

Orms Cape Town School of Photography  
PO Box No. 16171, Vlaeberg 8001  
T 021 465 2152  
E info@ormsctsp.co.za

The signatories to this contract agree to the following terms and conditions of registration with the Orms Cape Town School of Photography:

1. The signatory/signatories acknowledge/s that he/she/they will be severally liable to the Orms Cape Town School of Photography for payment in full of all fees and other charges (the contract amount) as detailed in your course application, subject to the terms and conditions set out below. Payment of the contract cash amount in full must be received prior to commencement of classes for 2018 at the latest.
2. By signing these terms and conditions the signatory/ies is/are:
  - 2.1 Committing to payment of the full contract amount. Any failure by the student to attend lectures will not reduce liability for payment of the full contract amount.
  - 2.2 Agreeing to full liability for any legal costs that may be incurred as a result of non-payment(s) or partial non-payment(s) of fees.
3. Students who wish to cancel their registration must submit a written and signed notice of intention to discontinue attendance to the Head of the School. The onus is on the student to inform the account payer. Cancellation will only be accepted from the date of receiving the cancellation letter. In the event of cancellation, the signatory/ies remain/s liable, for the fees on the following scale:
  - 3.1 Before class commences = liable for 100% of full course fee, refundable to the payer.
  - 3.2 After the first month = liable for the full contractual payment. However, each case will be handled individually and is at the sole discretion of the School Head in conjunction with Fundi Educational Funding, where applicable.
4. If any payment due under this contract remains unpaid for a period of thirty (30) days after the commencement of classes; the student will be suspended from attending classes until the full fee due and payable has been received. The entire outstanding balance will immediately become due and payable.
5. A letter signed by the hand of the Head of The Orms Cape Town School of Photography certifying the balance owing from time to time shall be good and sufficient proof (prima facie proof) for all purposes of the amount owing by the signatory/ies in terms hereof.
6. The finance department of Orms Cape Town School of Photography must be informed immediately, in writing, should the signatory/ies hereto change address and contact details subsequent to submission of the registration documentation.
7. The School or any of its representatives shall not be liable for any loss or damage, howsoever sustained whilst the student is enrolled at the Orms Cape Town School of Photography. The signatory/ies hereby indemnify/ies the School against all and any claims made by any person whatsoever in respect of any damage arising out of any grossly negligent or intentional acts or omissions by the student.
8. The onus is on the student to ensure that the school has copies of the application documents required and to re-submit as may be required. In the case of foreign students referred to above, the provision of the necessary permits/visas or documentation is a requirement for registration.
9. The student, warrant/s that he/she/they has/have investigated the course programme concerned to his/her/their satisfaction prior to the signing of this contract.
10. All student work remains the property of the School to be used for print and online purposes for the School.
11. Eighty percent class attendance is a minimum course requirement. Students who fail to meet the attendance requirements will not receive a certificate or letter of completion and thus will not pass the year.
12. 12.1 Students will receive a certificate or letter of completion provided that the student has passed the course and that the contractual fees have been paid in full.  
12.2 Students who do not meet the criteria of 12.1 will not receive a certificate or letter of completion.

I/We the undersigned have read, completed and understand the contents of the payment agreement and hereby jointly and severally accept all terms and conditions.

1. Signed by Student ..... Date .....

2. Signed by Guardian/Parent if student is a minor ..... Date .....

3. Signed by Person partly/fully responsible for fees ..... Date .....