email: _____ Phone #: _____

Home Address: _____

Suburb: _____ City: _____

Postal Code: _____ Country: _____

Nationality: _____ SA ID No. / Passport No. : _____

Is the person above your parent/guardian also responsible for the Account? If No, then fill in below Section 2.

Yes

No

SECTION 2

2.1 DETAILS OF PERSON RESPONSIBLE FOR ACCOUNT (IF DIFFERENT FROM STUDENT)

First Name: _____ Last Name: _____

Email: _____ Phone #: _____

Home Address: _____

Suburb: _____ City: _____

Postal Code: _____ Country: _____

Nationality: _____ SA ID No. / Passport No. : _____

Initial



2.2 FEE STRUCTURE AND PAYMENT OPTIONS

Please select your preferred payment option by ticking the relevant box alongside the Programme that you are applying for. All monthly instalments will be paid by debit order (see Section 3 below).

PART-TIME PROGRAMMES

| Programme | Duration | Application Acceptance Fee | Tuition Fees (full programme; 2 years) | Annual Installments (30 July 2025; 30 July 2026) | 21 Installments (from February 2025 to March 2027)** |
|--|----------|----------------------------|--|--|--|
| ADVANCED DIPLOMAS // NQF 7 | | | | | |
| Marketing and Advertising Communications | 2 years | R9 500* | R 66,000 | R 33,000 | R 3 460** |
| User Centered Design | 2 years | R9 500* | R 66,000 | R 33,000 | R 3 460** |
| Copywriting | 2 years | R9 500* | R66,000 | R33,000 | R 3 460** |

NOTE:

**Application Acceptance fee is only applicable upon acceptance into a programme*
Applications for Advanced Diploma programmes will close on June 2025.

Initial



3 DEBIT ORDER FORM (applicable for monthly instalments)

Kindly complete this form if you elect to pay in monthly instalments via debit order (NB: Payment will only be put in place once the registration fee has been paid. The first debit order will be deducted on the 1 July 2022)

ACCOUNT DETAILS

| | |
|--|--|
| Bank | |
| Account Number | |
| Branch Name | |
| Branch Code | |
| Type of Account (cheque, current, savings) | |

BENEFICIARY DETAILS

| | |
|----------------|--|
| Account | Red & Yellow Creative School of Business (Pty) Ltd |
| Bank | First National Bank |
| Branch code | 250655 |
| Account Number | 62060658203 |

Our debit orders are scheduled to be released on the 1st of every month. If the 1st falls on a Public Holiday or over the weekend it will be released on the next working day.

A. Authority

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned Bank (or any Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on the date of signature below and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered monthly.

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement.

Initial

| |
|--|
| |
|--|



B. Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Banks as if the instructions have been issued by me/us personally.

C. Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force if such amounts were legally owing to you.

D. Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third part, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this ____ day of _____ 20_.

(signature as used for operating on the account)

(assisted by)

Initial



SECTION 3 TERMS AND CONDITIONS OF APPLICATION

For the purposes of the provisions contained hereunder, “the School” shall mean or denote The Red & Yellow School. “You” and “Student” shall mean or denote the student and/or the parent/guardian as the case may be and unless the context clearly indicates otherwise.

PLEASE NOTE: Applications for all Part-Time programmes close 1 June 2022. Our amazing team of Programme Co-ordinators will be in touch with details around Registration and Orientation Week.

1. GENERAL

1.1. As a student at the Red & Yellow, you shall at all times maintain a high standard of behaviour and academic diligence, that adhere to the School’s code of conduct and student policies, and not conduct yourself in a manner which causes prejudice to or brings the name of the School into disrepute.

1.2. You acknowledge that you have familiarised yourself with the prospectus of the relevant programme for which you have applied to register and declare that the information provided in this form is accurate and complete.

1.3. You accept that the School reserves the right to monitor your attendance and in the case of your extended absence (more than two consecutive days, and for Full Time students only) due to illness or injury, you will be required to submit a medical certificate.

1.4. You accept responsibility for the replacement or repair of any damage or loss caused by you to the property of the School. You accept that the School is not responsible for lost or stolen property and that any of your personal belongings brought onto the premises should be insured in your personal capacity. You hereby indemnify the School against any claim in this regard.

1.5. When you participate in School activities, including external visits which may take place from time to time, it shall be at your own risk. The School shall not be held liable for any injury or other damage sustained by you in the course of such participation. You hereby indemnify the School against any claim in this regard.

1.6. You shall at all times comply with your financial obligations to the School in accordance with the provisions of this application.

1.7. You confirm that you are in a state of good mental health and that you or your guardian shall fully disclose to the School details of any condition/

disease/handicap immediately upon becoming aware of the same. The School shall treat any such disclosure as being confidential.

1.8. All/any work originated and/or undertaken by you during the period of your registration at the School and all/any intellectual property rights related thereto shall be deemed to be the property of the School. You hereby cede all your rights, title and interest in and to such work and such aforesaid intellectual property rights to the School. The School reserves the right to cede, reassign or otherwise deal with these rights at its discretion.

1.9. You accept that the School shall from time to time undertake assignments from outside companies, and that you may be requested, as part of your training, to work on these assignments. You accept that the School shall be entitled to charge professional fees for these assignments and that you shall not be entitled to financial remuneration for my participation. You accept that all such work is highly confidential and will not be disclosed outside of the School.

1.10. You accept that the formal hours of practical tuition at the School for Full Time programmes are 09:00 to 16:30, Monday to Friday, and that the respective Heads of Departments retain the right to change the curricula and/or periods of practical tuition beyond the formal tuition hours. You undertake to abide by and comply with such extensions as aforesaid.

1.11. You understand that a qualification related to your completion of any programme at the School shall be awarded to you only if you have met the required academic standard and evaluation criteria of the School, and only if you have fulfilled your financial obligations in terms of this application and the agreement constituted under it. In accordance with the above, the School expressly reserves its right to withhold any such qualification until all the financial obligations referred to have been properly fulfilled.

Initial



2. DEPOSITS, FEES, METHODS OF PAYMENT

2.1 Upon written acceptance of a student to study at the School a non-refundable application fee is required for each programme. The final date for such registration and payment of the registration fees for the 2022 School year is 1 June 2022 for Part-Time programmes. Students who have not paid their fees by this date will not be eligible to start their studies in June 2022.

2.2 This application fee is to reserve your place in the programme and will be forfeited should you elect not to attend. Note: The non-refundable application fee does not form part of the tuition fees.

2.3. Should you elect not to continue or complete your studies, withdraw or have your enrolment or registration terminated for any reason whatsoever, you will be liable for (a) 50% of your course fees if this happens in the first year; and (b) 100% of your course fees if this happens in the second year.

2.4. Where your tuition fees are payable in instalments, your failure to pay any single instalment in full and timeously will result in the full amount owing becoming due and payable immediately.

2.5. You agree that the School shall be entitled to recover from you all legal costs incurred in order to enforce its rights under this contract, including, but not by way of limitation, attorneys and own client fees and collection charges and all tracing charges, and that the School reserves the right to withhold programme/module results should there be any default in payments according to this agreement.

2.6 The Red & Yellow School is a privately run institution and receives no state funding. The majority of income is generated by student fees, corporate-sponsored bursaries and remunerations from commissioned projects.

2.7. Fees for international students are the same as for South African students, except that the Extended Credit Payment Plan is not applicable.

2.8. In the event that the student elects to make payment via two instalments or the scheduled extended credit plan, the School at its absolute discretion may require additional personal information before approving either credit facility and any acceptance by the School of this

application shall be subject to such provision and its acceptability thereof and also may require the person responsible for the Student’s account to sign a debit order mandate.

2.9. NOTE: In the case of 2 & 3 year programmes, fees may increase by up to 10% annually, or in accordance with prevailing economic circumstances.

3. PERSONAL INFORMATION

3.1. In terms of the Protection of Personal Information Act 4 of 2013 (POPI), a “Responsible Party” (the School) has a legal duty to process a “Data Subject’s” Personal Information (your personal information) in a lawful, legitimate and responsible manner. In order to discharge this duty, the School requires your express and informed permission to process your Personal Information.

3.2. In the event of you refusing to provide the required consent, the School reserves the right, in terms of POPI, to process your Personal Information without your consent under any of the following circumstances where:

3.2.1. such processing and use of your personal information is necessary and within the ambit of its operations in order to give effect to a contractual relationship as between you and the School;

3.2.2. such processing is required in terms of the applicable laws of the Republic of South Africa, or

3.2.3. such processing is necessary to protect the legitimate interests of the School or a third party.

3.3. You understand and agree that the School may keep and process data and documents in order to provide private higher education services to you, including the personal data supplied by you in your application form and in this registration form, and your biometric and other identifying information (to be used solely for identification purposes); the School may use and transfer such data and use such documents in electronic or other formats for the School’s purposes consistent with the School’s relationship with you as a student and former student, including the submission of data for the National Learners’ Records Database (NLRD) and other returns as required by the

Initial

Department of Higher Education and Training (DHET), the South African Qualifications Authority (SAQA), and the Council on Higher Education (CHE) in line with current and future regulatory requirements and legislative provisions; that the School places records of qualifications awarded in the public domain; that the School may process your personal information in accordance with its rules and policies for academic and administrative purposes, including disciplinary processes and that the School may use electronically generated documents; that the School may use, process and share your Personal Information with prospective bursary or funding sponsors where you are the recipient of a bursary or scholarship.

3.4. You understand that the School may share your Personal Information with its business partners and other relevant third parties as part of the School's operational processes and services it provides to you.

3.5. You understand and agree that should the payment of your tuition fees be the responsibility of a third party bursary sponsor or employer, certain academic information, including your academic transcript, may be issued to your third party bursary sponsor or employer at certain intervals, and on the request of the third party bursary sponsor or employer.

3.6. You consent to the receipt of communication from the School, which include but are not limited to notifications, emails, newsletters, surveys, marketing material and related communication, where

applicable and acknowledge that you may opt out of receiving such communication at any time, save for any communication inherent in the School providing private higher education services to you.

3.7. You agree that the School shall be entitled to recover from you all legal costs incurred in order to enforce its rights under this contract, including, but not by way of limitation, attorneys and own client fees and collection charges and all tracing charges, and that the School reserves the right to withhold programme/module results should there be any default in payments according to this agreement.

3.8. You declare that all Personal Information supplied to the School for the purposes of your application, enrolment and/or contractual relationship, is accurate, updated and not misleading and that it is complete in all respects. You undertake to immediately advise the School of any changes to your Personal Information should any of my particulars change.

3.8. You furthermore irrevocably give the School permission to process your Personal Information, as provided above, and acknowledge that you fully understand the purposes for which it is required and for which it will be used. You undertake to contact the relevant personnel at the School to make any enquires relating to the processing of your Personal information, at any reasonable time and purposes, as envisioned in the POPI Act.

THUS DONE AND SIGNED ON THE _____ DAY OF _____ 202__

AT _____

SIGNATURE OF STUDENT

OR

SIGNATURE OF PARENT/GUARDIAN 1

SIGNATURE OF CONTACT PERSON AT COMPANY

SIGNATURE OF PARENT/GUARDIAN 2

Initial



SECTION 4: ACCEPTANCE OF TERMS AND SIGNATURE

SECTION A: IF STUDENT IS A MINOR. All relevant parties to complete and sign and initial every page. SECTION B: IF STUDENT IS NOT A MINOR. All relevant parties to complete and sign and initial every page.

SECTION A:

I (Name of student) : _____ I.D. No: _____

Of (Address) : _____

1. Acknowledge that I have read the contract and understand the terms and provisions thereof and I hereby confirm that no representations as to its contents and/or provisions were made by The Red & Yellow Creative School of Business (Pty) Ltd. or any of its officers and/or employees.
2. Acknowledge that The Red & Yellow Creative School of Business (Pty) Ltd will process my personal information in line with South Africa's Protection of Personal Information Act which seeks to regulate the Processing of Personal Information referred to as the POPI Act, and that by completing this registration form I provide consent for The Red & Yellow Creative School of Business (Pty) Ltd to capture and process my personal information for the purposes of providing me with services and sending me marketing materials from time to time as required.
3. Hereby elect the following payment option for the payment of all Scheduled fees in terms of "SCHEDULE OF FEES", which forms part of this contract:

Payment in Full

Two Instalments

Monthly Instalments (by Debit Order, as indicated above)

Student's Signature:

Witness:

Date:

The student, who is a minor, is hereby duly assisted by

Name: _____ I.D. No: _____

Of Address: _____

Who hereby:

1. Warrants that he/she is the parent/guardian of the minor;
2. Binds himself/herself hereby as surety and principal co-debtor for the payment of any amount owed by the student
3. and/or any liability of the student of whatever nature in terms of this contract;
4. Hereby renounces the benefits of excussion, division and cession;
5. Chooses the above address as domicilium citandi et executandi;
6. Confirms that he/she has read the contract and understands the terms and provisions thereof and hereby confirms that no representations as to its contents and/or provisions were made by The Red & Yellow Creative School of Business (Pty) Ltd or any of its officers and/or employees.
7. Warrant that I have included a certified copy of my National Senior Certificate (Matric), or mock matric results from mid-year or my highest qualification (as applicable).

Parent/Guardian 1 Signature:

Witness:

Date:

Parent/Guardian 2 Signature:

Witness:

Date:

Email Address for Accounts: _____

Initial



SECTION B:

I (Name of student) : _____ I.D. No: _____

Of (Address) : _____

- Acknowledge that I have read the contract and understand the terms and provisions thereof and I hereby confirm that no representations as to its contents and/or provisions were made by The Red & Yellow Creative School of Business (Pty) Ltd. or any of its officers and/or employees.
- Acknowledge that The Red & Yellow Creative School of Business (Pty) Ltd will process my personal information in line with South Africa's Protection of Personal Information Act which seeks to regulate the Processing of Personal Information referred to as the POPI Act, and that by completing this registration form I provide consent for The Red & Yellow Creative School of Business (Pty) Ltd to capture and process my personal information for the purposes of providing me with services and sending me marketing materials from time to time as required.
- Hereby elect the following payment option for the payment of all Scheduled fees in terms of "SCHEDULE OF FEES", which forms part of this contract:

Payment in Full Two Instalments Monthly Instalments (by Debit Order, as indicated above)

Student's Signature: _____ Witness: _____ Date: _____

Name of Guarantor: _____ I.D. No: _____

Of Address: _____

Who hereby:

- Binds himself/herself as surety and principal co-debtor for the payment of any amount owed by the student and/or any liability of the student of whatever nature in terms of this contract;
- Hereby renounces the benefits of excussion, division and cession;
- Chooses the above address as domicilium citandi et executandi;
- Confirms that he/she has read the contract and understands the terms and provisions thereof and hereby confirms that no representations as to its contents and/or provisions were made by The Red & Yellow Creative School of Business (Pty) Ltd or any of its officers and/or employees.
-

Guarantor's Signature: _____ Witness: _____ Date: _____

***FOR INTERNAL USE ONLY: For and on behalf of Red & Yellow Creative School of Business (Pty) Ltd.**

Registrar: _____ Date: _____

Witness: _____ Date: _____

Initial