



On Cue

THEATRE ACADEMY

ENROLMENT AGREEMENT

Please complete all relevant sections. Please write clearly in block letters with a black pen.

PARTICULARS OF STUDENT

ALL STUDENTS to please complete this section.

STUDENT NUMBER		TITLE						
		Mr	Miss	Ms	Mrs	Other (please specify)		
FIRST NAME		MIDDLE NAME			SURNAME			
NATIONALITY (mark with an X)			CITIZENSHIP (mark with an X)					
South African	Other (please specify)	South African Citizen	Dual Citizen (SA + Other)	South African Permanent Resident (non-citizen)	Other Citizenship			
RSA ID NUMBER (Leave Blank in International Student)								
SOUTH AFRICAN CELL NUMBER (SA SIM CARD)			EMAIL ADDRESS					
BIRTHDATE		SEX (Mark with an X)		EQUITY (Mark with an X)				
YYYY	MM	DD	FEMALE	MALE	Black African	Coloured	Indian Asian	White
HOME LANGUAGE			HOME LANGUAGE (If not a South African Language)					
STUDENT RESIDENTIAL ADDRESS IN SOUTH AFRICA								
STREET NUMBER AND STREET NAME				COMPLEX NAME AND UNIT NUMBER				
SUBURB		AREA/CITY			AREA CODE			
PROVINCE (Mark with an X)								
Gauteng	Western Cape	KwaZulu Natal	Eastern Cape	Limpopo	Northern Cape	Mpumalanga	Free State	North West
STUDENT POSTAL ADDRESS IN SOUTH AFRICA (If different from Residential Address)								

PARTICULARS OF PROGRAM

ALL STUDENTS to please indicate the selected program with an X

ASSOCIATE of TRINITY COLLEGE LONDON DIPLOMA SOLO PERFORMANCE		
Associate Diploma (Solo) Speech and Drama		Associate Diploma (Solo) Musical Theatre
ASSOCIATE of TRINITY COLLEGE LONDON DIPLOMA TEACHING PERFORMANCE		
Associate Diploma (Teaching) Speech and Drama		Associate Diploma (Teaching) Musical Theatre
LICENTIATE of TRINITY COLLEGE LONDON DIPLOMA SOLO PERFORMANCE		
Licentiate Diploma (Solo) Speech and Drama		Licentiate Diploma (Solo) Musical Theatre
LICENTIATE of TRINITY COLLEGE LONDON DIPLOMA TEACHING PERFORMANCE		
Licentiate Diploma (Teaching) Speech and Drama	Licentiate Diploma (Teaching) Musical Theatre	Licentiate Diploma (Teaching) Applied Drama
MAKE-UP COURSE CERTIFICATION		
Special Effects for film and stage	Beauty and Glamour	Both: Special Effects and Beauty

DOCUMENT REQUIREMENTS

Please mark an X next to the documents that you have attached to this agreement. Please note that all documentation as stipulated on the Enrolment Agreement is required to process your registration.

STUDENT IDENTIFYING DOCUMENTS (This must match the details provided in this form)

Certified copy of South African ID	Certified copy of Passport
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STUDENT MOST RECENT RESULTS (All result documents are needed to provide access to the selected program)

Certified copy of National Senior Certificate (Matric)	Certified copy of Equivalent to a National Senior Certificate	Certified Copies of Highest Qualification Certificate, Full Academic Transcript, and SAQA equivalency certificate*. *The SAQA equivalency certificate is only for qualifications not registered with SAQA.
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PARTICULARS OF PAYMENT OPTIONS

ALL STUDENTS to please indicate the selected program with an X

PAYMENT PLAN

PLAN A	PLAN B	APPROVED BURSARY
UPFRONT (100%) • Registration fees and non-refundable deposit are payable upfront before enrolment into the course. The deposit constitutes 10% of the course fee. • In order to qualify for the discounted tuition in Payment Plan A, the payment of the total tuition must be settled on/before 1 March 2026. • Total tuition is not inclusive of registration, but is inclusive of the deposit, balance, less the discount of 5%.	TERMLY • Registration and non-refundable deposit are payable upfront before enrolment into the course. The deposit constitutes 10% of the course fee. • The balance is payable in three equal termly instalments per year, in advance, having paid all fees by the 1 st of September 2026. • Total tuition is not inclusive of registration, but is inclusive of the deposit and balance.	BURSARY If this option is applicable please provide your Bursary letter and the details of your Bursary below. • Registration is payable upfront before enrolment into the course. • Payment Plan B is applicable unless the Bursar can settle all outstanding fees by 1 March 2026.

PARTICULARS OF FEE PAYER

ALL STUDENTS to complete. If a student has selected a Bursary Payment Plan option, this section MUST still be filled in.

RELATIONSHIP TO STUDENT		TITLE				
		Mr	Miss	Ms	Mrs	Other (please specify)
FIRST NAME/S		SURNAME				
RSA ID NUMBER (leave blank if international fee payer)						
PASSPORT NUMBER (Non SA fee payer)						
SOUTH AFRICAN CELL NUMBER (SA SIM CARD)			EMAIL ADDRESS			
ALTERNATIVE CONTACT NUMBER			WORK CONTACT NUMBER			
EMPLOYER			PROFESSION AND POSITION			
FEE PAYER RESIDENTIAL ADDRESS						

PARTICULARS OF FEE PAYER

ALL STUDENTS on a Bursary must complete this section. If you are not on a Bursary, please leave this blank.

BURSARY PROVIDER		BURSARY CONTACT PERSON	
BURSARY PHONE NUMBER		BURSARY EMAIL ADDRESS	
I HAVE A LETTER CONFIRMING THIS BURSARY		AMOUNT COVERED BY BURSARY	
Yes	No (If not, provide details)		

PARTICULARS OF FEE PAYER

For students on a medical aid, please complete this section.

MEDICAL AID NAME (If applicable)	MEDICAL AID NUMBER
MEDICAL AID PLAN OR INSTRUCTIONS	

If you have any special medical requirements that we need to know about, please complete the below. If any of these requirements will affect your learning progress, please be sure to raise this with the principal of OCTA in person, immediately on completion of enrolment.

FAMILY DOCTOR	FAMILY DOCTOR CONTACT NUMBER
SPECIAL MEDICAL REQUIREMENTS / ALLERGIES	

If you have any difficulty in performing the below tasks, please mark the extent with an 'X' otherwise leave this section blank

SEEING	HEARING	COMMUNICATING	WALKING	REMEMBERING	SELF-CARE
Some difficulty					
A lot of difficulty					
Can't do it at all					

Please fill in the details of who On Cue Theatre Academy will contact in the event of an emergency.

EMERGENCY CONTACT PERSON	CONTACT NUMBER
1.	
2.	
3.	

1. DEFINITIONS

1.1 In this agreement, the following words and phrases shall bear the meanings ascribed to them wherever they appear in this agreement:

1.1.1 OCTA: On Cue Theatre Academy, a division of AMS (Arts and Music Services), accredited Trinity College London Course Provider.

1.1.2 The Student: The person enrolled to study one or more of OCTA's courses.

1.1.3 Code of Conduct: The Code of Conduct, including the disciplinary rules and procedures set out therein as published from time to time by OCTA.

1.1.4 Enrolment: The Registration for enrolment completed by the Student at the commencement of studies and the registration documents completed each year during the enrolment window. The date of a completed enrolment is based on the receipt of the signed enrolment agreement.

2. INTERPRETATION, WARRANTIES AND GENERAL

2.1 The Code of Conduct, Course Guidelines, Academic Yearbook, Term / Project Booklets, Policies, Rules and Procedures of the institution, the Enrolment Registration and this agreement form one integral agreement ("the agreement") that constitutes the sole and only agreement between OCTA and the Student. Any representation, understanding or agreement not set out in the agreement as read with the documents listed in the preceding sentence are of no force or effect whatsoever.

2.2 The Student, and insofar as needs be, the Student's parent/guardian warrants that:

2.2.1 She/he has read all documents available on the OCTA website, is familiar therewith and agrees to be bound thereby.

2.2.2 All the information set out in the Registration for Enrolment is true and correct in all respects.

2.2.3 In the event that the Student is a minor, he/she is assisted insofar as needs be by his/her parent or natural guardian.

2.3 Each obligation assumed by the Student in terms of the Agreement constitutes a material term of the Agreement, the breach of which entitles OCTA, at its sole discretion, to either terminate this agreement or to hold an enquiry and to take such action as it may decide is appropriate. This agreement is applicable to the Student's total period of study at OCTA.

2.4 The Student and Fee Payer hereby choose as their domicilium citandi et executandi the addresses set out in the Enrolment Registration and agree that any notices,

documents or other processes may be validly served by delivery to any of the addresses set out in these documents.

3. PAYMENT OF FEES

3.1 The Student assumes full responsibility for the payment of all and any fees that may fall due as a result of the Student's studies and/or residence at OCTA, on the appointed due dates as determined by OCTA, from time to time.

3.2 The Student hereby consents to and authorises OCTA to enquire about credit worthiness from credit bureaus and to publish any event of non-payment to credit bureaus.

3.3 The Student confirms that, in the event of any failure to pay any amount due by or demanded of the Student on the due date, all outstanding fees owing to OCTA at that point shall become due and payable in one sum with immediate effect.

3.4 The Student agrees that the nature and amount of indebtedness to OCTA shall, at any time, be proven by a written statement purporting to be signed by or on behalf of the Head of Academy of OCTA or his/her duly authorised representative, whose authority need not be proved, acting reasonably and in good faith, and this statement shall constitute proof of the contents thereof and of the amount of my indebtedness and the fact that such an amount is due and payable in any legal proceedings against the Student.

3.5 In respect of students not fulfilling their financial obligations on time and/or as prescribed, OCTA retains the right:

3.5.1 to exclude students from OCTA property and/or OCTA sites;

3.5.2 to exclude students from OCTA events;

3.5.3 to exclude students from using OCTA equipment;

3.5.4 to withhold students' examination results or diplomas/degrees;

3.5.5 to cancel students' registration after the specified dates and to hold them liable for payment of the outstanding amounts as agreed upon and signed in the special arrangement made with OCTA;

3.5.6 not to allow students to register if the previous year's fees have not been paid in full;

3.5.7 not to issue a certificate of conduct; and

3.5.8 to institute legal action against students and fee payers, who will be liable for all OCTA's legal costs on the attorney and client scale.

3.6 It will be the responsibility of the financially excluded student to ensure that work missed is caught up through consultation with their lecturers and Registrar who can advise on catch up requirements and limitations.

4. LATE ENROLMENT

4.1 The Student shall enrol within the Standard Enrolment Window as set out in the Fee Structure for the relevant year of study.

4.2 The Student may be permitted, by the discretion of the Campus Registrar and Head of Academy, to enrol at any time outside of the standard enrolment window.

4.3 Should the Student be permitted to enrol after the start of term 1 in their selected programme, the Student shall be liable to pay an additional Late Enrolment Fee of R 1 000.00 as this falls outside the standard enrolment window.

5. SURETY FOR PARENT / GUARDIAN / FEE PAYER

5.1 The Parent and / or Guardian and / or Fee Payer who have appended their signature/s hereto on behalf of the Student:

5.2 hereby interpose and bind himself/herself/themselves jointly and severally, the one paying the other to be absolved as surety/ies and co-principal debtor/s in solidum (which means, where there are several sureties, each is liable in full) unto and in favour of OCTA for the due and punctual payment and discharge on demand of all sums of money and obligations for which the Student may in the past or now or from time to time hereafter owe or be indebted or obligated to fulfil to OCTA's successors and assigns howsoever and from any Cession or from whatsoever cause arising; and shall extend also to the payment of damages whether there be cancellation or not or any other relevant agreement. The indebtedness of the Surety/ies shall not exceed the indebtedness incurred by the Student, costs, interest and any amounts related to the indebtedness incurred; and

5.3 renounce the benefits of the legal exceptions, excusus and division, cession of action and no value received, with which he/she/they are fully acquainted; and

5.4 agree to be bound by the terms and conditions of this Agreement mutatis mutandis; and

5.5 agree that this suretyship is in addition and without prejudice to any other securities and that it shall remain in force as a continuing covering security for all and any sum or sums of money which may now or in the future be owing or claimable by OCTA,

notwithstanding any fluctuation in, or temporary extinction of, the Student's indebtedness to OCTA from time to time, and notwithstanding the surety/ies death or legal disability.

6. ACCESS TO INFORMATION AND CONSENT TO COLLECT AND PROCESS PERSONAL INFORMATION

6.1 For the purpose of this clause "processing" shall mean collecting, recording, organizing, updating, storing, distributing, destroying or deleting personal information.

6.2 The signatories to this agreement agree that OCTA may process their personal information.

6.3 By entering into this agreement, every signatory to this agreement, unless expressly instructed otherwise in writing, consents to:

6.3.1 the processing of credit information regarding the signatories hereto;

6.3.2 the processing of names, contact details and information relating to the signatories hereto and such information being made available to OCTA staff, students or persons engaged by OCTA for the purpose of achieving its legitimate business functions and to the extent required to fulfil its legitimate business functions;

6.3.3 to inform any other educational institution regarding outstanding payments and payment history;

6.4 The Student hereby consents to the collection and processing of any personal information for the purposes of his/her academic progression, administration and support services during or related to his/her term of study.

6.5 Every signatory to this agreement hereby consents to the collection and processing of their personal information for any administration and governance purposes during or related to the student's term of study.

6.6 It is accepted, agreed and understood that OCTA keeps, and processes, data and documents in electronic and/or paper format, including the data supplied by every signatory to this agreement during registration. OCTA may use and transfer such data and use such documents in electronic or other formats for OCTA purposes. Every signatory to this agreement hereby also consents to their personal information being used in the following ways:

6.6.1 Details relating to the Student's academic performance, including the Student's National Benchmark Test results, may be used in the interest of

his/her own academic development and support, which includes communication with the Parent, Legal Guardian, Bursar or Fee Payer of the Student.

6.6.2 Details relating to the Student's account, including the Invoices and Fee Statements may be shared with the Student, Parent, Legal Guardian, Bursar or Fee Payer of the Student.

6.6.3 The Student's information may be made available to the OCTA Alumni Office and to potential employers for a possible employment opportunity or to such other persons as may be indicated if OCTA is compelled by law to adhere to the request (e.g. national learner record database as required by the Department of Higher Education).

6.7 Every signatory to this agreement confirms the following:

6.7.1 the information is given voluntary and is true and correct;

6.7.2 Every signatory to this agreement is aware that the information might be supplied to a third-party organisation or service provider;

6.7.3 Failure to provide the information, might lead to the suspension of the student's registration.

6.8 Every signatory to this agreement hereby authorises and consents that OCTA may collect all of the personal data supplied by them to OCTA respectively for research, statistical, credit control and publication purposes, to retain such data and to process the data for the aforesaid purposes of OCTA.

6.9 Every signatory to this agreement hereby authorises and consents that OCTA may provide information to any third-party relating to the indebtedness of any signatory hereto towards OCTA, for the purpose of debt-collection.

6.10 In general, every signatory to this agreement agrees to the publication of personal information in any format to such third parties as OCTA may deem necessary or may be required to do in the conduct of its responsibilities or by law. All signatories to this agreement agree and acknowledge that my/our consent extended to OCTA to disseminate personal information is irrevocable.

7. WITHDRAWAL PROCEDURE AND CANCELLATION POLICY

7.1 Enrolled students are responsible for the full year's academic fees.

7.2 Students wishing to cancel their studies, must submit a completed and signed Withdrawal Form available at the OCTA Studio, (together with such supporting

documents as may be necessary) to the Head of the Academy and Finance in person/via email, at the relevant studio.

7.3 Upon receipt of a duly completed and signed Withdrawal Form, OCTA may request additional documentation/information.

8. FINANCIAL LIABILITY UPON CANCELLATION OF STUDIES

8.1 It is important to note that should a student not formally withdraw within either of the stipulated windows below, the student will be held liable for the full year's tuition fees.

8.2 Students who fail to withdraw / cancel their studies as set out above will be liable for a cancellation penalty equivalent to one year's tuition fees. The signatories hereto confirm that that the cancellation penalty is reasonable in light of the following considerations:

8.2.1 the inability of OCTA to find an alternative student after the registration period closes and the limited capacity of classes;

8.2.2 the loss suffered by OCTA as a result of the withdrawal / cancellation by the Student;

8.2.3 the duration of the agreement;

8.2.4 the general practice in the education industry.

8.3 The following fees are not refundable under any circumstances:

8.3.1 Registration fees;

8.3.2 International levies;

8.4 The full year's liability for the fees already paid will be refunded under the following circumstances:

8.4.1 a first-time student, who enrolls in the standard enrolment window and formally withdraws on or before fourteen (14) consecutive calendar days from the first day of the OCTA academic year (i.e. the first day of Term 1); or

8.4.2 a first-time student, who enrolls after the standard enrolment window and formally withdraws on or before fourteen (14) consecutive calendar days from the date of enrolment, which is the date this enrolment agreement is duly signed.

8.4.3 a returning student, who enrolls in the standard enrolment window and formally withdraws on or before seven (7) consecutive calendar days from the first day of the OCTA academic year (i.e. the first day of Term 1).

8.4.4 a returning student, who enrolls in the standard enrollment window and formally withdraws on or before seven (7) consecutive calendar days from the date of enrollment, which is the date this enrollment agreement is duly signed.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 The Student cedes and assigns to OCTA any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or completed work, including, without limitation, any creative output, any paper, article, assignment, dissertation, thesis or minor-dissertation, that may in any way whatsoever have originated or originate from any study or research project the Student may have undertaken or have launched or may undertake or launch at OCTA, irrespective of whether such work has been or may be accepted for examination, in accordance with national legislation, OCTA's policy related to intellectual property, unless other arrangements have been formally agreed to and signed off by the Head of Academy, Dean and relevant Institutional Senate member.

9.2 The student grants OCTA full rights to use any images or video footage of her/him that relates to the learning programme at OCTA. This might include (but is not limited to), the right to use such images in OCTA's printed and digital marketing material, on social media platforms and press releases. If there are specific images or video footage that she/he would like OCTA to remove from said marketing material, she/he can contact the Studio.

10. CODE OF CONDUCT, COURSE GUIDELINES AND RULES AND PROCEDURES

10.1 The Student agrees to adhere to the Code of Conduct, Course Guidelines, Academic Yearbook, Term / Project Booklets, Policies, Rules and Procedures of the institution. The Institutional Senate have the right to amend the rules and procedures from time to time. The documents are all available on the website.

10.2 It is the Student's responsibility to familiarise himself/herself with the Code of Conduct, Course Guidelines, Term / Project Booklets, Rules and Procedures of the institution.

10.3 The Student understands that should he/she contravene the Code of Conduct, Course Guidelines, Academic Yearbook, Term / Project Booklets, Rules and Procedures of the institution, then the prescribed disciplinary action will be taken against the Student.

11. PARKING

11.1 OCTA does not accept or take responsibility for the safe custody of any vehicle or articles therein, nor any damages to the vehicle or articles, however caused, nor for any injuries to any persons. All vehicles are left in all respects entirely at your own risk.

12. DAMAGES

12.1 The Student shall be liable for any damages, of any nature whatsoever, suffered by OCTA as a result of the conduct of the Student.

13. DATA AND DEVICES

13.1 All OCTA programmes require access to online content and online participation from time to time, the student must ensure that they have the necessary internet connection, appropriate device and sufficient data to engage in this content. It is a student's responsibility to have a suitable device for academic requirements. If a student doesn't already have a suitable device, the student can consult with our operations department to get advice on suggested devices and suppliers. The student understands that aspects of the programme, will require them to access and participate online and that it is their responsibility to have access to the internet for all such requirements.

14. INDEMNITY

14.1 GENERAL

14.1.1 OCTA conducts an educational business, offering qualifications in various fields. The Student has enrolled for an approved OCTA qualification. The very nature of the course could entail that the student will travel and participate in the production of material in the various disciplines offered by OCTA, and where the need arises, off campus.

14.2 TERMS

14.2.1 It is agreed between the parties that: OCTA will comply with all health regulations imposed by the Government. The Student will comply with health and safety protocols imposed at the discretion of OCTA as well as all health regulations promulgated by the Government. Each signatory of this exemption and indemnity exempts OCTA and the persons for whose conduct it is liable from any liability for loss or damage arising from their conduct during the course

and tenure of the student's attendance, disclaiming any entitlement which the student or any other person may otherwise have had, to make claims for such loss, injury or damage, but for the terms hereof. This exemption from liability will not apply where any loss or damage is directly or indirectly attributable to the gross negligence of OCTA or any person acting for or controlled by OCTA. This exemption will also not apply if the liability of OCTA or persons for whose conduct OCTA is liable is covered by a statutory compensation scheme (for example, the third party compensation scheme relating to motor vehicle accidents). Each signatory of this exemption and indemnity hereby indemnifies and holds harmless OCTA and the persons for whose conduct it is liable from all claims against them arising from my/our conduct. I/we understand that for purposes of the exemption and indemnity, the expression "conduct" includes omissions.

15. MEDICAL

15.1 The student grants OCTA permission to provide them with first aid treatment in the event that medical assistance is needed.

15.2 The student grants OCTA permission to request professional medical assistance and notify the emergency contacts in the event that serious medical assistance is needed. The expense for any professional medical assistance will be for the account of the student.

15.3 The student declares that a full medical disclosure has been made and that OCTA will not be held responsible for any injury caused on or off OCTA premises.

16. STUDENTS WITH DISABILITIES OR SPECIAL REQUIREMENTS

16.1 Should the Student have a disability or special requirement which may impact that Student's ability to participate in the selected programme or other activities, the Student shall advise the Head of Academy, simultaneously to enrolment, the nature and extent of the disability or special requirement, in order for the Head of Academy to consider if the Student may be reasonably accommodated in order to participate in the selected programme or other activities.

17. GENERAL

17.1 The signatories hereto declare that all information provided by them is true and correct.

17.2 The Agreement constitutes the whole of the Agreement between the Parties. No undertaking, representation, term or condition relating to the subject matter of the Agreement and not incorporated in the Agreement shall be binding on any of the Parties.

17.3 The Agreement supersedes and replaces any and all Agreements between the Parties (and other persons, as may be applicable) and undertakings given to or on behalf of the Parties (and other persons, as may be applicable) in relation to the subject matter hereof;

17.4 No additions to or variations, deletion, or agreed cancellation of all or any clauses or provisions of the Agreement will be of any force or effect unless in writing and signed by the Parties.

17.5 No latitude, extension of time or other indulgence which may be given or allowed by any Party to the other Parties in respect of the performance of any obligation hereunder, and no delay or forbearance in the enforcement of any right of any Party arising from this Agreement, and no single or partial exercise of any right by any Party under this Agreement, shall in any circumstances be construed to be an implied consent or election by such Party or operate as a waiver or a novation of or otherwise affect any of the Party's rights in terms of or arising from this Agreement or estop or preclude any such Party from enforcing at any time and without Notice, strict and punctual compliance with each and every provision or term hereof.

17.6 All provisions and the various clauses of this Agreement are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of this Agreement which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions and clauses of this Agreement shall remain of full force and effect. The Parties declare that it is their intention that this Agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

REQUIRED SIGNATURES**STUDENT SIGNATURE****SIGNATURE OF STUDENT****SIGNATURE OF GUARDIAN (If student is a minor)**

THUS DONE AND SIGNED AT _____ ON THIS THE _____

DAY OF _____ 20_____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

AS WITNESS: _____

FEE PAYER SIGNATURE**SIGNATURE OF FEE PAYER**

THUS DONE AND SIGNED AT _____ ON THIS THE _____

DAY OF _____ 20_____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

AS WITNESS: _____

ON CUE THEATRE ACADEMY REPRESENTATIVE**SIGNATURE OF ON CUE THEATRE ACADEMY REPRESENTATIVE**

THUS DONE AND SIGNED AT _____ ON THIS THE _____

DAY OF _____ 20_____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS:

AS WITNESS: _____