



## Table of Contents

<b>Table of Contents.....</b>	<b>1</b>
<b>About Academy of Sound Engineering.....</b>	<b>3</b>
Our Vision.....	3
Mission Statement.....	3
Our Values.....	3
History.....	3
<b>Programmes.....</b>	<b>4</b>
Diploma in Audio Technology.....	4
Higher Certificate in Audio Technology.....	9
<b>Accreditation and Registration Status.....</b>	<b>11</b>
<b>Admission Requirements.....</b>	<b>12</b>
Higher Certificate in Audio Technology Admission Requirements.....	12
Diploma in Audio Technology Admission Requirements.....	12
<b>Admission Policies and Procedures.....</b>	<b>13</b>
Consultation Selection Interview.....	13
Admission Registration.....	13
Closing Dates For Admission.....	13
Admission Documentation.....	13
International Students.....	14
Minors.....	14
Period of Validity of Registration.....	14
<b>Academic Rules and Policies.....</b>	<b>15</b>
Modes of Instruction.....	15
Language Policy.....	15
Assessment.....	15
Credit Accumulation and Qualification Completion.....	16
Progression.....	16
Programme Changes.....	16
Additional Subjects for Another Certificate, Diploma or Degree.....	17
Academic Calendars.....	17
<b>Finance Rules and Policies.....</b>	<b>17</b>



Withdrawal Request.....	17
Deferral Request:.....	18
Programme Change Request to a higher qualification (Upward Articulation).....	18
Programme Change Request to a lower qualification (Downward Articulation).....	18
External Institute Fees.....	19
Student Financial Aid.....	19
Late or Non-Payment of Fees.....	19
Course Material, Textbooks and Kit Fees.....	20
<b>Code of Conduct and Student Rules.....</b>	<b>20</b>
<b>Student Support Services.....</b>	<b>21</b>
Pre-Registration Consultation Service.....	21
Student Administration Office.....	21
Support Staff.....	22
Student Engagement Forum.....	22
Students With Special Needs or Disabilities.....	22
Early Intervention Programme.....	22
Health and Wellness.....	23
Grievances and Complaints.....	23
<b>Academic Staff.....</b>	<b>24</b>
<b>Contact Details.....</b>	<b>25</b>
<b>Enrolment Contract.....</b>	<b>26</b>
<b>Fee Structure.....</b>	<b>38</b>



## About Academy of Sound Engineering

Academy of Sound Engineering has rapidly become South Africa's premier entertainment education institution since its establishment in 1997. Catering exclusively to the dedicated student who wishes to become an industry professional. The Academy accepts only a limited number of candidates in each programme.

Part of the Johannesburg campus is housed within the SABC, South Africa's broadcast hub and the centre of Africa's technical audio and television industry. Academy of Sound Engineering is ideally located to train future audio and television professionals. Our students are directly exposed to the entertainment industry from their first day on campus. Daily interaction with industry professionals is almost unavoidable, and by their very presence on campus, students are immediately immersed in this exciting world.

## Our Vision

To be a globally relevant, expert-driven leader in education for the music, media and entertainment industries, and an employer of choice that offers a challenging, rewarding, stimulating and enjoyable environment for students and staff.

## Mission Statement

To be the premier provider of education and training in the art, science and business of media, music and entertainment, incorporating the most relevant technologies, the highest level of practical content, and the most professional instruction.

## Our Values

- To be respectful of one another and ourselves.
- To be reliable, committed and loyal.
- To foster a culture of accountability.
- To be honest and act with integrity.
- To promote innovation.
- To have genuine concern for the well-being of our students and staff.
- To foster a collaborative culture that values the opinions of participants including our students, staff, partners and the industry.

## History

Academy of Sound Engineering was founded in 1997 by George Hattingh (Snr). With over 30 years of experience in the industry George recognised that the industry required a more formal approach to Sound Engineering education. He was approached by a private college group with a proposal to offer

a Sound Engineering programme he had developed. The acceptance of this proposal resulted in Academy of Sound Engineering becoming the largest Sound Engineering School in the country with over 5500 students having completed programmes over the three decades.

Many students have successfully entered the music and sound industries by securing positions in various companies or by becoming entrepreneurial freelance sound engineers. In its early history, Academy of Sound Engineering ensured quality by acting as an unofficial accrediting, review and quality assurance body for the private college group.

In 2005, Academy of Sound Engineering made the decision to become an independent, focused provider of education and training with the purpose of uplifting standards and addressing the specialised needs of the industry. In 2013 Academy of Sound Engineering Screen Arts division was launched to offer the same level of dedicated, focused training in the fields of television and screen media, with programmes fully accredited by the South African Qualifications Authority (SAQA) and the Council on Higher Education (CHE). Academy of Sound Engineering is a privately owned company registered as Academy of Sound Engineering (Pty) Ltd that currently provides education and training in the fields of audio engineering, television and screen media. It caters both to the new entrant with little to no knowledge of the industry, and to sound engineering, television and screen media professionals wishing to enhance or upgrade their skills and knowledge.

## Programmes

For the 2026 academic year, Academy of Sound Engineering is offering the following full-time programmes towards accredited qualifications.

- Three-year Diploma in Audio Technology - NQF Level 6.
- One-year Higher Certificate in Audio Technology - NQF Level 5.

Furthermore, Academy of Sound Engineering also offers skills programmes and short course programmes on a part-time basis and these are subject to demand.

To obtain information about our current offerings, email [info@ase.co.za](mailto:info@ase.co.za) or call +27 11 482 9200.

## Diploma in Audio Technology

The Diploma in Audio Technology is a comprehensive, practice-driven, three-year, 360-credit programme designed to prepare students for a wide range of careers in the audio and entertainment industries. The qualification offers a flexible structure that blends academic learning with extensive Work-Integrated Learning (WIL), enabling students to develop real-world experience across studio,



live, audio post-production, electronic music production, electronic and audio technology, broadcast and media environments.

The programme also creates opportunities for individuals already working in the industry, wishing to formalise or advance their qualifications, with options to complete WIL components in their workplace.

### **Programme Overview**

The Diploma in Audio Technology has a flexible structure, which means third year students can either opt to complete two focus areas, or the Bs of other focus areas or Work Integrated Learning. Students select their preferences utilising the Focus Area Choice Form (formerly known as “The Elective Area Choice Form”), which is annually distributed by the Academic Management Team.

### **First Year: Foundational Knowledge and Core Skills**

Students are given a grounding in the principles of audio, music, technology and industry context in the first year. They will complete a combination of Diploma-exclusive courses, production projects and shared modules common to the Bachelor of Arts in Entertainment Arts.

Students develop essential skills in:

- Digital audio workstations.
- Sound theory and audio technology.
- Music fundamentals.
- Electronics.
- Entertainment business and industry structures.
- Academic and communication skills.

In the first year a solid academic and technical foundation is laid, enabling students to successfully complete their studies at the Academy and pursue a journey as lifelong learners.

### **Second Year: Work-Integrated Learning and Applied Audio Practice**

The second year incorporates advanced audio courses alongside WIL-based productions and projects (Level 6) as well as the majority of the focal area introductory modules (A modules), that will empower students to make an informed decision, at the end of the second year, as to which area they would like to formalise in the third year.



Students deepen their knowledge of:

- Digital audio principles
- Audio mixing and processing
- Sound capture and technology
- Entertainment law, copyright and business
- Professional production workflows
- Audio Post-Production
- Live Sound
- Broadcast
- Electronic Music Production

WIL may take the form of live event work, studio practice, radio production, film audio, technical support roles and more.

### **Third Year: Specialisation, Advanced WIL and Capstone Experience**

The structure of the third year is flexible, giving students a variety of options in which to collect their 120 credits. Students are expected to complete at least one focal area, with an option of a second. Each focal area has an A, B and a C component. Students complete the majority of the introductory focal area, A modules, in the second year (barring Electronic & Audio Technology). The B modules are completed in the third year, and students can complete more than one B module, depending on their focal area selections. C modules are “Capstone” projects, in which students are given a level of autonomy as to which projects they would like to present as their final work. Students cannot complete a B module without completing the A and only students focusing on a specific area will be allowed to complete a C module.

The flexible programme design allows students to:

- Structure the balance of their credits using WIL
- Select more than one focal area
- Opt to forgo WIL in favour of certain B modules in various focal areas
- Structure their academic and practical components according to personal, professional or workplace needs.
- Complete WIL at their place of employment, if already in a related industry role.



## Focus Area Specialisations

In the 2nd or 3rd year, students have to select at least one Focus Area. They may also trade WIL hours to complete additional Focus Area modules. Each Focus Area consists of a Level A course, a Level B course, and a Capstone Project ("C" course). "C" courses are co-requisites of "B" courses and cannot be taken alone.

### Broadcasting

This focus area equips students with the theoretical understanding and practical skills required for radio and broadcast audio production. Students learn how to create radio content, understand studio workflows and operate professional broadcast equipment.

Topics include:

- Radio production and content creation.
- Recording of drama, adverts, jingles, stings and IDs.
- Broadcast hardware, software and studio equipment.
- On-air workflows and production styles.

This focus area is ideal for students interested in radio, streaming audio, or content creation for broadcast platforms.

### Live Event Production

In this focus area students are given insight into the planning and delivery of medium- and large-scale live audio productions.

Students learn to:

- Plan and execute live sound reinforcement.
- Set up professional PA systems and stage layouts.
- Manage crews and implement stage protocols.
- Produce show schedules, technical riders and event budgets.

Graduates of this focus area are equipped to work confidently in live sound, concerts, festivals, touring and events settings.

## Audio Post Production

This focus area prepares students for work in film, television, gaming and digital media environments.

Topics include:

- Dialogue editing, ADR and Foley.
- Sound design and effects editing.
- Film and TV mixing techniques.
- Session management and delivery formats (stems, DME/ME, dipped/undipped mixes).

This focus area is ideal for students pursuing careers in film sound, post-production studios, or multimedia audio.

## Electronics for Audio Production

In this focus area students explore the electronic principles underlying audio technology and equipment design.

Skills include:

- Understanding electronic components and circuits.
- Designing recording studio layouts.
- Building electronic projects (e.g. amplifiers).
- Studying concepts such as AC/DC systems, filters, amplification and power supplies.

This focus area is ideal for students interested in technical engineering, audio equipment maintenance or system design.

## Electronic Music Production

This focus area focuses on the creation, design and arrangement of electronic music using a range of hardware and software tools.

Topics include:

- Beat-making and programming.
- Synthesis and sound design.

- Electronic arrangement and composition.
- Mixing electronic music.
- Creative production workflows.

This focus area is ideal for aspiring electronic artists, producers and digital music creators.

## **Work-Integrated Learning (WIL)**

A total of 120 credits across the 2nd and 3rd year are allocated to WIL. Students may:

- Complete WIL through Academy of Sound Engineering projects and productions.
- Complete WIL through Academy of Sound Engineering workplace simulations.
- Do WIL through external placements or industry partners<sup>1</sup>.
- Complete WIL at their existing workplace (if applicable)<sup>2</sup>.

WIL includes a wide range of learning experiences such as:

- Live sound and event work.
- Studio engineering.
- Broadcast operations.
- Electronics projects.
- Electronic Music productions.
- Audio Post-Production experiences.
- Technical support and audio system deployment.
- Experiential and problem-based learning.

This component of the qualification ensures graduates are workplace-ready and equipped with strong practical portfolios.

## **Higher Certificate in Audio Technology**

The Higher Certificate in Audio Technology is an intensive, foundational, one-year NQF Level 5 qualification designed for students who want to begin their journey in the audio, music and entertainment industries. Through this qualification students develop essential technical, creative and industry-readiness skills, with a strong emphasis on practical learning and introductory production experience.

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<sup>1</sup> Please note that although Academy of Sound Engineering may facilitate workplace experiences, they are under no obligation to do so and placement in work environments is not at the discretion of the Academy. Therefore, Academy of Sound Engineering cannot guarantee placements or ensure future employment. Students will have to apply to respective employers and will be placed at companies at said employer's discretion and based on merit.

<sup>2</sup> Academy of Sound Engineering reserves the right to do a site visit to establish the extent of work conducted at a place of employment.

The Higher Certificate in Audio Technology is ideally suited for individuals who are new to audio, want a solid foundation before entering more advanced programmes, or require an access pathway into the Diploma in Audio Technology or Bachelor of Arts in Entertainment Arts.

The Higher Certificate includes a Work-Integrated Learning (WIL) component through Productions and Projects, enabling students to gain hands-on experience that mirrors real-world industry environments.

The Higher Certificate consists entirely of NQF Level 5 modules, combining academic foundation skills, introductory technical training and WIL projects.

## **Programme Overview**

### **Foundational Audio Skills**

Students are introduced to the essential building blocks of audio, including digital workstations, mixing, basic sound theory and introductory electronics.

### **Live Event and Technical Skills**

Hands-on modules in staging, lighting, AV and electrical safety prepare students for real-world production environments.

### **Work-Integrated Learning**

Practical projects expose students to authentic production tasks, reinforcing confidence and industry readiness.

### **Academic Readiness**

Academic and communication skills ensure students are fully prepared for further study in higher qualifications.

This qualification serves as a bridge into further study:

- Students seeking a practical, career-focused route may progress into the Diploma in Audio Technology.
- Students aiming for a more academic, multi- and inter-disciplinary creative qualification may articulate into the Bachelor of Arts in Entertainment Arts.



Both options build on solid technical foundations developed during the Higher Certificate year.

### Articulation Pathway

Students who successfully complete the Higher Certificate may transfer up to 60 credits (50% of the qualification) to the Diploma or the Degree.

If a student chooses not to graduate with the Higher Certificate, they may transfer all accumulated credits shared with the programme into which they are articulating.

### Accreditation and Registration Status

Academy of Sound Engineering (Pty) Ltd is registered with the Department of Higher Education and Training as a private higher education institution in terms of section 54(1)(c) of the Higher Education Act, 1997 (Act No. 101 of 1997) and Regulation 16(4)(a) of the Regulations for the Registration of Private Higher Education Institutions 2002. Registration certificate No. 2009/HE07/011.

Academy of Sound Engineering (Pty) Ltd is registered to offer the following programmes:

Programme	NQF Level	Campus	SAQA ID
Higher Certificate in audio Technology	5	Johannesburg	83488
Higher Certificate in television and Screen Media*	5	Johannesburg	90537
Diploma in Audio Technology	6	Johannesburg	88262
Diploma in Television and Screen Media*	6	Johannesburg	91898

\* This programme is not being offered in 2026.

These full-time programmes are registered with the Council on Higher Education (CHE), and the qualifications that these programmes lead to are also registered with the South African Qualifications Authority (SAQA), which are reflected on the NQF (National Qualifications Framework).

Academy of Sound Engineering is an internationally recognised Avid Learning Partner (ALP). Academy of Sound Engineering is empowered by Avid to provide Pro Tools training up to 310 (Advanced) level, making the Academy a true world-player on the international audio training scene.



## Admission Requirements

In order to gain admission into any of the programmes offered at Academy of Sound Engineering, proficiency in English is a prerequisite. Prospective students may be required to provide evidence of proficiency or to complete an English proficiency assessment to verify their level of English aptitude.

In addition to this, the admission requirements for each of the current programmes on offer are detailed below.

## Higher Certificate in Audio Technology Admission Requirements

- National Senior Certificate granting access to Higher Certificate study; or
- An equivalent qualification, verified by SAQA; or
- Prior learning demonstrating an appropriate level of competence\*; or
- The attainment of the age of 23 years and at least two years' related work experience or prior learning\*.

## Diploma in Audio Technology Admission Requirements

- National Senior Certificate granting access to Diploma study, with Grade 12 English First language, minimum 40%; or
- Grade 12 English Second language, minimum 50%; or
- An equivalent qualification, verified by SAQA; or
- Prior learning demonstrating an appropriate level of competence\*; or
- The attainment of the age of 23 years and at least two years' related work experience or prior learning\*.

*\*This will be assessed as per the Academy of Sound Engineering Recognition of Prior Learning (RPL) and Academy of Sound Engineering Credit Accumulation and Transfer (CAT) policies and may entail the completion of internal and/or external assessments, and the possible transfer of credits. The Academy of Sound Engineering RPL and CAT policy documents are available on request.*



## Admission Policies and Procedures

### Consultation Selection Interview

Besides the admission requirements, each student wishing to apply for entry into an Academy of Sound Engineering programme is required to attend a consultation interview session before registering. An authorised student advisor or appointed interviewer will facilitate the Session.

#### The Consultation Interview Session usually comprises the following elements:

- Prospective students may undergo a listening assessment in addition to creative and technical skills evaluations (where applicable) in order for the student advisor to provide guidance and recommendations on a suggested learning programme and pathway.
- It is ensured that learning assumptions are in place for the prospective student, based on the requirements of the recommended learning programme.
- Employment opportunities and career paths within the sub-sector are explained to the prospective student.

The realities of employment within the industry, as well as, the commitment and the standard of work expected at the Academy are explained to prospective students. Commitment and standard of work required is explained to the prospective student.

### Admission Registration

A prospective student who fulfils the above admission requirements and attends their interview is required to pay the applicable registration fee to secure a place at the institution, if they intend to register at Academy of Sound Engineering.

### Closing Dates For Admission

The company's management determines closing dates for registration and enrollment. Please contact the campus for more information. Registration for admission will close when class quotas have been filled, and/or at the discretion of the management of Academy of Sound Engineering. Please contact [info@ase.co.za](mailto:info@ase.co.za) for more Information.

### Admission Documentation

The following documents must be submitted to the Student Administration office or to [info@ase.co.za](mailto:info@ase.co.za):

1. Original or certified copies of formal qualifications
2. Academic transcripts where necessary



3. SAQA or USAF matric alignment certificate where necessary
4. Original or certified copies of prior learning through formal, informal and non-formal learning and/or work.
5. Recent passport-size photograph
6. Certified copy of identity document
7. Proof of previous surname where certificates are in a previous name
8. Completed enrollment contract.

## International Students

Foreign students are required to pay the full fee upfront for any course or programme, upon registration. Any other required fees, such as book fees and kit fees, must also be paid in full prior to the commencement of classes.

In addition to the above documentation, international students must submit the following to the Student Administration office or [info@ase.co.za](mailto:info@ase.co.za)

1. Certified copy of unexpired passport
2. Certified copy of a valid study permit for study at Academy of Sound Engineering\*
3. Copy of the evaluation of foreign schooling from **SAQA** (South African Qualifications Authority), for Diploma or Higher Certificate equivalence, or **USAF** (Universities South Africa) for degree equivalence, as proof that the education acquired is equivalent to that of a South African National Senior Certificate. See the SAQA website for details.

*\*Prospective students requiring a letter of undertaking from the institution in order to apply for a study permit must contact [info@ase.co.za](mailto:info@ase.co.za).*

## Minors

Students who are minors at the time of registration (under the age of 18 years) must submit registration forms co-signed by a parent or legal guardian.

## Period of Validity of Registration

Registration is valid for one academic year, except in the case of specific short courses offered. Registration for these short courses is limited to the time of the presentation of the programme.



## Academic Rules and Policies

### Modes of Instruction

All registered programmes at Academy of Sound Engineering are full-time and presented in face-to-face contact mode. Lectures are scheduled during the day, from Monday to Friday.

The cornerstone of Academy of Sound Engineering's educational philosophy is the practical nature of the programmes. Students are encouraged to complete a number of practical experiential learning hours, both in the Academy of Sound Engineering studios or in a workplace.

Self-study is integrated into each programme through homework and research assignments. Study and syndicate groups are encouraged and, in many cases, structured through appropriate group exercises and/or projects.

### Language Policy

English is the medium of instruction and administration at Academy of Sound Engineering.

- English is the international language for communication in Sound Engineering and related fields. English is the medium of teaching and assessment. Upon registration, all applicants must have attained a certain level of English proficiency.
- English is the language of internal governance and administration within Academy of Sound Engineering.
- Academy of Sound Engineering endeavours at all times to ensure that all English communication is clear, concise and gender-sensitive.

*Academy of Sound Engineering has a full Language Policy document, which can be provided upon request.*

### Assessment

For each course, forming part of a programme, the final mark may be made-up of class assessments such as online assessments, assignments, projects, and in-class practical assessments. The number and types of assessments are outlined in the course summary of each course, which is available on the Learning Management System (LMS) to students enrolled in each course. Passing a course is dependent on the grades obtained for the assessments within a course and the relative weighting of these assessments. In certain cases, an assessment may be required with a compulsory pass. Meaning that if a student fails a compulsory assessment, they may fail the entire course, even if their average is above 50%, which is the pass mark for courses at Academy of Sound Engineering.



*Academy of Sound Engineering has a full Assessment and Moderation Policies and Practices document, which can be provided upon request.*

## **Credit Accumulation and Qualification Completion**

Each course forming part of a programme holds a certain credit value. Passing a course allows students to accumulate credits towards the fulfilment of a programme.

A student who has completed all compulsory courses within a qualification, all necessary elective courses, and the minimum credits necessary to complete a qualification, may be awarded the qualification at the next scheduled graduation ceremony.

The Academic Board may withdraw credits obtained by assessment or exemption in a qualifying programme if the student allows their registration and attending of classes to lapse for a period of two years or longer.

*Academy of Sound Engineering has a full Certification Policy document, which can be provided upon request.*

## **Progression**

A student is required to pass all courses within a year of study, in a multi-year programme, to progress to subsequent years, unless exemption is provided at the discretion of the Academic Registrar and Board.

A student who fails certain courses in a multi-year programme may progress to various courses in the next year of study at the discretion of the Academic Registrar and/or Board. This may result in a delay in the completion of a student's studies, as failed courses will need to be repeated and successfully completed before they can move to related modules at a higher level, as certain courses are pre-requisites for entry into other courses.

## **Programme Changes**

Downward articulation (moving from a Diploma into a Higher Certificate) during the course of the academic year is not permitted. Once a student has registered for a programme they are required to remain in the qualification for the duration stipulated in the enrolment contract.

Articulation from a Higher Certificate to a Diploma programme is possible once the Higher Certificate has been completed. Students desiring to do so must contact the academic team ([academic@ase.co.za](mailto:academic@ase.co.za)) before they complete the Higher Certificate. Articulation may only take place once the Higher Certificate has been successfully completed.



## Additional Subjects for Another Certificate, Diploma or Degree

Without prejudice to anything contained in the rules for any certificate, diploma or degree, a student may be permitted, at the discretion of the Academic Board, to take a course or courses not forming part of the certificate, diploma or degree programme they follow, for the purpose of obtaining credit towards another certificate, diploma or degree. A student may, however, not study towards two qualifications simultaneously. Application for any such arrangements must be made to the Academic Registrar in advance.

## Academic Calendars

Academic calendars are provided to all students and are subject to change.

Students doing combinations of courses from different years of study should be aware that different calendars may be applicable to them, depending on the courses in which they are enrolled.

## Finance Rules and Policies

### Withdrawal Request

Withdrawal Request: When it is brought to the attention of Academy of Sound Engineering that a student wants to withdraw, they should:

1. Be directed to the academic administrators, so that the team can explore alternatives. The intention is to retain the student at all costs.
2. If a student decides to continue with their withdrawal, they must submit a letter outlining their reasons. When relevant, a medical practitioner's report should also be provided. Conditions such as depression or similar mental health concerns will not be considered as valid grounds for withdrawal.
3. Fee payers and students must be alerted to the fact that a withdrawal consists of 2 phases.
  - 3.1. Academic Withdrawal: This will be reviewed by the academic administrators and authorised by the Academic Registrar
  - 3.2. Financial withdrawal which will be reviewed by the accounts department.
    - 3.2.1. Parties must be advised that they are still liable for the fees and cannot cancel debit orders or stop paying, as this is a breach of contract. Where required, the accounts department will be engaged and involved in the withdrawal process.
    - 3.2.2. Financial withdrawals will typically not be approved and only under extenuating circumstances must this proposal be forwarded to the financial director with all supporting documentation.
      - 3.2.2.1. The financial director will review the request and respond accordingly.



3.2.2.2. If the financial director is not available to make a decision, then the Campus Principal will act on their behalf.

3.2.2.2.1. For exceptional and extenuating circumstances, the proposal will be reviewed by the Academy of Sound Engineering Board who will make a final decision.

3.3. A final decision must be communicated to the student and fee payer in respect of both Academics and Finance withdrawals.

### **Deferral Request:**

Students seeking to defer their studies should consult an academic administrator for assistance. The following process needs to be followed:

1. Written requests for deferral, including reasons for deferral, should be submitted timeously.
2. If the deferral is for medical reasons, a medical practitioner's report must accompany the request.
3. Once the request for deferral is received, it will be reviewed by the Academic Registrar for academic deferral.
4. Financial deferrals are not granted and if a student would like the benefit of the current year's fees, they will be required to continue paying.
5. Exceptions in respect of financial aspects will be considered by the Financial Director. If the Academic Registrar or Financial Director are unavailable, the Academic Administrators and Finance Department will assist where necessary.

### **Programme Change Request to a higher qualification (Upward Articulation)**

Students wishing to transition to a higher qualification level should arrange a meeting with the Academic Registrar for consideration. i.e. a student wanting to move from a higher certificate to a diploma.

### **Programme Change Request to a lower qualification (Downward Articulation)**

1. Downward articulations are discouraged by CHE (Council on Higher Education) and are, as a rule, not granted by Academy of Sound Engineering.
2. Students must complete the current academic year before re-enrolling in a different programme at the start of the next academic year.
3. In exceptional cases, requests for downward articulation should be made in writing, explaining the reasons and motivations for the change. Once submitted to academics@ase.co.za, the Academic Administrators and Registrar will review the request and consult with the Financial Director for a final decision.



- Note: Even if approved, fees paid are usually non-refundable. If the Academic Registrar or Finance Director are unavailable to make a decision, the Academic Administrators and a Finance Department administrator will assist where possible.
- In the cases of withdrawals/deferrals and programme changes where input is required from the Academy of Sound Engineering Board, these cases will be brought forward for consideration.

## External Institute Fees

In certain Academy of Sound Engineering programmes, students register for external assessments through either local or international assessment bodies or institutes towards additional certification (e.g. Pro Tools and Media Composer Certification assessments through AVID). In order to enrol for any Pro Tools course, students must buy access to an Avid Licence for second- and third-year students and AVID Learning Central, as it includes study material and a proctoring fee from AVID. These are both necessary for access to the online AVID exams. For any additional queries, please contact [info@ase.co.za](mailto:info@ase.co.za).

## Student Financial Aid

Please contact [info@ase.co.za](mailto:info@ase.co.za) for more information regarding bursaries and financial aid.

## Late or Non-Payment of Fees

All tuition fees must be paid on or before the date(s) stipulated by Academy of Sound Engineering according to the student's enrolment contract and selected payment plan, where applicable. Failure to do so may result in one or more of the following:

- Students will not be permitted to enter Academy of Sound Engineering premises including studios or lecturing facilities.
- Students will not be permitted to write any type of assessment during this period.
- Reports and assessment results will not be released.
- Students will not have access to their Google calendar or email.
- Students will not be timetabled for lectures, practicals, tutorials or Assessments.
- Students' access to the Learning Management System (LMS) will be suspended.
- Students will not be permitted to enrol for the next registration cycle.
- Students and account payers will be held responsible for outstanding fees.
- Outstanding debts may be handed over to Academy of Sound Engineering's legal department/firm and debt collection agencies.



## Course Material, Textbooks and Kit Fees

Students are required to pay for the required books and kits for the course in which they are enrolled. This is an additional fee. Books and kits lists are provided to students annually.

## Code of Conduct and Student Rules

This Code of Conduct aims to promote academic performance and positive social conduct among students. It must be adhered to by all students at Academy of Sound Engineering. Failure to do so may result in disciplinary actions being taken.

1. Students shall at all times act with due *decorum* while on campus (Academy of Sound Engineering premises and SABC premises), and shall dress appropriately.
2. Students shall not bring friends or visitors onto campus, the SABC premises, or into class without the permission of either the Academic Registrar, Administration Manager or the Campus Principal.
3. A student may not have a cell phone switched on during lectures, unless a prior arrangement has been made with the lecturer concerned.
4. Students may only smoke or vape in designated areas on campus and at the SABC.
5. Students may not use controlled substances or alcohol on campus or SABC premises.
6. A student shall not bring or have any illegal substance in their possession, or control or supply or disperse to any person within any Academy of Sound Engineering building, grounds, property or any other place where Academy of Sound Engineering conducts its activities.
7. A student shall not bring or have in their possession or control or supply or disperse to any person within the SABC, and/or campus building, grounds or any other place where the Academy of Sound Engineering conducts its activities, any firearm or weapon of any kind without the written permission of the Academy of Sound Engineering Managing Director.
8. Students shall not willfully or negligently damage SABC or Academy of Sound Engineering property.
9. Students shall not cheat in any assessment at Academy of Sound Engineering. Cheating includes:
  - Referencing disallowed material during on-campus or online assessments, including internet resources, textbooks, class notes, or any notes compiled by the student. Unless assessment instructions explicitly state material is allowed to be brought into an assessment venue, they will be disallowed.
  - Copying and pasting from external resources into answer fields during LMS assessments.
  - Plagiarism of any form, or any attempt to pass off another's work as one's own without appropriate attribution. This includes the use of any generative AI such



as ChatGPT, Google Gemini or using another student's work as the foundation for one's own work.

10. Students must communicate individually with Academy of Sound Engineering management on matters affecting them.
11. Students shall not engage in any acts of violence.
12. No political party activities shall be conducted on campus or on the SABC premises.
13. Students shall accept the results of their assessments, assignments, projects, and rewrite assessments, both internally and externally, as final, subject to the standard remark procedures.
14. Students shall comply with the rules and regulations published by Academy of Sound Engineering.

*This code of conduct, along with other rules, regulations and procedures applicable to Academy of Sound Engineering students, is included in the Student Handbook which can be made available on request.*

## **Student Support Services**

The foundation upon which Academy of Sound Engineering is built, is its commitment to its students. That is, to develop each student individually providing a total quality continual learning experience and an environment that will enable them to reach their full potential. Should students have any queries or problems during their studies at Academy of Sound Engineering, they have an open invitation to visit the Student Administration office where they will be assisted.

Academy of Sound Engineering is, therefore, committed to supporting and developing its students by providing various support services and implementing various initiatives.

## **Pre-Registration Consultation Service**

All students, prior to registration, are required to attend a selection interview consultation and an orientation day, where they are advised regarding the programmes, career paths, employment options, and commitment and standard of work required. At the consultation session, students are also required to complete an ear assessment (for audio programmes only) and a technical and creative skills evaluation (where applicable), after which they are advised regarding their potential, and the realities of their competence in these areas in order to make an informed decision regarding the path of their studies.

## **Student Administration Office**

Should students have any queries or problems during their studies at Academy of Sound Engineering, they have an open invitation to visit the Student Administration office where they are assisted.



## Support Staff

It is ingrained in the culture of Academy of Sound Engineering that all staff, whether full-time or part-time, administrative or academic, are available and willing to support and mentor students during their studies at Academy of Sound Engineering.

Certain key roles and positions have been initiated by Academy of Sound Engineering for the express purpose of providing adequate support mechanisms for students.

## Student Engagement Forum

Academy of Sound Engineering's Student Engagement Forum (SEF) comprises students elected by the Academy of Sound Engineering student body to act as leaders within the student body, to meet with company management and directors, to represent students at Academic Board meetings, and to encourage and coordinate student activities and functions throughout the year.

## Students With Special Needs or Disabilities

Academy of Sound Engineering welcomes applications from students with disabilities. The institution has a proud history of educating disabled students, especially those that are visually impaired. Those students that have additional needs arising from any disability, learning difficulties, or mental health issues are asked to contact the Academy of Sound Engineering Student Administration office at an early stage of the enrollment process to discuss their requirements and facility requirements. Academy of Sound Engineering thereupon will ensure that the facilities are adequate and that academic and practical issues do not impair the student's progress.

Academy of Sound Engineering has a full Disability Policy document, which can be provided upon request.

## Early Intervention Programme

The Early Intervention Programme considers students' studies with the intention of identifying students who are "At Risk" of failing. The Academy's attendance policy requires that students attend a minimum of 80% of all classes for a given course. Any student whose attendance is below 80% and whose course marks are below a marginal fail (more than 10% below the pass mark) is identified as being "At Risk".

The Early Intervention Programme involves various interventions which include communication and consultation with the student, student supervision through their allotted supervisor, Academic Panel Reviews (ARPs), and Academic and Lecturer Consultations. After an intervention a student may be required to: either attend workshops or attempt rewrites of assessments for respective courses. If students do not comply with set rewrite deadlines they may be required to repeat courses at an



additional charge. Repeats may be taken during a current academic year only if the specific course is being repeated and if fits in the student's timetable structure.

*Academy of Sound Engineering has a full "At-Risk" Student Policy document, which can be provided upon request.*

## **Health and Wellness**

Academy of Sound Engineering has a first aid and a health and safety representative on site between the hours of 08h00 - 17h00 from Monday to Friday. Students who have an emergency during these times are requested to contact us on our main number or proceed to the Student Administration office on campus.

A list of the first aid and health and safety representatives are visible on notice boards around campus.

If any student has an emergency at any time outside of those listed, such students must contact the facilities intern staff on duty.

*Academy of Sound Engineering has a full Health and Wellness Policy document, which can be provided upon request.*

## **Grievances and Complaints**

Academy of Sound Engineering takes grievances seriously. Should any student wish to lay a grievance or lodge a complaint, a grievance form is available on our online "Student Zone". This form may also be shared with parents, in cases where they would like to lodge any grievance. All grievances are reviewed and addressed by Academy of Sound Engineering senior management with the involvement of the necessary departments.



## Academic Staff

Name	Qualification
Timothy Kraft	Master of Arts and Creative Media Practices
Nick Matzukis	Bachelor of Arts LLB
Sheldon Rocha Leal	Doctor of Philosophy in Music: Music Business, Education and Curriculum Design; Master of Music ( <i>cum laude</i> ); Bachelor of Music (Honours) ( <i>cum laude</i> ); Bachelor of Arts (Law and Psychology); Diploma in Sound Engineering ( <i>cum laude</i> ); Higher Diploma in Contemporary Music; PGCE ( <i>cum laude</i> )
Ashley Smyth	Doctorate in Education (Educational Psychology)
Russell Stanley	Bachelor of Arts Honours in Motion Picture Medium; AVID Certified Instructor 210M & 210P
Lefa Sema	Postgraduate Diploma in Business Management; Diploma in Sound Engineering, AVID Certified Instructor 210M
Dylan Barnes	Bachelor of Science in Sound Engineering Technology; Diploma in Sound Engineering; AVID Certified Instructor MC 100/ 210P
Christian Theron	Bachelor of Science in Sound Engineering Technology, Higher Certificate in Audio Technology; AVID Instructor 100
Mzi Kaka	Diploma in Sound Engineering
Phillip Hugo	Diploma in Sound Engineering; AVID



	Certified Instructor 210M
Lané Croucamp	Diploma in Audio Technology
Robert Croucamp	Diploma in Audio Technology
Kimberly Field	Diploma in Audio Technology
Sean Ashmole	Diploma in Audio Technology
Gerhard Coetzee	Diploma in Audio Technology
Laurence Lurie	Bachelor of Arts Honours in Speech and Drama
Sean Radford	Bachelor of Arts Honours in Motion Picture Medium
Tanya von Abo	LLB; Diploma in Audio Technology
Ayanda Khumalo	LLB
Dylan Gibson	Master of Music; Bachelor of Music; Bachelor of Arts in Music;

## Contact Details

Academy of Sound Engineering

Telephone: +27 11 482 9200

Email: [info@ase.co.za](mailto:info@ase.co.za)

Physical Address: 82 Richmond Avenue, Auckland Park, Johannesburg

Postal Address: 82 Richmond Avenue, Auckland Park, Johannesburg



## Enrolment Contract



Johannesburg  
+ 27 11 482 9200  
+ 27 86 552 8821  
info@ase.co.za  
www.ase.co.za  
82 Richmond Avenue  
Auckland Park  
Johannesburg  
PO Box 291246  
Melville  
2109

STUDENT ID (IF RETURNING STUDENT)

### ACADEMY OF SOUND ENGINEERING STUDENT ENROLMENT CONTRACT – 2026

THE FOLLOWING IS REQUIRED AND SHOULD BE EMAILED TO [INFO@ASE.CO.ZA](mailto:INFO@ASE.CO.ZA)

REGISTRATION DEPOSIT OF R10 000 PAID	MATRIC CERTIFICATE
ID DOCUMENTS FOR STUDENT AND ACCOUNT PAYER	ACKNOWLEDGEMENT LETTER

NEW STUDENT *	<input checked="" type="radio"/>	RETURNING STUDENT *	<input type="radio"/>
---------------	----------------------------------	---------------------	-----------------------

\* denotes required field

#### A. STUDENT INFORMATION

SURNAME *	<input type="text"/>
FIRST NAME(S) *	<input type="text"/>
PHYSICAL ADDRESS	<input type="text"/>
UNIT NUMBER & NAME (WHERE APPLICABLE)	<input type="text"/>

Tel: +27 11 482 9200 - [info@ase.co.za](mailto:info@ase.co.za) - [www.ase.co.za](http://www.ase.co.za) - 82 Richmond Ave, Auckland Park, Johannesburg, 2092

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STREET NUMBER AND NAME *		<input type="text"/>	
SUBURB *		<input type="text"/>	
CITY *		<input type="text"/>	
PROVINCE *		<input type="text"/>	
COUNTRY *	<input type="text"/>	CODE	Required
POSTAL ADDRESS		SAME AS PHYSICAL <input type="checkbox"/>	
PO BOX/SUITE		<input type="text"/>	
SUBURB *		<input type="text"/>	
CITY *		<input type="text"/>	
PROVINCE *		<input type="text"/>	
COUNTRY *	<input type="text"/>	CODE	Required
HOME TEL *		<input type="text" value="+27 072 057 0671 or 072 057 0671"/>	
CELL (INCL COUNTRY CODE) *		<input type="text" value="+27 072 057 0671 or 072 057 0671"/>	
E-MAIL *		<input type="text" value="example@domain.com"/>	
DATE OF BIRTH *		<input type="text" value="yyyy/mm/dd"/> <input type="checkbox"/>	
Gender *			
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Prefer not to say			
ETHNIC BACKGROUND *			
ASIAN <input type="radio"/> BLACK <input type="radio"/> COLOURED <input type="radio"/> INDIAN <input type="radio"/>			
WHITE <input type="radio"/> OTHER <input type="radio"/>			

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ID NUMBER (PASSPORT NUMBER IF NOT S.A. CITIZEN) *	<input type="text"/>
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SOUTH AFRICAN CITIZEN/PERMANENT RESIDENT *	YES <input type="radio"/>	NO <input type="radio"/>
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Initial Here (Student, Guardian, Account Payer)

Academy of Sound Engineering (PTY) Ltd ('ASE' or 'The Academy') is registered as a private higher education institution in terms of section 54(1)(c) of the Higher Education Act No. 101 of 1997 and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016, to offer its registered programmes at the following sites of delivery: A. Johannesburg; Academy of Sound Engineering (Pty) Ltd is registered to offer the following programmes: (1) Higher Certificate in Audio Technology (A) (2) Higher Certificate in Television and Screen Media (A) (3) Diploma in Audio Technology (A) Registration certificate No.2009/HE07/011

#### B. DETAILS OF STUDENT'S ACCOUNT PAYER (NORMALLY FATHER OR MOTHER OR NEXT OF KIN)

This section must be completed by the account payer.

RELATIONSHIP TO STUDENT *	<input type="text"/>
---------------------------	----------------------

SURNAME *	<input type="text"/>
-----------	----------------------

FIRST NAME(S) *	<input type="text"/>
-----------------	----------------------

#### PHYSICAL ADDRESS

UNIT NUMBER & NAME (WHERE APPLICABLE)	<input type="text"/>
--	----------------------

STREET NUMBER & NAME *	<input type="text"/>
------------------------	----------------------

SUBURB *	<input type="text"/>
----------	----------------------

CITY *	<input type="text"/>
--------	----------------------

PROVINCE *	<input type="text"/>
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COUNTRY *	<input type="text"/>	CODE	Required
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POSTAL ADDRESS		SAME AS PHYSICAL <input type="radio"/>
PO BOX/SUITE	<input type="text"/>	
SUBURB *	<input type="text"/>	
CITY *	<input type="text"/>	
PROVINCE *	<input type="text"/>	
COUNTRY *	CODE	Required
HOME TEL *	<input type="text" value="+27 072 057 0671 or 072 057 0671"/>	
CELL (INCL COUNTRY CODE) *	<input type="text" value="+27 072 057 0671 or 072 057 0671"/>	
E-MAIL *	<input type="text" value="example@domain.com"/>	

ID NUMBER (PASSPORT NUMBER IF NOT S.A. CITIZEN) *	<input type="text"/>
---	----------------------

#### DETAILS OF EMPLOYER

NAME OF EMPLOYER *	<input type="text"/>
WORK TEL	<input type="text"/>
PHYSICAL ADDRESS OF EMPLOYER	
UNIT NUMBER & NAME (WHERE APPLICABLE)	<input type="text"/>
STREET NUMBER & NAME *	<input type="text"/>
SUBURB	<input type="text"/>



CITY *	<input type="text"/>		
PROVINCE *	<input type="text"/>		
COUNTRY	<input type="text"/>	CODE	<input type="text"/>

Initial Here (Student, Guardian, Account Payer)

#### C. DETAILS OF STUDENT'S LEGAL GUARDIAN (WHERE APPLICABLE) OR NEXT OF KIN

Next of kin's details and signature must be provided. The signature confirms that the signatory has read and understood the contents of this contract.

RELATIONSHIP TO STUDENT *	<input type="text"/>
SURNAME *	<input type="text"/>
FIRST NAME(S) *	<input type="text"/>

<b>PHYSICAL ADDRESS</b>			
UNIT NUMBER & NAME (WHERE APPLICABLE)	<input type="text"/>		
STREET NUMBER & NAME	<input type="text"/>		
SUBURB	<input type="text"/>		
CITY	<input type="text"/>		
PROVINCE	<input type="text"/>		
COUNTRY	<input type="text"/>	CODE	<input type="text"/>
POSTAL ADDRESS			SAME AS PHYSICAL <input type="checkbox"/>
PO BOX/SUITE	<input type="text"/>		

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SUBURB	<input type="text"/>		
CITY	<input type="text"/>		
PROVINCE	<input type="text"/>		
COUNTRY	<input type="text"/>	CODE	<input type="text"/>
HOME TEL	<input type="text" value="+27 072 057 0671 or 072 057 0671"/>		
CELL (INCL COUNTRY CODE) *	<input type="text" value="+27 072 057 0671 or 072 057 0671"/>		
E-MAIL *	<input type="text" value="example@domain.com"/>		
ID NUMBER (PASSPORT NUMBER IF NOT S.A. CITIZEN)	<input type="text"/>		

#### D. PROGRAMME SELECTED, TUITION FEES AND PAYMENT TERMS

This section must be filled in by the student and/or guardian and person responsible for account, assisted by an authorised representative of Academy of Sound Engineering (Pty) Ltd, hereafter referred to as ASE, where necessary. The student and, where applicable, his /her legal guardian and/or other person responsible for paying the account, declare that they understand the contents of this agreement and agree to undertake the selected academic year of study and payment terms. It is agreed that the student commits for one year of academic study.

A non-refundable Registration Deposit fee of R10,000.00 for new and returning students for a full-time programme is payable, to be furnished with this form.

The programme selected may require software, text books and kits that are not included in the programme cost. It is the student's responsibility (and that of the other signatories attached hereto) to acquire a quotation in this respect and make additional arrangements to pay these extra costs. Assessment rewrites will be charged separately. Refer to fee structures, handbook and book and kits lists for detail.

#### PLEASE SELECT THE RELEVANT PROGRAMME \*

PROGRAMME	SELECT
DIPLOMA IN AUDIO TECHNOLOGY THREE-YEAR FULL-TIME	<input type="radio"/>
HIGHER CERTIFICATE IN AUDIO TECHNOLOGY ONE-YEAR FULL-TIME	<input type="radio"/>

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Enrolment lists for returning students will be determined by ASE's academic department and will be dependent on the student's academic performance and attendance. Students who have failed courses may be required to repeat such courses, which in turn may delay the completion of their studies. Invoicing for fees will be based on enrolled programmes and courses. Repeats will be invoiced and labelled as such.

### SELECT CAMPUS \*

JOHANNESBURG <input checked="" type="radio"/>
---

### SELECT A PAYMENT METHOD \*

PAYMENT IN FULL (PAYMENT PLAN 1) <input type="radio"/>	EXTERNAL BURSARIES (PAYMENT PLAN 4) – Commitment letter from bursary to be supplied with this contract <input type="radio"/>
STUDENT HERO (PAYMENT PLAN 2) <input type="radio"/>	MONTHLY DEBIT ORDER (PAYMENT PLAN 5) <input type="radio"/>
STUDENT LOAN (PAYMENT PLAN 3) <input type="radio"/>	OTHER – (NOT VALID UNTIL APPROVED BY ASE) <input type="radio"/>

The student is required to have an Avid ProTools licence. This service will be charged at an additional \$50 per year by the Academy. Refer further to the fees document for payment options, including early-bird discounts, books and kits list including the pricing thereto.

In some limited cases, payment plans might be made available for some students on certain courses, where students on such courses have not been able to secure bank or other loans, in the sole discretion of the Academy, and by way of exception only. (As a rule, full payment is required by means of electronic fund transfer (EFT) before the commencement of the course or by debit order. In the event of a cash deposit, the Academy may charge a cash deposit fee to the student's account, the amount thereof to be advised and applied by the Academy). For courses where the granting of credit is a possibility, and the student has not acquired credit elsewhere, the Academy may choose to allow payment terms or not, at its sole discretion, and in the amount(s) and over period/s it selects, but shall have no obligation to do so. Foreign students must pay full tuition fees on registration and provide proof of compliance with Republic of South African legislation and regulations, including study permits.

\_\_\_\_\_  
Initial Here (Student, Guardian, Account Payer)

## TERMS

### 1. INTRODUCTION

Welcome to Academy of Sound Engineering ('ASE' or 'The Academy'). Please read this Enrolment Contract which forms the agreement between you and Academy of Sound Engineering (PTY) Ltd Reg. No 1997/0083334/07. The Terms of this agreement and any amended contract may be amended and updated from time to time.

### 2. SERVICE AND PROGRAMME SELECTION

- a) ASE is a provider of tertiary tuition in various fields in the entertainment industry, incorporating face-to-face lectures with some online lectures ('the Service').
- b) For purposes of this Enrolment, the term "content" includes live instruction, on-line lectures (live and/or pre-recorded), consultations, practical instruction, projects, training sessions, recording sessions, assignments and assessments.
- c) Where online, the content to be made available to you on your ASE account will be that provided by ASE in respect of the year of study selected by you below.
- d) ASE will provide you with access to its Learning Management System (LMS) in order to facilitate proper delivery.
- e) You will be granted the right to use the Service and ASE's technical support infrastructure, in order to successfully complete your studies within the allotted timeframes. While all servers, platforms and technical support will be provided by ASE, as well as a computer laboratory, there may be certain courses that are held online. You will therefore be required to have stable internet connectivity and a ProTools license.

### 3. FEES AND PAYMENTS

- a) All fees unless otherwise agreed, are payable before programme inception in accordance with the fee payment plan selected above. All payments, charges and receipts will be in South African Rands (ZAR.).
- b) In addition to the fees above, all new students will be charged a standard non-refundable application processing fee of R500.00 for the creation of your account. ASE may, from time to time, waive, reduce or increase this fee.

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- c) A non-refundable annual registration deposit fee of R10,000 for new and returning students for full-time programme is payable and to be furnished with this form. This fee and its refund policy are subject to change based on promotions run by ASE. All deposits paid are included in, and deductible from the published fees payable.
- d) The fee per programme is as reflected above. Fees are subject to change with due notice. By selecting the programme of study you agree to pay the administration fee and tuition fee(s) and to be bound by these terms of use on submitting this Enrolment Contract by signing or clicking below.
- e) Depending on the fee-payer's location, some banks may charge the payer a foreign transaction fee for his/her tuition payment or other transaction. ASE does not control this charge, but it is typically around 3%. Usually, the payer is notified of this and requested to make up the shortfall, if one exists. If the payer fails to do so and has therefore not paid the full amount due, the student may not be granted access to the content until full payment is received.
- f) ASE will provide you with an invoice.
- g) Where there is a default on the payment, ASE reserves the right to suspend the student, which could result in academic delays, changing intakes and having to repeat or restart studies. Repeats will be charged for. It is at ASE's discretion when and if ASE will be able to accommodate such student.

#### 4. RIGHTS

All ASE's content is copyrighted or controlled by ASE or is lawfully used under the fair dealing for instruction exception under s12 of the copyright act No 98 of 1978 as amended. You may not use, copy, share or otherwise appropriate any of the content that is provided to you under this agreement for any purpose other than your own personal education. By the same token, where you use your own creations in projects or assignments, you are not, by entering into this contract, signing away any of the rights to such content. You are, however, permitting ASE to use the obvious rights that are necessary for it to educate you in respect of the correct production of your content, as well as for advertising and public relations for ASE, at ASE's discretion. Please be careful to only submit content that you own or control, or have permission to use, where applicable. Be particularly careful when uploading cover versions as projects. ASE will not acquire any permissions, nor pay any third parties on your behalf. All your legal obligations in this regard are to be found in 7 below.

#### 5. CONDITIONS

- a) You are responsible for all activity at ASE. If you violate ASE's policies, we will have no alternative but to terminate your account without refund of any fees paid.
- b) You may not post content or do any other thing on ASE's site or social media or premises that is illegal, offensive or abusive towards others. You may not do anything that abuses ASE, its staff, its intellectual property, network or its facilities in any way.
- c) You may not do anything that abuses the ASE website, network, social media accounts or facilities in any manner.

- d) We have the right to terminate or suspend your account, at our discretion, if you do not follow our Student Code of Conduct. We will not do so without good reason, which may be requested in writing.
- e) ASE's programmes are provided "as is" and without warranty of any kind. Any warranties of merchantability, fitness for a particular purpose and any other warranties, are excluded to the extent permitted by law. These disclaimers of warranty also apply to our subsidiaries, affiliates and third-party service providers.
- f) South African law, excluding its conflict of law provisions, governs this agreement and all of ASE's policies. If any dispute, mediation, arbitration or other process arises as a consequence of this agreement, both parties consent to the jurisdiction and location of the magistrates court of Randburg or any arbitration tribunal in Johannesburg, South Africa.

#### 6. PERSONAL DATA AND PRIVACY POLICY (POPI ACT)

- a) In accordance with the Protection of Personal Information Act No 4 of 2013, ASE's Privacy Policy will protect your personal data and information to the full extent required by law and good practice. This policy does not apply to companies or individuals that ASE does not own or control, nor to individuals that ASE does not employ or manage.
- b) 'Personal Data' means any data related to an identified or identifiable individual. By accessing or using the Service, you acknowledge that you accept the practices and policies outlined in this Privacy Policy.
- c) ASE may collect student and payer information, such as the name, username, password, e-mail address, photograph or other likeness, settings, purchase history, and any other information you provide in connection with your account. ASE may also collect the financial information provided by you (or the payer), such as your credit or debit card number, bank account number, and billing and shipping address. This information is collected only for the purpose of processing by ASE or ASE's payment provider, as is necessary to complete your transactions. ASE may also receive information about your transactions, including the date, time and duration.
- d) ASE may collect your personal student information, such as your biography, location, and profile as provided by you, and it may collect subscriber information such as the provided name, e-mail address, country of residence and postal code. This information will be collected for ASE's or your benefit only.
- e) ASE may collect e-mails and messages, including receipts, newsletters, and support contact, only insofar as they pertain to your Student account. ASE may also collect activity information, such as application logs, page visits, streaming data, usage information, data files, information collected by cookies, IP addresses, browser information, and metrics generated in the normal operation of ASE.
- f) ASE may use an analytical tool (such as Google Analytics) to collect and process analytical data about users of ASE's services in general, and of your content and your Student account. The latter information will be kept private and shared only with you, as part of the Service. It may also be used, however, to assist ASE in operating, evaluating and improving the Service and its business in general, including developing new products and services;
- g) ASE may use your information to process payments, to provide the required invoices, statements and reports to you, in order to perform accounting, auditing, billing, reconciliation and collection activities, and to respond to your inquiries;

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- h) ASE will use your information: to perform data analyses and data aggregation, all of which will be provided to you as part of the Service; to comply with law enforcement requests and other legal obligations; to maintain or create current and prospective service engagements, partnerships or vendor relationships (including technical support); to apply and enforce ASE's Terms of Use, Student Code of Conduct, and other agreements and policies; to protect the rights, property, and safety of ASE, its employees, its users or others; to take measures to prevent fraud/money laundering and reduce credit risk; to comply with industry standards and ASE's policies; to achieve other agreed outcomes, after providing you with specific notice at the time of collection of the information; when it is legally obliged to do so; and when it is necessary to do to ensure and improve the safety, security and performance of ASE's products and services.
- i) ASE will only store your Personal Data for as long as it is necessary for the fulfillment of the purpose for which it was collected, unless otherwise required or authorized by applicable law or South African government body such as the Council on Higher Education or the Department of Higher Education and Training. ASE will never rent nor sell your Personal Data to anyone.
- j) ASE will use reasonable physical, managerial, and technical security measures to protect your Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access, including by its employees and service providers, but ASE cannot warrant the privacy or integrity of your information beyond the taking of its own reasonable business measures. It is your responsibility to assist ASE in protecting the security of your data by selecting and appropriately protecting your password/s, by limiting access to your account, by signing out when the account is not in use, and by taking all reasonable measures to protect your own information and hardware.
- k) Staff may add or update your information on ASE, including your username and password, e-mail address, and student profile information, at any time. Where required by law, we will obtain your prior consent at the time of collection, for certain processing of Personal Data, such as for marketing purposes. If we rely on your consent for the processing of your Personal Data, you have the right to withdraw your consent at any time and, when you do so, this will not affect the lawfulness of the processing done before your consent withdrawal.
- l) Subject to applicable law, you have the right to: obtain confirmation that ASE holds Personal Data about you, request access to and receive information regarding such Personal Data, receive copies thereof, exercise your right to data portability, update and correct inaccuracies in your Personal Data, object to or restrict the processing of your Personal Data, and have such information blocked, anonymized or deleted, as appropriate.
- m) If you provide us with any Personal Data relating to another individual, you should make sure that such sharing and our further use as described to you from time to time, is in accordance with applicable laws, or takes place with that person's consent. It is your responsibility to duly inform that individual on the processing of her/his Personal Data and obtain her/his consent, as may be necessary under applicable laws.
- n) ASE will not collect any data (including performer/composer credits) pertaining to children under 18 years of age without guardian's consent. Where you intend to submit information pertaining to a person under the age of 18, it is your responsibility to ensure that such guardian's consent has been given. If ASE learns that it has collected any Personal Data from you regarding children under 18 without appropriate consent, ASE's management will promptly take steps to delete such information and, where necessary, terminate the account.
- o) In order to properly provide the Service, ASE may transfer your Personal Data to recipients in countries other than the country in which the data was originally collected. The laws in those countries may not offer the same level of data protection as the country in which the data was initially provided. When ASE transfers your Personal Data to recipients in other countries, it will protect the data as described in this Privacy Policy.

## 7. WARRANTIES AND DISCLAIMER

To upload content to the ASE's Learning Management System or any other cloud service controlled by ASE you must own, control or have the permission/right to use (including permission from ASE) the copyrights so uploaded or stored on ASE's systems. You therefore warrant verify and acknowledge that:

- a) you own, control or have the permission/right to use the copyrights in all sound recordings uploaded by you and are not restrained by any agreement, law, interdict, order, lien or other restriction from doing so; or you have acquired all necessary permissions and licenses from the owner (or other authorized party) to upload the sound recordings, which permissions and licenses shall not expire while the sound recordings are available to ASE; and
- b) you own, control or have the permission/right to use the copyright in all audio-visual recordings (videos) uploaded by you and are not restrained by any agreement, law, interdict, order, lien or other restriction from doing so; or you have acquired all necessary permissions and licenses from the owner (or other authorized party) to upload the videos, which permissions and licenses shall not expire while the videos are available to ASE; and
- c) you own, control or have the permission/right to use the copyright in all musical and literary works underlying the sound recordings and/or videos uploaded by you, and are not restrained by any agreement, law, interdict, order, lien or other restriction from uploading the sound recordings and/or videos of the works; or you have acquired all necessary permissions and licenses pertaining to the use of such musical and literary works, including but not limited to: mechanical licenses, synchronization licenses, public performance licenses, 'making available' licenses and 'communication to the public' licenses, where applicable, which permissions and licenses shall not expire while the works are being used on ASE; and
- d) you own, control or have the permission/right to use the copyright in all photographs and other images uploaded or stored after images uploaded by you and are not restrained by any agreement, law, interdict, order, lien or other restriction from doing so; or you have acquired all necessary permissions and licenses from the owner (or other authorized party) to upload or store photographs and other images, which permissions and licenses shall not expire while the photographs and images are available on ASE; and
- e) (where applicable) you are entitled to perform any content that is made available by you or to you at ASE by way of live streaming, in which case all warranties made herein shall be applicable *mutatis mutandis*; and
- f) where content is not provided by ASE, you shall provide the appropriate meta-data for all content uploaded or streamed where applicable, and you shall be responsible for the completeness and accuracy thereof; and
- g) where content is not provided by ASE, you are not infringing or violating the rights of any third party including, without limitation, any privacy rights, publicity rights, copyrights, contractual rights, or any other intellectual property or proprietary rights. In consequence, you shall be liable for any amounts owing to, and any claims made by, any third parties in respect of the content uploaded or stored by you, including but not limited to: authors, co-composers, copyright holders, neighbouring rights holders, publishers, recording companies, managers, arrangers, producers, performers (featured and non-featured), licensors, collective management organizations, investors and business partners, and you hereby absolve and hold harmless ASE, as well as its owners, directors, associated individuals, associated companies and providers, from liability for any such claims by third parties; and

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h) you are, by submitting an upload or stream, or submitting content on ASE's systems, granting ASE and its owners the non-exclusive right to facilitate the use of the content uploaded or streamed for the time for which the upload or stream appears or is made available, and for the purpose of the agreement between you and ASE. Your grant of these rights, which include the rights of public performance, making available to the public, communication to the public, digital distribution, reproduction, transmission and playback, may be withdrawn by you at any time; and

i) you hereby grant ASE the right to make 30-second clips of your content, and, at its discretion, to make such clips available to the public on any medium, for purposes only of marketing ASE's programmes, after prior notification to you.

j) where content is not provided by ASE, you indemnify ASE and its associated companies, individuals, officers, directors, employees and providers, from all losses and liabilities, including legal fees, that may arise from this agreement/these Terms, or that relate in any way to your use of ASE. ASE reserves the right to cede or assign any action or defense to you, or, in its discretion, to take exclusive control over the defense of any claim covered by this clause, in which event you agree to assist ASE in its defense. To the extent permitted by law, ASE and its associated companies, individuals, officers, directors, employees and providers are not liable to you for any incidental, consequential or other damages arising out of these terms, or your use or attempted use of ASE. ASE is specifically not liable for loss associated with delicts, unfulfilled benefits or losses caused by conflicting contractual agreements;

k) you must be 18 or over to sign this contract, or if you are not, you must have your guardian's consent. You must also have the consent of any third party minor's guardian to use the minor's content or information. You must also have a minor's guardian's consent to use the minor's content or information on your account. If a guardian is assisting you, you will find a form on the Payment Page for your guardian/the minor's guardian to fill in his/her information, and a declaration which will comprise his/her consent and assistance. If you consent to these Terms of Use and do not fill in the Guardian's Details and Consent on the Payment Page of this agreement, you are warranting that you are not a minor, that you are not under any curatorship or administration, and that you have full contractual capacity to enter into this agreement. You are also warranting that no content or information relating to an unassisted minor (including performance and composition credits) is being furnished by you.

#### 8. GENERAL TERMS AND CONDITIONS

All students must have interviews before they may register.

1. This contract of enrolment together with the fee structure, debit order contract, Alternative Payment Arrangement Contract, books and kits list, all of which are not transferable to any other person, comprise the entire agreement between Academy of Sound Engineering (Pty) Ltd (ASE/The Academy), the student (reflected above), the student's guardian where applicable, and the person paying the fees where applicable. No amendment or alteration to this contract shall be of any force or effect unless reduced to writing and signed by ASE.

2. The student agrees to be bound by the rules and regulations of ASE, as well as any instructions or guidelines for student conduct that may be introduced by ASE or any of its authorised employees or representatives at any time. The student further agrees to follow the course curriculum and test/examination schedule set by the Academy. In addition, the student agrees to be bound by any disciplinary proceedings that may be brought by the Academy due to the student's misuse of the Academy's facilities or misconduct. The student shall furthermore be subject to the rules, protocols and policies of the SABC (Johannesburg Campus).

3. Liability for payment of fees by the signatories hereto shall be joint and several. The student, his/her guardian (where applicable), and the person responsible for account/co-principal debtor (where applicable) hereby agree that the fees and charges reflected in this contract of enrolment are fully due and payable, and undertake to make the payment(s) reflected herein as and when due. Payments are due by no later than the start of the programme, including fees paid by student loan. The payment of fees and the responsibility to pay fees, shall not in any way be affected by the student's failure to access the Service, or to attend lectures, practicals or any other instruction sessions, or by the student's failure to pass the programme or any of its components. Any receipt of funds will always be allocated firstly towards any previous unpaid or partially paid invoices. This may have the effect that lump sum payment discounts cannot be credited against the account until the account is paid in full. Invoices that may cause such occurrence include unpaid assessment re-write invoices, or any other service or product delivered to the registered student as stipulated in this contract or any other enrolment or other contract entered into with ASE.

4. Registration is binding as of the date of signature. The student is hereby enrolled on the next intake of the programme reflected above. Registration may not be deferred to subsequent dates or years without the express written approval of ASE, which shall be given in ASE's sole discretion only.

5. The terms and conditions contained herein that refer to any particular course shall be applicable *mutatis mutandis* to any other ASE course, whether full-time or part-time, for which the student may have enrolled, or may have been enrolled in accordance with ASE's academic requirements and discretion to enroll students in the appropriate course.

6. It shall be within ASE's power to facilitate payment of outstanding fees by measures such as suspension, withholding results, withholding access to ASE's facilities, repossessing course materials and/or withholding or repossessing any of the other privileges of student status until payment has been made. Such facilitation of measures by the Academy shall in no way absolve the signatories hereto of their responsibilities to pay fees in full. Where the student is suspended due to non-payment, it is understood that the student's resumption of studies may be delayed, at ASE's discretion, to a later time and to an intake which has adequate space for the student.

7. It is agreed that the parties recording their details in this Enrolment bind themselves in their personal capacities, jointly and severally, as sureties and co-principal debtors in solidum for the full amounts due to ASE, and agree that the terms hereof shall apply *mutatis mutandis* to each. The benefits of division and excusion are excluded.

8. Where payments are outstanding, the Academy shall have the right to charge interest at two per cent above the prime overdraft rate as announced by Standard Bank of South Africa Limited from time to time, calculated on the amount paid late from due date until date of actual payment, and to claim damages. Any legal or collection charges incurred by ASE in recovering amounts owed by the student or other signatories in terms hereof shall be borne by such signatory or signatories, including legal fees on the attorney-client scale and R20,000.00 court security in lieu of costs (which shall be mandatory in terms hereof, prior to litigation.) The student agrees that ASE shall not be required to furnish security in terms of Rule 62 of the Rules of Court of the Magistrate's Court, in particular the Randburg branch (JHB Campus) and the Cape Town branch (CPT Campus) which, it is agreed, shall have jurisdiction over all matters in terms hereof. The Academy may hand the student and person responsible for account/co-principal debtors over for collection should it be deemed necessary, and may list the student and person responsible for account/co-principal debtor at Credit Bureaux. Any discounts passed will be forfeited if the account is in arrears.

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9. A student will not be allowed to articulate downwards in their current year of study unless ASE in its sole discretion deems that the student is better placed in such a programme with a lower credit allocation than the current enrolled programme. As a rule, downward articulation is not permitted.

10. No cancellation of this contract shall be of force and effect unless agreed to in writing by an authorised representative of ASE, and it shall at all times be a matter for ASE's sole discretion whether to accept or not to accept a student's application for cancellation of enrolment, and whether or not to hold the student or other signatory hereto responsible for fees, either in whole or in part. Under no circumstances shall fees paid become refundable, and under no circumstances shall the signatories hereto be absolved from liability to pay fees, without ASE's written approval, confirmed by a Director of ASE. Fees paid in excess of the amount owing on a current course shall be deemed to be payment or partial payment towards the subsequent course, toward a repeat or partial repeat of the current course's study or towards the next course that can be studied by the student, in ASE's discretion. In such case of excess payment, this enrolment contract shall continue to be applicable, *mutatis mutandis*, as a binding enrolment contract for such next course, repeat or partial repeat, in the sole discretion of ASE. Accounts in credit may be held for a period of 5 (five) years, in accordance with the Academy's Academic Rules, which permit an academic credit to be carried for such period.

11. ASE reserves the right to cancel scheduled programmes due to insufficient demand or any other reason. Should such cancellation take place, and should no alternative be offered by ASE, then any fees paid in respect of such cancelled course(s) shall be refunded within a reasonable time into the same account from which payment was made, or into the account of the person who made the payment. No interest shall be payable in such cases.

12. ASE shall have the right to re-schedule delivery, re-schedule lectures, combine classes and on-line groups, split the delivery of tuition or re-arrange the timetable as it deems necessary. The student acknowledges that, due to the nature of the industry, he/she may be required to undergo practicals, projects, practical sessions at times outside normal hours, and at night. Online delivery will take place at any time (and, in respect of practical content, a place) chosen by ASE.

13. It shall be within ASE's discretion to cancel lectures, practicals or any other component of the programme due to vis maior or any other reason. In such cases, while the Academy shall make every reasonable effort to ensure that the programme curriculum is covered, no warranty can be made as to the exact number of hours to be made up, nor the delivery mode.

14. Should a student have to repeat a learning unit for non-attendance and/or failure, then the student will be charged the fees payable for those repeats.

15. The student and other signatories acknowledge that no representations or warranties were made by ASE in regard to the services rendered, or any of their qualities, leading up to this agreement, and the student further acknowledges that neither ASE, nor any of its corporations, employees, members, partners, shareholders or office-bearers, will be liable for any reliance placed by the student on any statement.

16. The student hereby indemnifies ASE and holds it (and its directors, officers and shareholders) harmless and free from liability in respect of any claim for direct or consequential loss, damage, death, injury or any other cause, suffered as a direct or indirect result of the student's enrolment, studies, sessions, use of ASE's facilities, practical assignments, excursions, field trips, outside events and travel (in particular, vehicle accidents) in respect of any of the above. All studies and use of ASE's and other facilities and attendance at events take place at the student's own risk, and it is specifically recorded that the parties do not contemplate that the student can suffer any special or consequential damages or loss of profits due to any act or omission by ASE in connection with his/her studies or the practical application thereof.

17. The student warrants that he/she will not take part in any unlawful conduct while using the Academy premises or online facilities, and will not involve the Academy in the commission of any unlawful act. The student will abide by the Academy's rules and regulations as published in the Student Handbook and Prospectus. The student and/or Account Payer agree to be liable for any damage to Academy equipment or software caused by the Student in any way. Payment for such liability will be by way of invoice payable on demand.

18. The student will respect the confidentiality of ASE's intellectual property and shall not attempt to access or alienate any records or materials used in ASE's business. Such records and materials shall include course materials, recordings, e-mails, scans, transcripts, disks, storage devices, computer tapes, course projects, student hand-outs, practical assignments, Learner Management System content and any other representation of ASE's programmes and activities, the copyright in all of which vests in the Academy, whether or not the intellectual property was originated by ASE. While the copyright in all materials created solely by a particular student using ASE's facilities will, unless otherwise stated, vest in such student, the student hereby grants the Academy the perpetual license to use such materials for marketing, teaching, compilation and other purposes other than direct exploitation for profit.

19. No indulgence afforded by ASE to the signatories hereto shall affect any of ASE's rights in terms hereof, none of which shall be waived under any circumstances. No variation or amendment of, addition to, deletion from or consensual cancellation of this agreement or any of its terms or waiver of any term of this agreement shall be effective unless in writing and signed by the Parties.

20. No student may at any time disrupt the learning of other students, motivate or militate for any other student not to complete academic processes or assessments, nor attempt to interrupt the learning or assessment of any other student. Any student found to have contravened this rule shall be subject to immediate expulsion without refund.

21. Any document will be deemed to have been duly presented to the student or other signatory within twenty-four hours of being e-mailed to the student's or other signatory's e-mail address.

#### 22. CONSUMER PROTECTION ACT NO 68 OF 2008 (The Act):

1. The parties hereby agree that:

a) the transaction reflected herein did not occur as a result of direct marketing as contemplated by Section 16 of the Act, and therefore that no "cooling-off" period is applicable;

b) This agreement is governed by, and is enforceable for, the maximum period permitted by applicable consumer laws. Should the student not sign a subsequent (second year, third year or learning unit) enrolment contract on conclusion of the first year of this agreement, whose term shall begin at the inception of the programme enrolled for, this agreement shall continue to apply *mutatis mutandis* for the subsequent academic year. The student is required to sign all documentation necessary to give effect to his/her continued enrolment at the Academy for all years of study until full completion of the qualification for which he/she has enrolled in terms hereof. Any intention not to honour this requirement must be furnished by the student and the account payer in writing by no later than 01 September of the prior year, and in such case, the acceptance or rejection of that written position shall be within the discretion of the Academy. The contractual terms included in this Agreement, as well as the student Code of Conduct, Prospectus, rules and other policies shall continue to be applicable from one year to the next, during the entire period of the student's enrolment at the Academy. In terms of Section 14 of the Act, this is not a fixed monthly contract for monthly services, whether or not the account is paid by monthly debit order. This contract is fixed until the end of the programme selected by the Student, or until all subjects have been successfully completed by the student (who may be required to re-do subjects due to failure or non-attendance), and until full payment therefor has been received, whichever comes last. Therefore, the expiry date of the contract shall only be after the conclusion of delivery of the programme for which enrolled, after successful completion of every subject comprising the programme period/year of study by the student, and/or after payment has been received by ASE. Thus, no cancellation of this contract by the student may take place without full liability for fees in

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respect of services rendered by ASE during that academic year of study/fixed period (or indeed the maximum two-year period, whichever is the longer), contemplated by the Act; All obligations arising from this contract shall survive the expiry of the contract period, including the responsibility to pay fees in full.

23. The student and other signatories choose as *domicilia citandi et executandi* the addresses reflected herein. ASE's domicilium shall be 82 Richmond Avenue, Auckland Park, Johannesburg, South Africa.

24. The invalidity of any part of this agreement will not affect the validity of any other part, which shall be deemed severable there from.

25. The Student agrees that he/she shall, by clicking on the link below, be liable to Academy of Sound Engineering (Pty) Ltd for all amounts owed hereunder.

26. This agreement shall be governed by the laws of South Africa.

Collapse

Initial Here (Student, Guardian, Account Payer)

NAME OF STUDENT: \*

SIGNATURE: \*

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NAME OF GUARDIAN (where student is under 18):

SIGNATURE:

---

NAME OF PERSON RESPONSIBLE FOR ACCOUNT: \*

SIGNATURE: \*

---

Submit



## Fee Structure

Academy of Sound Engineering has various payment options available for students enrolling in 2026. Students who choose to settle their fees early can benefit from discount structures that provide savings of up to R10,000.

Please note that all prospective applicants are required to pay a **once-off, non-refundable Application Processing Fee of R500**. This fee is strictly administrative and is not included in the tuition fees.

### Payment Option 1 - Full Payment & Early Bird Discount

2026 Fee Structure	Discount	Higher Certificate in Audio Technology	Diploma in Audio Technology
Non-refundable Annual Registration Fee		R10,000	R10,000
Tuition Fee		R84,950	R89,950
<b>Total Tuition Fee</b>		<b>R94,950</b>	<b>R99,950</b>
Paid by 31 October 2025	<b>R5,000</b>	R89,950	
Paid by 31 October 2025	<b>R10,000</b>		R89,950
Paid by 31 January 2026	<b>R2,000</b>	R92,950	R97,950

All students must pay a non-refundable Annual Registration Fee of R10,000 to secure their placement.

The stated fees and discounts apply to one year of full-time tuition in 2026 and do not include textbooks, kits, assessment rewrites, or other additional charges.

Discounts are only applied after all prior financial obligations to Academy of Sound Engineering have been met. All discounts will be calculated on a pro rata basis, based on the number of credits the student is enrolled in.

### Payments can be made into our account as follows:

Account Name: Academy of Sound Engineering

Bank: Standard Bank

Account Number: 002951800

Branch: Cresta

Branch Code: 007254

Kindly note that all proof of payments needs to be submitted to [accounts@ase.co.za](mailto:accounts@ase.co.za) with the student's name and surname as reference.

### Payment Option 2 - Student Hero



Academy of Sound Engineering has partnered with Student Hero to offer optimal funding solutions for students. Student Hero assists students in applying for or pre-qualifying for various funding options with very low interest rates.

A dedicated consultant will guide both the student and the fee payer through the process, ensuring real-time loan approval to expedite the application process. You can contact Student Hero using the details below.

Email: [hello@studenthero.co.za](mailto:hello@studenthero.co.za)

Contact: 031 942 7294

### Payment Option 3 - Student Loan

Many banks offer student loans to help fund Higher Education studies. The surety holder pays a lower interest amount monthly, with repayment of the principal debt starting only after the student completes their qualification. This provides a more affordable option while the student is studying. Financial institutions will require proof of registration and a fee quote.

Here are some details of financial institutions for your reference. Please note that we, as the education provider, cannot guarantee that these institutions will grant any student loans.

Standard Bank: 0860 123 000

ABSA: 0860 100 372

FNB: 087 575 9404

Nedbank: 0860 555 111

Fundi: 0860 555 544

### Payment Option 4 - External Bursaries

Students can contact external bursary providers directly. We will supply the necessary documentation upon request.

### Payment Option 5 - Monthly Debit Order

This is designed to be an affordable payment option with no added interest. The account payer and student must complete a debit order contract from Academy of Sound Engineering, which must then be approved by Academy of Sound Engineering.

New and returning students making use of the debit order will select from the following monthly payment options:

#### Higher Certificate Programme:

R8,495 per month over 10 months, or

R7,723 per month over 11 months

#### Diploma Programme:

R8,995 per month over 10 months, or

R8,177 per month over 11 months

All debit order arrangements are subject to review and approval by the Finance Director of Academy of Sound Engineering. Students will be notified once their payment plan has been approved.

We wish you all the best with your registration preparations.

Should you need any assistance, please contact our administration office at 011 482 9200 or email us at [info@ase.co.za](mailto:info@ase.co.za).