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the school for the creative economy

STEPS TO THE 2020 ONLINE ENROLMENT RETURNING STUDENTS

STEPS:

1. Verification of Details and Documents Step:

1.1 Confirm the data that we already have on record. Make sure all fields are completed.

1.2 Upload a new Photo and any ID or Results if we don't have them yet

2. Payment Plan and Fees Step:

2.1 Payment Options: Click on the drop-down and select either Plan A (Upfront) or Plan B (Monthly).

2.2 Payment Category: Click on the drop-down and select who is responsible to pay your fees. Options are Guardian, Student, Bursary or Loan.

2.3 Capture and complete the Fee-payer details. If there is more than one Fee-payer, capture and complete the additional Fee-payer details.

3. Payment Step:

3.1 Capture what you have already paid.

Amounts captured must have no spaces and no alphanumeric characters.

- * The Deposit of R 14 000 is mandatory in order for you to enroll.
- * Capture additional amounts paid if applicable.
- * If sponsored by a Bursary, capture the amount that the bursary will pay, minus the deposit already paid.

3.2 Monthly Payment Setup: Click on the drop-down to choose which date you would like to make payment, either on the 15th or at the end of the month.

3.3 Click on the drop-down and select type of Bank Account, either Cheque or Savings.

3.4 Select your Payment method, either via Direct Debit or via EFT (Electronic Fund Transfer).

4. Rebates Step:

4.1 Determine if any rebates (refunded discounts) are applicable:

- * Same Household
- * Stadio or Curro

Note: This can be left blank if not applicable

4.2 Then press Confirm

5. Download and Upload of Payment & Finance Documents Step:

5.1 First download and print the Surety Document and your Payment Schedule. These two documents must be signed by the Fee-payer and then you need to scan and upload them.

- * The Payment Schedule discloses what amount the Fee-payer must pay and at what date (Payment Plan A Fee-payers do not need to upload this document)
- * The Surety Document is a legally binding document stating that the Fee-payer is liable for the fees

5.2 Scan and upload your proof of payments made.

5.3 Scan and upload Fee-payers Certified ID Document

5.4 Scan and upload proof of Fee-payers Address (Only required if Payment Plan B was selected)

- * If the R 14 000 Deposit proof of payment is not uploaded, AFDA cannot enroll you.
- * If you cannot afford to pay the Deposit upfront please see payment arrangement or loan application (step detailed below).

5.5 Scan and upload Fee-payers Proof of Income (Only required if Payment Plan B was selected)

- * 3 Months Bank statements or
- * 3 Months Pay slips

5.6 Then press Confirm

6. Finalization & Submission Step:

4.1 Tick All the Boxes as confirmation that you agree to AFDA's Terms & Conditions.

4.2 Type in your Full Names.

4.3 Type in any notes you wish to bring to the attention of enrolment staff.

4.4 Then press submit.

Payment Arrangement or Loan Application:

1. If you are unable to pay the R 14 000 deposit upfront, kindly e-mail: Chantell.kuyper@afda.co.za to setup an appointment to discuss your proposed payment arrangement.

OR

2. Contact student Hero to apply for a Student Loan; please see below details:

Student Hero serves as a single point of contact to multiple affordable options to fund tertiary education.

Student Hero consists of a league of professionals, each being a specialist in its field, which means our advice is holistic, our solutions are creative and our value is unmatched, at no additional cost to you.

If you would like to learn more about options to fund education, please feel free to reach out to Student Hero.

You can connect to Student Hero via WhatsApp at <https://wa.me/27615853490>, hello@studenthero.co.za or by simply visiting www.studenthero.co.za