

INFORMATION PACK



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### **QUALIFICATIONS**

#### BACHELOR OF FILM ARTS

- + With either a single or double major
- + Double major only permitted within a school's qualification
- + Students can register for modules from other school's qualifications.

1st MAJOR	2nd MAJOR
3D Animation	Film & Television
3D Animation	Production Design
3D Animation	Sound Design
Film & Television	Screenwriting
Film & Television	Motion Design
Game Design (Art Modules)	3D Animation
Game Design (Dev Modules)	3D Animation
Motion Design	3D Animation
Production Design	Film & Television
Screen Acting	Film & Television
Screenwriting	Screen Acting
Sound Design	Motion Design
Sound Design	Film & Television
Screenwriting	3D Animation
Production Design	Screen Acting



### HOW DO I KNOW WHICH Level I should be on?

Theory subject indicates your level.

For BFA, Film Theory indicates your level:

FT 100 = LEVEL 1

FT 200 = LEVEL 2

FT 300 = LEVEL 3

### HOW MANY CREDITS DO I NEED TO REGISTER FOR?

This depends on your study plan:

STUDY PLAN:	REGISTER FOR:
3 Years	120 Credits
4 Years	90 Credits
5 Years	70 Credits



### 2020 COSTS

### (A) Registration Fee:

STUDY PLAN:	AN: REGISTRATION FEE:	
3 Years	R 13 000	
4 Years	R 7 500	
5 Years	R 7 500	

#### (B) Cost per Credit:

LEVEL:	CPC:
1	R 930
2	R 910
3	R950

#### **BANKING DETAILS:**

The Open Window

Standard Bank

Centurion

Current Account

Account No: 410312266

Branch No: 051001

# HOW DO I CALCULATE MY 2020 FEES?

**E.g. TUITION FEE** = Number of credits **x** Cost per credit

= 90 credits (L2) x R 910

= R 81 900 Tuition Fee for 2020

#### **SAME APPLIES IF YOUR SUBJECTS SIT BETWEEN LEVELS:**

**E.g.** 30 Level 2 Credits **x** R 910 = R 27 300

15 Level 3 Credits x R 950 = R 14 250

R 41 550 (Tuition Fee for 2020)



### DISCOUNT OPTIONS

Discounts awarded on Total Tuition Fee if settled in full

ON OR BEFORE	DISCOUNT
31 October 2019	8%
30 November 2019	7%
31 December 2019	6%
31 January 2020	5%

# TIMETABLE & PROOF OF REG

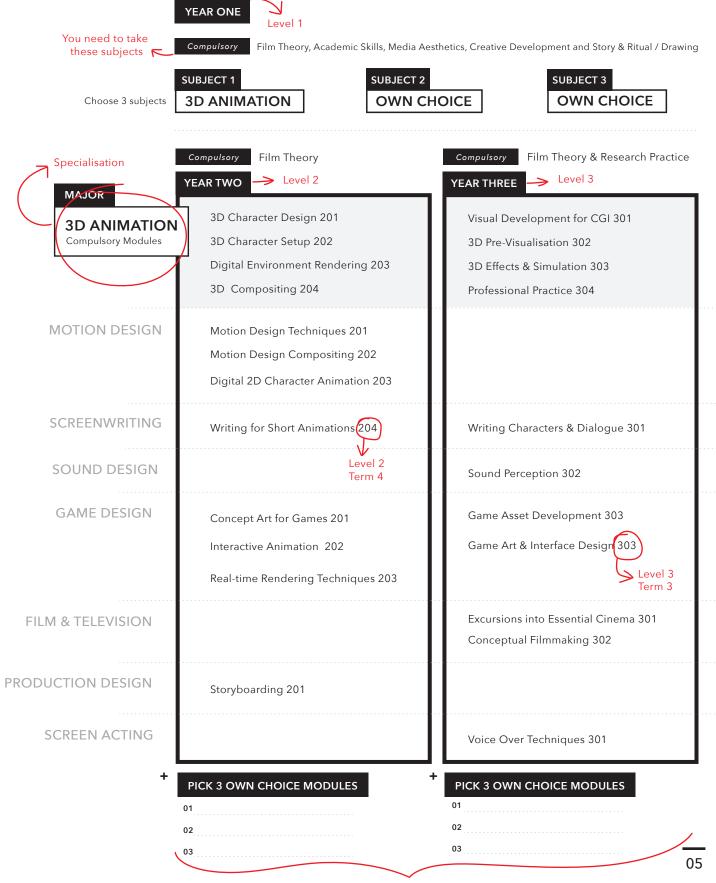
- Please ensure that you double check your proof of registration and timetable.
- OW does not take responsibility for any student missing a class because of incorrect information.

### PACKAGES & MODULES

- + Refer to the Package example on the next page
- + 2020 Modules:
- School of Film Arts
- School of Visual Communication
- School of Creative Technologies

Please find the Module lists available on our website www.openwindow.co.za





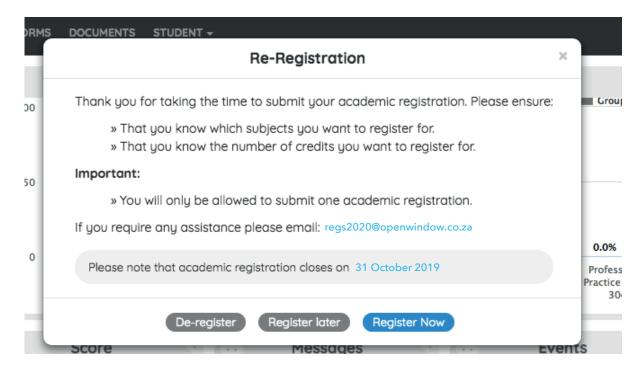


#### **STEP 1: ACADEMIC REGISTRATION**

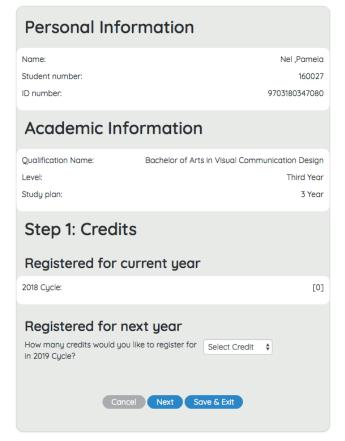
- Choose a Package
- Attend Open Evening
- Ensure current year's fees are up to date (financial good-standing)
- Ensure Meta Account is active
- Ensure personal information is updated
- (a) Re-registration notification will be issued on Metaschool
- (b) Access this link via a Computer and not Mobile or Tablet
- (c) Complete Academic Registration
- (d) Once the Registrar office has processed Academic Registration, a quote will be issued on Metaschool

<sup>\*</sup> Please refer to the screenshots on the next page

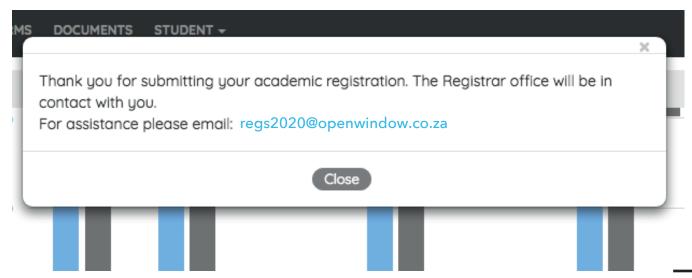
#### (a) Re-registration notification will be issued on Metaschool



#### (c) Complete Academic Registration







### (d) Once the Registrar office has processed Academic Registration, a quote will be issued on Metaschool

9/21/2018 Quotation

#### Study Quotation 2019

OPEN WINDOW

21 September 2018

Student Number: 160027
Name and Surname: Pamela Nel
Residential Address: 6 Panfluit Street
Highveld, Pretoria
ID Number: 9703180347080

PROGRAM: Bachelor of Arts in Visual Communication Design-Third Year-3 Year

SUBJECTS	Code	Degree	Credits	Cost
Third Year				
Visual Culture 300	VC_VD_300	Bachelor of Arts in Visual Communication Design	20	15984
First Year				
Marketing 100	VC_MA_100	Bachelor of Arts in Visual Communication Design	20	16178.4
Second Year				
Illustration 200	VC_ILL_200	Bachelor of Arts in Visual Communication Design	50	38880
Brand Activation 203	VC_MA_BR_202	Bachelor of Arts in Visual Communication Design	5	3888
Figure Drawing Advanced 201	VC_ND_FD_201	Bachelor of Arts in Visual Communication Design	5	3888
Painting Foundation 204	VC_ND_PF_203	Bachelor of Arts in Visual Communication Design	5	3888
Interior / Exterior Photography 203	VC_ND_IE_203	Bachelor of Arts in Visual Communication Design	5	3888
Collage 203	VC_ND_CP_203	Bachelor of Arts in Visual Communication Design	5	3888
Motion Design For Designers 203	VC_COM_MD_203	Bachelor of Arts in Visual Communication Design	5	3888
TOTAL			120	94 370.40
DEDUCTIONS				
Credit Balance from previous year		R 0.00		
Total Tuition Fee paid				R 0.00
Discounts				R 0.00
Registration Fee				R 0.00
TOTAL				R 94 370.40

#### General Comments

1. Early payment plan available for savings on tuition fees.

Date:	Total Saving	
31 October 2018	8%	
30 November 2018	7%	
31 December 2018	6%	
31 January 2019	5%	

- This is a study fee estimate for 2019 based on current academic results. Any subjects that are not passed
  upon the final release of marks on 7 December 2018 have not been included on this quotation. The failed
  subjects will need to be added to the fee estimate above and may have an impact on the subjects selected.
- 3. The Open Window does not take responsibility for students who missed classes due to late registration.
- It is the responsibility of the student/account holder to ensure that the correct subjects and number of credits are registered for.
- 5. You will be receiving a final Quotation from financial department.



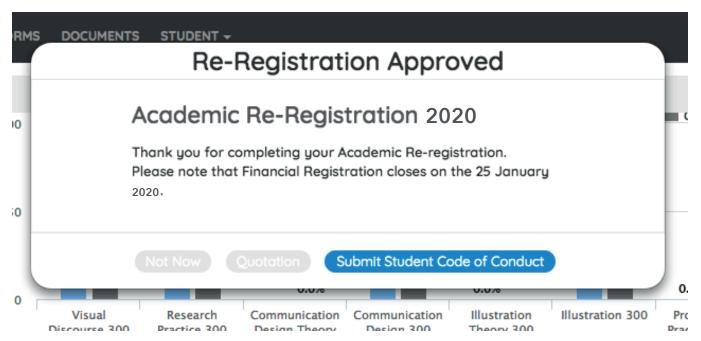


#### **STEP 2: SUBMIT DOCUMENTATION**

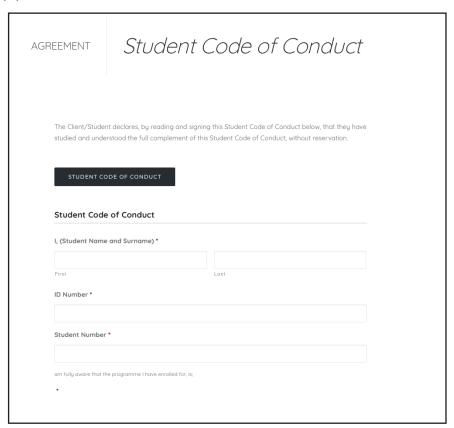
- (a) You will receive a link to the document
- Please complete and sign the following documents on *openwindow.co.za*:
- (b) Student Code of Conduct
- No documents to be emailed

<sup>\*</sup> Please refer to the screenshots on the next page

#### (a) You will receive a link to the document



#### (b) Student Code of Conduct





#### **STEP 3: FINANCIAL REGISTRATION**

- Student and Guarantor will receive an e-mail from Finance, akotze@openwindow.co.za, including the following:
- (a) Study Quotation (recieved in Step 1)
- (b) Breakdown of fees (full settlement & discounts/monthly payment)
- (c) Debit Order Mandate link (website)
- (d) Registration Agreement & Payment Method (website)

<sup>\*</sup> Please refer to the screenshots on the next page

#### (c) Debit Order Mandate link



### (d) Registration Agreement & Payment Method





### PLEASE NOTE

Proof of Registration & Timetable will only be made available once payment (required Registration Fee/Full Settlement) is received.

Only 1x re-registration can be submitted per student. Please be 100% sure about your subjects!

Academic Registration will only be permitted between 14 - 31 October.



# NEED HELP WITH YOUR RE-REGISTRATION

- Daily support sessions in B1 from 13:00 14:00
- Re-registration Buddies will be allocated to assist with any re-registration queries
- Send an email to regs2020@openwindow.co.za

### LATE REGISTRATION

A penalty of R500 will be levied.

If you do not complete your academic registration by 31 October 2019, you will only be able to complete your registration in January 2020.

Students who register late create backlogs and for that reason OW will not take responsibility for any students who may miss classes because of late registrations.

No exceptions will be made.





## OPEN NIGHT

10 OCTOBER 2019

**DATE: 10 OCTOBER 2019** 

TIME: 18:00 - 19:00

This Open Night will allow you and your parents to engage with the lecturers to clarify any uncertainties and ensure that subject selections are correct.

The Registrar Office, Finance and Student Support Departments will also be available on the evening.



### CONTACT DETAILS

YOLANDI GERBER: regs2020@openwindow.co.za (General)

ADELE KOTZE: akotze@openwindow.co.za (Finance)

ALL re-registration queries must be sent to the above email address.



## GOOD LUCK!