



A F R I C A N
A C A D E M Y

Policy and Procedures

Admission and Registration

Admissions Requirements

All admission requirements for the different programmes offered by the African Academy is set by the Academic Board and published in the Yearbook of the institution.

Admissions Process

Once prospective students have made a decision concerning their desired career choice, the admissions process is as follows:

- The prospective student must apply to African Academy for admission by completing the official Application for Admission form and attaching any required evidence or documents.
- The applicants may be required to write an entrance assessment to determine whether or not he/she will be accepted for the programme of choice.
- In addition to completing the application for admission, applicants must attend an interview to ensure that they fully understand the career and programme choice.
- The Academic Manager must sign off each application for admission, whether accepted or declined.
- If an application for admission is declined, the student must receive a letter explaining the reasons for declining the admission and possible career and/or programme alternatives (access programme, etc.).
- If an application for admission is accepted and signed off by the Academic Manager, the learner must receive a letter of acceptance from African Academy explaining all the remaining steps in the enrolment process.
- The student must then complete an enrolment contract and pay the required deposit or full fee.
- Enrolment contracts must be accompanied by all the required documentation as stipulated on the enrolment contract.
- Once the student has paid either the deposit or the full programme fees, African Academy must send the student a letter of welcome, the academic calendar and any other requirements that the learner must be aware of.
- Students must pay all the required programme fees prior to the commencement of classes.

- Students will then attend an orientation programme
- After the orientation programme, classes commence as per the programme academic calendar.

Admission Fees

Prospective students that have fulfilled the entry requirements for the respective programme, including the completion of the PBI test and attendance of the personal interview (where required), and who intend registering at the African Academy are required to pay non-refundable deposit. The balance of the programme fees must be paid in full prior to commencement of classes.

Closing Dates for Admission

Registration for admission will close when class quotas have been filled (irrespective of the date), and/or at the discretion of the African Academy. The Academy may also at its discretion accept late registrations provided the respective classes are not filled. Management of the academy will then determine the final closing dates for registration and enrolment.

Admission Documentation

Students who register at the African Academy for the first time must, on registration submit the following:

- The original or *certified* records of formal qualifications and of prior learning through formal, informal and non-formal learning and/or work; and/or
- Last statement of results from School/College;
- Certified copy of the first page of their identity document. Married or divorced women must submit proof of their maiden name where certificates are in their maiden name.

Foreign Learners

- Foreign students are required to pay the full cash fee for any programme upon registration.

- Foreign students are also required to pay any other required fees in full prior to commencement of classes (registration fees, kit fees, institute fees, book fees, etc.).
- A copy of the foreign student's passport together with a copy of a valid study permit must be kept in the student's record file.
- The foreign student must provide a copy of the evaluation of his/her foreign schooling from SAQA (as proof that the education received is equivalent to that of a South African Senior certificate).

Minors

Registration forms of students, who are minors at the time of registration, must be co-signed by a parent or a legal guardian.

Period of Validity of Registration

Registration is valid for one academic year only, except in the case of specific short courses or skills programmes offered. Registration for these courses is limited to the time of the presentation of the programme/training course.

Registration Rules, Regulations, Procedures and Instructions

It is the responsibility of all students to familiarise themselves with all the registration rules, regulations, procedures and instructions pertaining to study at the African Academy for Computer Assisted Engineering. Ignorance of the applicable rules, regulations, procedures and instructions, or the wrong interpretations thereof, will not be condoned, due to non-compliance with the stipulations of such rules, regulations, procedures and instructions. It is thus the responsibility of Learners to ensure before registration, to register for the correct modules according to the curriculum of a programme.

Application of Old and New Regulations

Subject to transitional measures laid down by the African Academy, students must complete their programmes in accordance with the regulations, which were applicable when they first registered for the respective programme, specific field of study or specialisation. If a student interrupts or changes the field of study or specialisation, the regulations, which were applicable in the period or year in which he/she re-commences studies, or changes his/her field of study, shall apply.

Restriction on Choice of Courses

Wherever the rules for a qualification provide for the selection of modules by a student, such selection may be limited by the timetable of classes or a restriction on the number of students to be registered for a particular programme.

Cancellation of Credits

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

Re-Admission Prerequisite

The re-admission of a student that failed subjects at the end of an academic year is not granted automatically. Every case will be considered on merit. The Academic Board may, in addition to the minimum pass requirement, prescribe further conditions to be satisfied.