

Terms & Conditions applicable to 6-Month Part Time Programme

Welcome to Cape Town School of Photography

Expectations of Students

Please be considerate to your fellow human beings and note the following and sign below

Attendance

Be sure to sign in at the school register, daily. You will find this at reception. Sign in when you arrive and when you leave.

You need to attend **80 percent** of your course to qualify for a letter of completion at the end of the 6-month programme. Students who cannot attend class must provide us with a letter stating the reason for their absence and in the case of a medical reason, provide us with a doctors' note, signed by a registered medical practitioner – this is all in light of qualifying for your **80% rate** of attendance in need of receiving a **Letter of Completion**.

Please note – if you cannot make it to class, you **MUST** inform us all: the whole CTSP teaching and/or human resource related staff:

- info@ctsp.co.za,
- dom@ormsctsp.co.za,
- lorna@ormsctsp.co.za

Classrooms and Lessons

- Sessions start promptly at the scheduled time, you are expected to be seated and in class at least 5 min prior to the start of your lesson
- Once you are in class, cell phones are either to be switched off, or handed to the lecturer – this is subject to each lecturer, please respect the arrangement they make with you and respect the space as one of engaging, fully, with the material in the corporeal world.
- The eating of food is not permitted in class. You are however allowed to rehydrate, a bottle of water is always welcome.
- The delivery of food via the school kitchen is therefore also not permitted during class times.
- Please be sure to tuck your chair back under the table before you leave
- Please clear any cups, bottles of water, paper clippings etc. from the space you occupied as you leave.
- Please do not leave your personal belongings abandoned in lecture rooms – as we cannot be held responsible for the disappearance of your valuables.
- If you want to momentarily step out of class or need to use the WC, – please ask to be excused.

The Mac Lab

We have, thanks to our shareholders, a beautiful Mac Lab with 11, 27" machines.

We ask that you treat this space with the greatest of care.

Therefore:

- No food or open drink in the lab
- Please be sure to use the machines with clean hands
- Log off before leaving
- Do not store your work on the machines, it will be deleted

CTSP WiFi

Username: CTSP STUDENTS

Password: STUDENTS

07h00 – 21h00

The Studio

The studio is a shared space, one that, if not in use, the school will be renting out. It is therefore important for you to be sure that you have made the required studio booking for all your commercial and personal photography course work.

- Bookings can, for the time being, be made at the front desk.
- Be sure to check whether there are evening sessions where you might be able to work in either the studio or your lecture room.
- You are not permitted to book studio time during scheduled course classes.

In the studio you will find all the lights, stands and boards that you require. We ask all students to please provide the following out of their own accord:

- Wireless sync/sync cable
- Reflector
- Portfolio bag stocked with all the paper and surface backdrops you might need.

The studio is to be left clean, neat and tidy. If you were to arrive at an untidy space with a soiled floor, please report this to the front desk. Students who do not treat this space and its equipment with respect will be prohibited from using it.

You will be held responsible for the equipment you use, should you work recklessly and break a light, stand, soft-box, cable, polyboard etc.; you will be expected to replace it.

Loaning CTSP camera equipment

As a student at CTSP you are permitted to make use of some of the equipment we have in stock for student loan purposes. Please take note of the following:

- Equipment is to be booked out and/or returned between 08h30 and 09h30 in the mornings OR 12h30 – 13h30 in the afternoons.
- All equipment must be signed out.
- Shanice Da Silva is the only person you may liaise with when it comes to the booking of CTSP camera gear.

- In the event of a theft and or breakage, you will be held responsible and will be required to replace this equipment, therefore, please handle with care and be streetwise.

The Coffee Bar and school sandwiches

Students are welcome to order coffee and buy snacks from our coffee bar. Please do so during break times. Students are not permitted behind the coffee bar counter. This space is solely reserved for CTSP staff only.

Students who would like to order sandwiches from the school kitchen need to please do so prior to the start of lessons/sessions, so that these can be made and be ready at break time. Sandwiches may not be delivered to class and may not be consumed in class, during a session. Please respect the classroom as a learning space and plan your snacks and food carefully for breaks and lunch.

All glasses that make their way from the coffee bar to class are to please be returned to either the kitchen and or the coffee bar. Please do not leave glasses abandoned throughout the school. Please note, all purchases are strictly cash.

The Kitchen

We are a relatively small group of people. If you need to store anything in the fridge, please be sure to label your food clearly. Food must be labelled with your name, surname, contact number and the date at which it made its' way into the fridge. Food that remains in the fridge for more than two days will be binned. Please store food in neat containers – no food that is left open or in a plastic bag will remain in the fridge – we need to contain odours and keep the space hygienic.

The kitchen is not a space for conversations and retreating to. Please be quick about what you need to do here. No dirty dishes are allowed in this space, if you have enjoyed a sumptuous meal and leave your dirty Tupperware in the kitchen, it will be binned. Please rinse, wash, dry and remove your Tupperware and or cutlery.

Please bring your own cutlery if so needed.

CTSP WC

Please keep CTSP toilets neat and tidy. If there is anything that is in need of cleaning, or if we were to run out of toilet paper, please inform the front desk.

Lockers

Lockers are located in the lounge area. Please choose a locker for yourself and be sure to indicate the number of that locker to us on your registration form. Keep one key for yourself and hand the other in to the front desk, clearly marked/labelled with the locker number and your name, surname and cell phone number.

The Lounge

Our lounge is a general area for all of us to relax, catch up, perhaps peacefully sit and work. Please keep this space neat and tidy. Respect the upholstery as much as possible, keep shoes, food, drinks and so on off the couch. We also would like to start a library in this space and ask that you treat the

books on the shelf with care. They are not available to students for montage or image resource gathering purposes, therefore, please do not tear or cut images out of them.

Smoking

This is only permitted on the school balcony. Please be kind to our cleaning staff and remember to stash your cigarette butts into the provided bin.

School Hours

The school is open from 08h30 – 17h00 Monday through to Friday. Students have access to the school when part-time evening classes are running. These run till 21h00 on various days. Please check the roster at the front desk if you want to work late.

First Aid

We have a first aid kit at reception. Please be respectful of this and use it only when necessary. If you are in need of a plaster or bandages etc. speak to Ashley at the front desk, she will attend to you.

Parking

The school is located in a busy part of town, and the school does not offer student parking. Students can park anywhere on the street in the surrounding area. Students can also park on the grassy area next to Fruit and Veg City, but not in Fruit and Veg City car park. Please do not park in the ORMS parking lot. You will be clamped if you park in areas that belong to Fruit and Veg City and ORMS.

Lecturing and general staff

Student Liaison and Communications: Shanice Da Silva

General school assistants: Patrick Potani

Subject Lecturers: Various

Marketing Manager: Rita Pienaar

Finance and Human Resources: Lorna Scholtz

Head: Dominique Edwards

Fees

Please note that until a minimum of 6 students are fully secured and paid up in full ahead of the start of this programme, no payment terms can be considered. For those fortunate enough to secure a monthly payment plan thereafter, the following applies:

- a deposit prior to your first class of R18 000-00 must be paid
- Followed by 4 x monthly payments of R5 000-00 strictly due by no later than the 7th day of each following month.

Considering Personal Safety

Please be aware of your surroundings when walking to and from school. Do not flaunt camera equipment, money or other expensive possessions.

I hereby acknowledge that I have read and understood the expectations CTSP has of me as a student at the school for the following year of study:

Name and Surname: _____

Date: _____

Signature: _____