the animation school
Member of
HONORIS UNITED UNIVERSITIES

student prospectus 2027

Higher Certificate in 2D Animation

Apply Today!
Applications for 2027 Now Open!

26 Years
Animation Education in South Africa

Ranked 11th
Top 25 International Animation Schools

200+
Top Awards Won by Students

Campuses
Cape Town Johannesburg & Online

Fully Accredited
Higher Certificate in 2D Animation

Table of Contents

Contact
Details

THE ANIMATION SCHOOL (PTY) LTD
2004/034362/07

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Cape Town Campus

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Cape Town, South Africa, 7925

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Email: apply-cpt@theanimationschool.co.za

Johannesburg Campus

110 Conrad Drive, Craighall Park
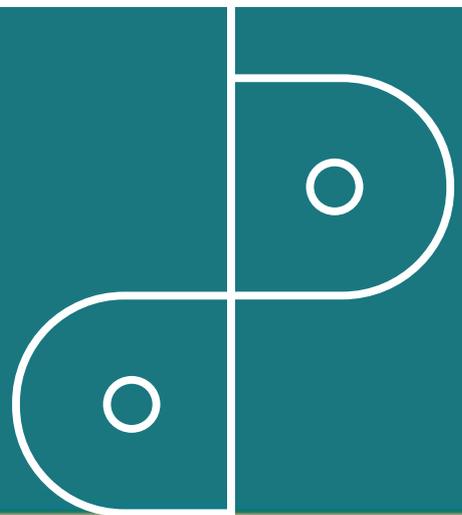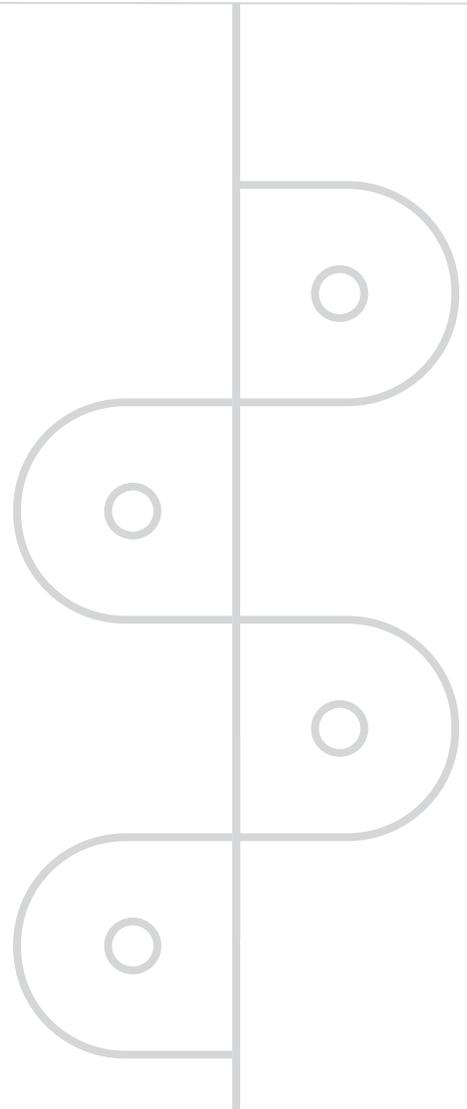Randburg, Johannesburg, South Africa, 2196

Tel: +27 11 886 0624
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Online

Email: online@theanimationschool.co.za

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School Staff

Management and Support Staff

Nuno Martins	Co-Founder, Principal & Chief Executive Officer
Lindi Kaplan	Head of Administration & Campus Manager Cape Town
Lorraine Davidovics	Campus Manager Johannesburg
Chris Bonani	Facilities Manager & Receptionist Cape Town
Promise Nsele	Receptionist Johannesburg
Gabriella Coppin	Marketing Manager
Carl Visagie	IT Support
Craig Dollery	Data Analyst
Amanda Naidoo	Student Advisor Johannesburg
Nicky Charnley	Marketing Assistant
David Markeur	Student Advisor Cape Town
Tebogo Mathabela	People and Culture Coordinator

Academic Staff

Kelly Walker - Academic Director
DPhil - Current
MA Digital Arts
BA (Hons) Fine Art
Nat Cert 2D Animation
Nat Cert 3D Animation & Visual Effects

Megan Landman - Head of Online
BA Political Thought & Law
Post Grad Dip Sports Management
Post Grad Dip Blended & Online Learning - Current
MA Adult Education

Nicholas Welch - Online Programme Coordinator
BA Interaction Design
Dip Digital Animation

Cate Hunter - Online Story Lecturer
MA in Fine Art
MA in Screenwriting

Charl Strydom - Learning Technologist
Dip Animation Development

Legal Status

- The Animation School (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2028 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2009/HE07/013. The Animation School is registered to offer the Higher Certificate in 2D Animation Online.
- The Diploma in Digital Animation is registered on the Higher Education Qualifications Sub-Framework (HEQSF) of the South African Qualifications Authority (SAQA), qualification ID 71756
- The Animation School (Pty) Ltd is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) to offer the Higher Certificate in 2D Animation Online.
- Toonboom Centre of Excellence (COE)

Our Vision

Our vision is to be internationally recognised as the leading provider of higher education in the field of animation by producing award-winning graduates who are employed by top companies worldwide.

Our Mission

We collaborate closely with our industry to develop a pool of creative talent with the knowledge, technological skills and motivation to be highly competitive in the field of animation worldwide. Our focus on student success is promoted through a culture of respect, integrity and professionalism within a creative and technologically supported learning environment.

Values

We are guided by the following values:

1. **Creativity**
2. **Passion** including Motivation + Fun
3. **Learning** including Development + Challenge + Empowerment
4. **Dedication** including Discipline
5. **Quality** including Achievement + Brilliance
6. **Community** including Respect + Kindness + Cooperation

Objectives

- Continue to build a high-profile brand by conducting all business activities with integrity and by growing relationships with the animation industry and educational partners around the world
- Offer registered programmes that are responsive to the needs of students, employers, the community and the nation
- Promote student diversity and widen access to higher education in the field of animation
- Employ a team of dynamic and professional staff who are committed to the growth and development of the institution, the students and themselves
- Promote student success by offering a high quality and vocationally orientated learning experience that integrates technology and innovative teaching, learning and assessment practices
- Provide outstanding and accessible facilities that support student needs and reflect industry standards
- Deliver higher education services in a manner that is efficient, coordinated, and highly accessible

2027 Tuition Fees

SOUTH AFRICAN APPLICANTS

PAYMENT OPTION 1 Full settlement of **R65,000-00**

- Offered as of 1 March 2026 to 30 June 2026.
    - Deposit of **R10,000-00** on registration secures a place in the course for 2027
    - Balance of **R55,000-00** due on or before 30 June 2026
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 9.

PAYMENT OPTION 2 Split payment **R70,000-00** (deposit + 9 instalments)

- Offered as of 1 July 2026 to 31 March 2027.
- Payable as follows:
    - Deposit of **R11,500-00** on registration secures a place in the course for 2027
    - **R6,500-00** payable on or before 31 July 2026
    - **R6,500-00** payable on or before 31 August 2026
    - **R6,500-00** payable on or before 30 September 2026
    - **R6,500-00** payable on or before 31 October 2026
    - **R6,500-00** payable on or before 30 November 2026
    - **R6,500-00** payable on or before 31 December 2026
    - **R6,500-00** payable on or before 31 January 2027
    - **R6,500-00** payable on or before 28 February 2027
    - **R6,500-00** payable on or before 31 March 2027
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 9.

2027 Tuition Fees

REST OF AFRICA APPLICANTS

PAYMENT OPTION 1   Full settlement of **R65,000-00**

- Offered as of 1 March 2026 to 30 June 2026.
  - Deposit of **R10,000-00** on registration secures a place in the course for 2027 (Non-refundable)
  - Balance of **R55,000-00** due on or before 30 June 2026
- Students registering **after** 30 June 2026 will be required to pay the full amount of **R65,000-00** on registration.
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- The above South African applicants' payment options do not apply to International applicants.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 9.

INTERNATIONAL APPLICANTS

This applies to applicants who are not African citizens.

PAYMENT OPTION 1   Full settlement of **R85,000-00** (quoted in South African Rand)

- Full amount payable on registration secures a place in the course for 2027.
- The above South African & Rest of African payment options do not apply to International applicants.
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 9.
- Financial assistance is not available to International applicants.
- International applications close on **30 June 2026**.

Payment Rules & Regulations

Limited Space:
- The Animation School has a limited number of students per course. Students wishing to confirm their place for the 2026 intake need to register as soon as possible or they could be excluded from the 2026 academic year.
- Registration is confirmed once payment and the completed registration form have been received.

Additional Expenses:
- Tuition fees include free access to Adobe Suite and Toonboom Harmony for their studies and excludes any compulsory books, other software, digital drawing equipment and/or removable hard drives required to complete day to day responsibilities.
- Account payers are required to budget approximately R3,000-00 per year for these additional expenses.
- Students are required to have their own computer to work on at home, after hours and during holidays.

Payment Notes:
- Once registered, the student/account payer are financially committed for 1 full academic year.
- The above prices include tuition for 1 academic year and are valid from 1 March 2026 to 30 June 2026.
- For the safety of our staff and students we do not accept cash payments on campus. Direct deposits or electronic transfer are accepted.
- Please note we do not have credit card facilities.

Non-Payment of Fees:
The following action will be taken if fees are not paid:
- Online access will be revoked until payment is up to date.
- A late payment fee of R400-00 per month will be charged on all overdue amounts.
- Student results will be withheld until the account is up to date.
- The account will be handed over for debt collection and the account payer will be liable for all legal costs incurred in the collection.

Annual Fee Increase:
Account payers are advised to budget for an annual fee increase.
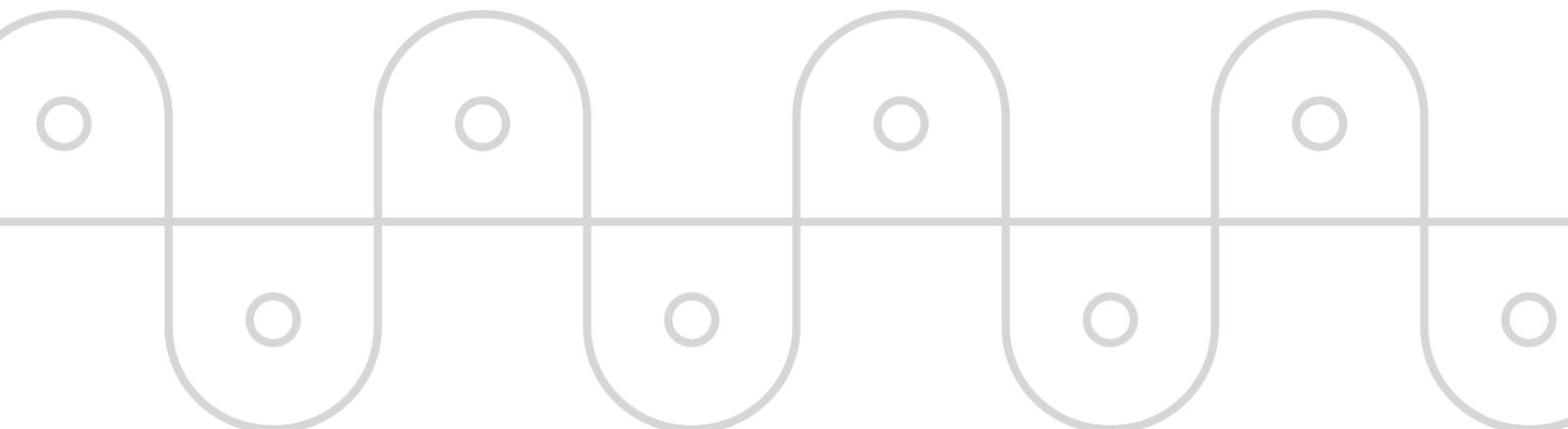
Refunds and Cancellation

- Once a student has registered and paid, the tuition fee in total or part thereof is non-refundable with the exception of the following circumstances:
  - If a candidate does not have the required qualification for admission to Higher Certificate by the close of registration (30 June 2026) then they will be refunded their deposit and any fees paid, within 30 days of writing notification to The Animation School .
  - If a candidate is unable to secure funding by the close of registration (30 June 2026) then they will be refunded their deposit and any fees paid, within 30 days of writing notification to The Animation School.
  - If a student withdraws from the programme due to medical or psychological reasons then they can apply to repeat the year at a discounted rate provided that all fees are paid in full for the current year.
- Voluntary withdrawal from the course or failure to attend lectures will not reduce liability of the tuition fees. The account payer will not be entitled to a credit, reduction or refund.
- Refunds for bursaries are only paid out to the account payer once the bursary payment is received by the animation school in full.

Financial Assistance and Bursaries

1. If you require funding, we recommend you contact Student Hero. Student Hero is a funding originator who acts as an intermediary between you and funding providers. For more information please contact them on hello@studenthero.co.za or 0615853490. Visit the Student Hero website to apply for a student loan online, calculate affordability and increase affordability.

2. Oasis Group Holdings (Pty) Ltd. is responsible for the innovative development and management of several investment products that have won numerous awards from highly acclaimed rating agencies. Information on the Oasis bursary can be found here https://www.zabursaries.co.za/general-bursaries-south-africa/oasis-bursary/

3. The Multichoice Talent Factory Bursary Programme will consider students from qualifying institutions who meet the academic and the financial need qualifying criteria for a full 1 year tuition for 2nd year or higher. https://multichoicetalentfactory.com/south-africa-academy#Bursary

4. Nestlé is the world's leading food and beverage company. Through our purpose of unlocking the power of food to enhance quality for everyone, today and for generations to come, we are committed to upskilling young talent by proving bursary opportunities. Please find more information on their website.

2027 Academic Calendar

Online:

1st Term:	13 July - 11 September 2026
2nd Term:	28 September - 27 November 2026
3rd Term:	8 February - 2 April 2027
4th Term:	19 April - 18 June 2027

Lecture Times:

- Students must be available all day. There will be a mixture of synchronous (live classes or activities online) and asynchronous work that students must do by themselves. Everything will be in students' timetables.

Who Should Apply

The Higher Certificate in 2D Animation is perfect for:

Aspiring Animators
Anyone who wants to begin a career as a junior 2D animator, storyboard artist, concept artist or designer.

Creatives with an art background
Applicants should already enjoy drawing, character creation and storytelling.

Students wanting a strong foundation before further study
Ideal for those preparing for the Diploma in Digital Animation or other animation-related higher education.

Individuals seeking practical, industry-aligned training
You'll learn the 12 Principles of Animation, develop strong drawing and storyboarding skills, and complete a full 2D animated production and showreel.

Applicants who meet the entry requirements
NSC/NC(V), computer literacy, and language proficiency.

Careers Available to Graduates

Graduates are prepared to begin exploring junior-level creative opportunities or to continue into more advanced programmes.

Entry-Level Creative Roles (Foundational Exposure)
- Junior 2D Animator (support tasks)
- Junior Storyboard Assistant
- Junior Concept Art Assistant
- Production Assistant
- Digital Content Assistant

Admission Requirements

All applicants must meet the following minimum entrance requirements to be eligible for registration.

1. Portfolio of Artwork
All applicants are required to have an art background and present a portfolio of artwork for assessment, applicants without a portfolio of artwork will not be considered.

2. Computer Literacy
Applicants should be able to operate a personal computer; be familiar with a Windows and/ or Mac operating system and be able to navigate the system confidently, as well as save and retrieve files and browse the internet.

3. Minimum Qualifications
All applicants must be in possession of one of the following qualifications or in the process of completing them:
- National Senior Certificate (Grade 12) with admission to a Higher Certificate.
- National Certificate (Vocational) Level 4. A student must have achieved at least 50% in three fundamental subjects including English and at least 60% in the three compulsory vocational subjects.
- All applicants who have foreign qualifications (including but not limited to Cambridge, home schooling) must apply to the South African Qualifications Authority (SAQA) to have qualifications evaluated prior to application. A foreign qualification must be equivalent to or higher than the National Senior Certificate (Grade 12) NQF level 4. SAQA Contact details: Website: http://www.saqa.org.za/ Tel: +27 12 431 5070. General information for the SAQA Online Application can be found here: https://dfqeas.saqa.co.za/dfqeas/user/home
- International applicants, whose first language is not English, are required to meet one of the following in English: a pass in English at A-level or O-level; a Test in English as a Foreign Language (TOEFL) score of at least 550; or a 6.5 on the International Testing System (IELTS).

Recognition of Prior Learning (RPL)

Applicants without formal qualifications may be admitted through RPL, based on informal learning, work experience, and portfolio assessment. More information is available on request. Applications close for RPL on **31 October 2026.**

Portfolio Preparation

STEP 1:

Prepare the Portfolio for submission

All applicants are required to submit a portfolio of your own artwork, consisting of a 1-2 pieces. Do not submit traced pictures, copies, reproductions of artworks, photographs by others or AI artwork. The following pieces must be included in the portfolio:

- 1 x Comic strip (6 panels) showing how to apply to study at The Animation School (download the template on the Apply Now page)
- 1-2 Additional artwork pieces which you have personally produced in the past 3 years made up of any medium; illustrations, paintings, graphic design, portrait drawing, figure drawing, sculptures, digital artwork, animations or any other medium the applicant believes will motivate his/her application

These pieces will be assessed to measure the creative output. The following are the criterions your portfolio will be assessed against:
- Proportions
- Technique
- Shading
- Story telling (comic strip)
- Overall Impression

STEP 2:

Compile the Portfolio

Compile a single PDF (portable document format) document that includes the following:
- Scanned or photographed artwork
- Comic strip
- Links to any short films or animations created by the applicant can be added to the portfolio but this is not a requirement

STEP 3:

Write a motivation letter

Write a one-page (A4) motivation that addresses the following question:
- Why do you want to study at The Animation School?

STEP 4:

Complete the online application

Once the applicant has compiled their portfolio they will need to click on the 'Apply Now' button on The Animation School Website - www.theanimationschool.co.za

- Complete all personal details in the online application form
- Upload the motivation letter
- Upload the portfolio
- Upload national senior certificate/ statement of results/ foreign qualification
- ID photo (colour)

Higher Certificate in 2D Animation

Abbreviation	HCert (2D Animation)
SAQA ID	124629
NQF Level	5
Total Credits	120
Minimum Duration	1 Year full-time
Mode of Instruction	Full Time Distance (Online)
Registration Status	Registered with the DHET

Programme Description

The Higher Certificate in 2D Animation (Online) is a fully online, industry-aligned qualification that builds strong foundations in drawing, visual storytelling and the 12 Principles of Animation. Students learn to plan, design and produce original 2D animated work using professional digital workflows — all from home, anywhere in the world.

Delivered through a blend of live online classes, on-demand video lectures, guided tutorials, milestone reviews and personalised feedback, the programme supports both beginners and developing artists as they grow their technical and creative capabilities.

Through hands-on projects, critiques, and industry engagement, students graduate ready to enter the animation, advertising and digital media sectors as entry-level concept artists, storyboard artists and 2D animators. They may be employed to contribute to 2D feature films, animated short films, explainer videos, music videos and advertisements. The programme also provides a strong pathway into advanced studies in 2D, 3D, VFX or motion design.

By the end of the qualification, each student will have created a professional digital portfolio and demo reel that showcases their drawing ability, design skills and final 2D animated production, preparing them for sustainable entry into the creative industries or further academic progression.

Programme Purpose

The purpose of the Higher Certificate in 2D animation is to equip students with the knowledge, skills, values and professionalism to create 2D animated productions, to be employable in a junior capacity within the entertainment and advertising sectors. The qualification also provides the entry-level cognitive and conceptual tools required for higher education in the field of animation.

The programme is designed to provide students with a solid foundation in drawing, and performance the 12 principles of animation together with the necessary theoretical knowledge and practical skills required to become competent entry level 2D animators. Students will also develop strong, visual, verbal and written communication skills and are able to apply the key terms, principles and techniques of 2D animation using industry standard terminology when justifying their concepts and pitching their designs.

Qualifying students will have gained experience working independently as well as with others to create storyboards, analyse motion and performance, design and animate characters, and create props and backgrounds. They will have developed confidence in digital as well as traditional drawing using a variety of mediums. They will have foundation knowledge of the history and context of the animation sector as well as the principles and elements of design together with the 12 principles of animation. Students will be assessed on their ability to analyse these principles and theories and apply them when creating animation using a variety of techniques inclusive of stop frame animation, cut-out animation, tradigital and traditional animation. Industry standard software is covered, and extensive time is spent developing the fundamental artistic and technological skills required to create 2D animation.

Students will have a basic knowledge of the business and professional aspects of the craft; inclusive of an overview of animation pipelines, ethics, copyright law, securing employment and the skills needed to create a showreel. They are expected to manage a mini production from pre-production to post-production and will have engaged with animation studios.

This entry level, vocationally oriented qualification, prepares students for a variety of junior positions within the animation and adverting industries and provides a strong foundation for furthering their higher education studies in animation, graphic design and motion design.

Exit Level Outcomes:

1. Apply appropriate research methods when gathering and selecting information on the history and context of animation; and analyse, synthesise and evaluating findings.
2. Apply critical observation skills and demonstrate knowledge of anatomy, and drawing principles and techniques, when creating artwork using a variety of mediums.
3. Select and apply the theories, principles, creative procedures and technical tools to plan and visually communicate engaging stories that are authentic and culturally relevant.
4. Discuss and apply the key terms, principles and techniques of 2D animation and use industry standard terminology, workflows and technology to plan, manage, problem solve and create animated productions.
5. Explain the role and possible specializations of a 2D animator and the professional, legal and ethical considerations associated with the profession.

Course Description

Year Course Structure

COURSE NAME	MODULE NAME	ASSESSMENTS	LEVEL	CREDITS
Y1.C1 Animation History and Context	Y1.C1.M1 History Studies Y1.C1.M2 Contextual Studies	Y1.C1.A1 History Quiz Y1.C1.A2 History of Animation Presentation	NQF 5	12
Y1.C2 Drawing for Animation	Y1.C2.M1 Drawing Principles & Techniques Y1.C2.M2 Anatomy Studies Y1.C2.M3 Figure Drawing Y1.C2.M4 Style and Stylization	Y1.C2.A1 Portfolio – Drawing Principles Y1.C2.A2 Portfolio – Anatomy Studies Y1.C2.A3 Portfolio – Figure Drawing Y1.C2.A4 Portfolio – Style and Stylization	NQF 5	24
Y1.C3 Visual Story	Y1.C3.M1 Design Software Application Y1.C3.M2 Design Principles & Elements Y1.C3.M3 Environment Design Y1.C3.M4 Character Design Y1.C3.M5 Storyboarding and Animatics	Y1.C3.A1 Composition and Colour Analysis Y1.C3.A2 Background Design Y1.C3.A3 Character Design Y1.C3.A4 Storyboard Y1.C3.A5 2D Animatic	NQF 5	36
Y1.C4 2D Animation	Y1.C4.M1 The 12 Principles of Animation Y1.C4.M2 Introduction to 2D	Y1.C4.A1 Character Loops Y1.C4.A2 2D Animation Mini Production	NQF 5	42
First year credits				**120**

Y1.C1 2D Animation History and Context

This course will trace the development and growth of animated story telling from cave paintings to the world of animation that we know today. The creative and technological advancements and the key historical figures will be studied and the influence that they have had on the South African and international animation industry will be discussed.

The current economic, social-cultural, creative and technological challenges within the field will be interrogated. Students will explore the creative and technical achievements of a range of animation techniques and mediums through the ages.

Students will explore and engage with a selected technique within a group and will be assessed on their knowledge of animation history and their ability to select and convincingly present a key innovation within the history of animation.

Y1.C2 Drawing for Animation

A solid foundation in drawing is integral to any artist working in the field of Animation. In this course the fundamental drawing principles and techniques will be covered. Students will study line, shape, form, light, space and perspective using basic shapes before progressing to studies of the human figure and gesture drawing. The final module will encourage students to explore various drawing, painting and mixed mediums when studying a variety of artists with the aim of encouraging students to experiment with stylization and various artistic styles.
Students will be required to compile a quarterly digital portfolio of selected pieces that demonstrates their drawing skills.

Y1.C3 Visual Story

This course equips students with the theoretical knowledge, and practical and software skills required to visually communicate story using the tools and conventions typical to the pre-preproduction phase.

Students will develop an understanding of how colour theory and the principles of composition, together with principles and process of environment and character design are used to enhance narrative. Students will apply this knowledge to developing their visual research, environment and character designs as well as their storyboards and animatics. Students will be required to analyse existing films in order to enrich their learning and to help them interpret theoretical concepts and will develop academic writing skills when completing their film analysis essay.

Students will be tasked with creating all of the pre-production needed for an animated short film and assessed on their ability to interpret a given story and create background and character designs as well as produce a story board and 2D animatic for their 2D Animation productions.

Y1.C4 2D Animation

The art of Animation is rooted in a solid understanding of the 12 principles of animation. Having acquired a theoretical understanding of the principles, students will apply them to a range of 2D animation workflows using appropriate digital software. Students will be assessed on their ability to apply the principles of animation when completing a series of traditional training exercises such as animating bouncing balls and flour sacks in order to practice communicating emotion, creating appeal and ensuring clarity of action.
Once students have a solid grasp of the fundamentals, they will progress to creating animated loops before being required to produce a 2D production from concept to completion.

Y1.C5 Professional Studies

Students are encouraged to consider the professional aspects of the animation industry and the variety of careers that are available. The role and ethical responsibilities of an animator will be discussed and debated.

This course will address the practical processes required to apply for a position, and to compile the relevant documentation, including a cover letter and Curriculum Vitae. Students will be required to create a mini showreel that demonstrates their scope of knowledge and creative strengths.

Assessment

An integrated assessment approach is adopted, and assessment shall be focused on ability of the students to apply their knowledge and practical skills to creatively produce 2D productions.
In addition, students will be required to submit written essays, case studies and take part in tests and projects. Examinations are not applied as part of the assessment strategy.
• All assessments are internally moderated and final summative projects are externally moderated.
• Assessment information will be clearly communicated to students via the online learning portal.
• Assessment rules are clearly outlined in the rules and regulations.
• An appeal policy is in place to deal with any appeals against any assessment decision

Progression Rules

All courses in the programme are compulsory therefore; a student must successfully complete all courses contained in the programme to be awarded the Higher Certificate in 2D Animation. In order to graduate the student must pass all courses and achieve all relevant credits. In order to be awarded the relevant credits, a student must achieve a minimum grade of 50% for the relevant course. If a student does not pass a course then she/he will be required to apply to repeat the course. Students may only repeat a course once.

Software

Students will develop proficiency in the following software packages as used by the animation industry. The Animation School reserves the right to change software packages at its own discretion.

Training includes:
- Toon Boom Harmony Premium
- Adobe Photoshop
- Adobe Premiere Pro
- Storyboarder

All software is integrated into online learning activities.

Language Policy

All lectures and courseware are presented in English as it serves globally as the business language of communication.
This policy aims to steer clear of obscure images, idioms and jargon. As well as avoid inappropriate language including demeaning or discriminatory language while using language to respect the social and cultural diversity of The Animation School community.

Qualification & Progression Rules

All courses in the programme are compulsory therefore; a student must successfully complete all courses contained in the programme to be awarded the Diploma in Digital Animation. In order to progress to the next level, the student must pass all courses and achieve all relevant credits. In order to be awarded the relevant credits, a student must achieve a minimum grade of 50% for the relevant course. If a student does not qualify to progress to the successive year of the programme, then she/he will be required to apply to the Academic Board to repeat the year. Students may only repeat a year once.

Articulation Routes

Graduates meet entry requirements for:
- Diploma in Digital Animation (TAS)
- Advanced Certificates and Bachelor's degrees in animation or related fields

Student Support Services

Online students have access to a range of student support and development services designed to support their academic progress, personal wellbeing, and professional development throughout their studies.

Online students will benefit from:

- Student orientation programmes to help them become familiar with the online learning environment and connect with the broader student community.
- A Student Success Programme that supports students in developing effective study habits, time management skills, and strategies for succeeding in their studies.
- Wellness initiatives and workshops that support students' personal and social development.
- Access to online counsellors, providing confidential support through virtual appointments when needed.
- Career guidance and professional development support, including resources and workshops on CV development, portfolio preparation, and industry readiness.
- Opportunities to engage with industry professionals through online guest lectures and industry mentors.
- An active Student Representative Council (SRC) that represents the student voice and helps build a sense of community within the student body.
- Access to independent tutors where additional academic support may be required.
- Our aim is to create a supportive and engaging online learning environment that helps students grow academically, personally, and professionally while feeling part of a connected creative community.

We aim to enable all our students to become effective individuals who are equipped with personal social skills and who are able to adapt to changing life demands and who are ready to enter the world of work.

We are committed to assisting students by providing a variety of student support and development services including; career information and admission guidance, student orientation programmes, industry placement support, personalised professional and academic development plans, a student success programme as well as an active student representative council. Students may be referred to independent tutors should they require additional support.

Health & Wellness Policy

The Animation School shall ensure that sufficient support is provided to promote the physical, emotional and psychological well-being of all students. The aim of such services is to promote healthy lifestyle choices and to encourage the development of effective social and personal leadership skills as well as effective stress, health and time management skills. These services are provided by the school in the form of training workshops, published information, referrals to professionals or other counsellor led interventions.

- **Counselling, psychological and psychiatric support**
  Individual and group counselling is available to students free of charge and a wealth of resources to promote student mental health as part of the student wellness programme. The counsellor may refer students to external psychological and/ or psychiatric support should the need be identified.

- **Occupational Health and Safety**
  The Animation School shall take responsibility for promoting and implementing health and safety procedures that promote student health and safety as well as being proactive in its effort to identify and prevent possible occupational accidents, injuries and the spread of disease. Students will be trained in order to increase safe working practices and reduce risk of injury and they will be encouraged to consider health and safety risks during all relevant activities. Please refer to the Occupational Health and Safety Policy of the Animation School for further details.

Disability Policy

The Animation School (Pty) Ltd will treat all employees and students with dignity and respect and will provide an environment for learning and working that is free from unlawful discrimination, harassment, bullying and victimisation.

The Animation School (Pty) Ltd is committed to an Equal Opportunities environment and recognises the importance and value of diversity. It recognises it's social, moral and statutory duty to admit and employ people with disabilities.

The Animation School (Pty) Ltd would like individuals who apply to The Animation School (Pty) Ltd to be confident that they will receive fair treatment and be considered on their ability to do the job or training.

The Animation School (Pty) Ltd employment and admissions policies aim to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skills and abilities. Similarly, The Animation School (Pty) Ltd admits students to the available places on its courses based on their academic ability and motivation.

The Animation School (Pty) Ltd will make every effort, if an existing employee or student becomes disabled, to retrain and retain them wherever practicable.

Grievances & Complaints Policy

The Animation School (Pty) Ltd. ensures that student complaints and grievances are processed according to Regulation 26(A) of the Amendment Regulations for the Registration of Private Higher Education Institutions (2016).
- Every student and/ or employee has the right to complain and to present their grievance.
- Every student and/ or employee will receive a verbal or written response addressing the complaint.
- Management will consider all complaints and grievances lodged in a fair and just manner.
- No investigation will proceed if the aggrieved party is not present.
- Complaints may be submitted anonymously.
- Complainants will not suffer any discrimination, victimisation or harassment by any authority as a result of their complaint.
- Complainants accept that all solutions are provided in the framework of institutional policies and procedures.
- All matters arising will be accurately documented and recorded.

- The complainant will have the right to have a representative present during any negotiations with The Animation School or its appointed representatives.
- Should a student or employee be found to abuse the grievance procedures in order to discredit students or staff then disciplinary action will be taken.
- It is the responsibility of students and employees to know and understand the policies and procedures of the institution.

Student Code of Conduct and Rules & Regulations

1. STUDENT CONDUCT

1.1. Students are expected to behave in a helpful, professional, non-discriminatory manner, taking into account and respecting the rights of other students, staff, and the public. Neither should their behaviour be intimidating, discriminatory, abusive, or disruptive.

1.2. Students shall be committed to conducting themselves in accordance with the highest standards of integrity and ethics and in compliance with any legislation as well as institutional policy and regulations.

1.3. All reasonable instructions given by a lecturer, support staff or management staff of The Animation School must be carried out.

1.4. Cellular telephones must be switched off in the classrooms and in the other areas that may cause disruption or annoyance to others.

1.5. The course material belongs to the institution and students may not share, alter or reproduce any materials without written permission from the institution.

2. ADMISSION

2.1. Admission to the Higher Certificate in 2D Animation is granted to applicants who are legally permitted to study in South Africa and who meet the minimum entrance requirements outlined below, or who qualify through Recognition of Prior Learning (RPL).

2.2. Minimum Academic Requirements.
Applicants must be in possession of one of the following
2.2.1. A National Senior Certificate (NSC) with a Higher Certificate endorsement.
2.2.2. A National Certificate (Vocational - NCV Level 4).
2.2.3. A foreign qualification equivalent to the NSC or NCV Level 4, as determined by SAQA.

2.3. Applicants must be computer literate.

2.4. All applicants are required to have an art background and must present a portfolio of artwork.

2.5. Applicants must be proficient in English.

2.6. Applicants who do not meet the minimum entrance requirements for the Higher Certificate in 2D Animation but who are 23 years of age may be granted admission to the programme by submitting a successful RPL application portfolio.

2.7. Students who fail to meet the minimum entrance requirements and/or submit a successful RPL portfolio will be refused entrance into the Higher Certificate.

3. REGISTRATION

3.1. A student's registration will only be secured by The Animation School once all required documentation and proof of payment is received.

3.2. A student is required to re-register at the end of each academic year for the following year.

3.3. Each student will be provided with a student registration card. If lost, the card may be replaced on payment of a prescribed fee where a student provides satisfactory evidence of the loss of the original.

4. CANCELLATION OF REGISTRATION

4.1. If for any reason a student will not be continuing their studies at the institution and wishes to withdraw from the programme, they are required to complete the notice of withdrawal form available from the Campus Manager.

4.2. A student may be de-registered from the programme as a result of disciplinary action or non-payment of fees.

5. PAYMENT OF FEES

5.1. The schedule of fees is published in the Animation School Prospectus.

5.2. The annual tuition fee must be paid according to the payment option selected by the account payer.

5.3. A student who selects to withdraw from the programme for whatsoever reason is required to settle any outstanding fees in full immediately.

6. NON-PAYMENT OF FEES

6.1. The Animation School will take the following action if fees are not paid:

6.1.1. A student may be suspended from class and the online learning portal until payment is received.

6.1.2. A late payment fee will be charged per month on all overdue amounts.

6.1.3. A student's results will be withheld until the account is settled.

6.1.4. No qualification will be awarded to a student with fees outstanding.

6.1.5. The account will be handed over for debt collection and the Account Payer will be liable for all costs incurred.

6.1.6. More than 3 late payments of resident fees will result in eviction from the student residence.

7. REFUND OF FEES

7.1. If a student is forced to terminate their studies at The Animation School for reasons beyond their control i.e. health reasons etc. they may apply to the Principal to resume studies the following year at a discounted rate.

7.2. A student who is de-registered from any programme offered by The Animation School as a result of disciplinary action will not be entitled to a refund.

7.3. A student who selects to withdraw from the programme after the academic year has commenced, for whatsoever reason, is not entitled to a refund.

8. ATTENDANCE AND ABSENTEEISM

8.1. Attendance for all scheduled classes, workshops and outings are compulsory, unless prior

arrangement has been made with the relevant lecturer. This applies to online classes and workshops too.

8.2. Attendance will be taken by the lecturer for every class.

8.3. Students with a final attendance record of below 80% for the weekly story and drawing classes as well as the main curriculum will:

    8.3.1. not receive a grade for their summative (end of year) assessment;

    8.3.2. not be permitted to submit an appeal to the academic board for any assessment related matters;

    8.3.3. Not be permitted to resubmit any assessments.

8.4. Attendance is calculated as follows:

    8.4.1. Present – 2 points

        8.4.1.1. Excused – 1 point

        8.4.1.2. Late – 1 point (arriving more than 15 minutes late)

        8.4.1.3. Left early – 1 point (leaving more than 15 minutes early)

        8.4.1.4. Absent – 0 points

8.5. Students will only be marked excused from class for the following reasons. Students are required to submit the relevant evidence outlined below.

    8.5.1. Illness – valid medical certificate;

    8.5.2. Death in the family – signed letter from parent;

    8.5.3. Extenuating circumstances – signed letter from parent outlining a valid reason for missing class;

    8.5.4. Religious holiday – signed letter from parent.

8.6. Students will be marked absent if they choose to take a mental health day unless they are booked off by a medical professional. A student who can provide a doctor's letter will be excused from class.

8.7. Any special permission to be excused from class must be applied for prior to the relevant date of absence. Special permission to be excused from class will not be applied retroactively.

8.8. It is the student's responsibility to ensure that their attendance has been correctly recorded on the attendance register and that any errors are timeously reported to the lecturer.

8.9. Students are required to be punctual for all scheduled classes. Students who arrive more than 15 minutes late will be marked 'Late' on the register. Students who regularly arrive late for class face disciplinary procedures.

8.10. Students are required to attend the full duration of all classes. Students who leave more than 15 minutes early will be marked as 'Left early' on the register.

8.11. Students are required to attend any classes that may be scheduled on a Saturday or during the holidays from time to time.

8.12. Commencement dates and class times may be altered from time to time, and it is the responsibility of the student to read all communication regarding such changes.

9. COMMUNICATION

9.1. The Animation School will communicate important information regarding the programme and assessments via Portal, MS Teams and e-mail as well as during class.

9.2. Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.

9.3. It is the student's responsibility to inform the Campus Manager of any changes to personal or account holder contact information.

10. ASSESSMENT

10.1. Assessment information is provided in Portal and a detailed assessment brief will be provided to students upon commencement of an assessment task.

10.2. Each assessment is individually weighted and counts towards the final course grade. The course grade is calculated according to the weighted average of all assessments within the course. The assessment weights are noted in the assessment brief and in the gradebook.

10.3. A recorded mark of 39% or below for any assessment means that the student has failed the assessment without the opportunity to resubmit the assessment.

10.4. A recorded mark of between 40% and 49% for an assessment may qualify a student for assessment resubmission, provided that they meet the resubmission criteria and should the brief allow for re-submissions. Refer to 14 Resubmission of assessments for more information.

10.5. A recorded mark of 50% or above for an assessment means that the student has passed the assessment.

10.6. A recorded mark of 80% or above for an assessment means that a student achieves a distinction for the specific assessment.

10.7. A student may appeal an assessment decision made by a lecturer/assessor and must follow the procedures outlined in The Animation School grievance and complaints policy.

10.8. A student who is found guilty of not contributing to a group project will be awarded 0% for the group work criteria for the relevant assessment. In the case of an assessment that is entirely group-based (and has no individual criteria) this will result in receiving 0% for the assessment.

10.9. Late submission penalties are applied according to the criteria set out in 13 Assessment Submission Deadlines.

11. ASSESSMENT SUBMISSION DEADLINES

11.1. Students are required to submit assessments in the specified format on Portal, on or before the assessment submission date, as stipulated in the assessment brief.

11.1.1. The following penalties will be applied for late submissions:

11.1.2. - 10% for assessments submitted 1 - 24 hours late

11.1.3. - 20% for assessments submitted 24 – 48 hours late

11.1.4. - 30% for assessments submitted 48 – 72 hours late

11.1.5. - 40% for assessments submitted 72 – 96 hours late

11.1.6. - 50% for assessments submitted 96 - 120 hours late

11.2. No assessments may be submitted more than 120 hours after the deadline and 0% will be recorded in the gradebook, unless an extension has been granted prior to the deadline date.

11.3. A student who is unable to submit an assessment due to being suspended for non-payment of fees and/ or disciplinary procedures, must meet with the academic head when their suspension is lifted to determine a catchup plan and must submit a letter of motivation to the Academic Board for an assessment extension.

11.4. The penalty system set out here WILL BE APPLIED IN ALL INSTANCES, in order to remain consistent.

12. ASSESSMENT EXTENSIONS

12.1. A student may apply to the relevant lecturer for an extension to the assessment deadline for medical or extenuating circumstances. The following proof may be accepted:

12.1.1. Illness – valid medical certificate;

12.1.2. Death in the family – signed letter from parent;

12.1.3. Extenuating circumstances – signed letter from parent.

12.2. An application for an assessment extension must be made to the relevant lecturer prior to the submission date, by completing the 'Application for assessment extension' form and attaching the relevant supportive documents.

12.3. If the assessment extension is granted, then the student must upload the completed 'Application for assessment extension' form together with the relevant supportive documents and the assessment to Portal by the agreed upon date.

12.4. No extensions will be granted for circumstances relating to computer faults, errors or viruses. Students are advised to keep a secure backup of all work.

12.5. An application for extension may be declined by the lecturer.

13. DEFERRED ASSESSMENTS

13.1. A student may apply to complete in-class assessments, such as a test, at an alternative time if they are prevented through special circumstances (such as illness) to attend class on the given date/time.

13.2. Such a request must be received by the lecturer 48 hours prior to the scheduled test or assessment event and must be accompanied by the relevant evidence.

14. RESUBMISSION OF ASSESSMENTS

14.1. Students are permitted to resubmit ONE assessment completed during the first three terms of the year provided that the student qualifies for resubmission.

14.2. To qualify for resubmission, a student must have received a mark of between 40% and 49% for a first attempt at the assessment before any penalties for late submission are deducted.

14.3. A student must resubmit an assessment on or before the resubmission deadline date and upload to Portal together with the original assessment.

14.4. A student does not need to apply for re-submission.

14.5. Students are encouraged to meet with the relevant lecturer to discuss the requirements for resubmission.

14.6. A student must make corrections to their original assessment according to the verbal and written feedback provided by the lecturer.

14.7. Late submissions for resubmission are not permitted and a student will receive 0% if they do not submit by the resubmission deadline.

14.8. The highest mark out of the two submissions shall stand.

15. SUPPLEMENTARY ASSESSMENTS

15.1. A student may apply for a supplementary assessment if they are unable to complete the standard assessment because of illness, learning or physical disabilities.

15.2. A student must complete the 'Application for supplementary assessment' form and submit it to the Head of Online together with substantive proof.

15.3. An application for a supplementary assessment may be declined by the Head of Online.

16. PROGRESSION

16.1. All courses in the programme are compulsory therefore; a student must successfully complete all courses contained in the programme to be awarded the Higher Certificate in 2D Animation.

16.2. In order to graduate the student must pass all courses and achieve all relevant credits.

16.3. In order to be awarded the relevant credits, a student must achieve a minimum grade of 50% for the relevant course.

16.4. If a student does not pass a course then she/he will be required to apply to repeat the course. Students may only repeat a course once.

16.5. Students must apply to the Head of Online with a letter of motivation to repeat the relevant year/ course. The letter must provide evidence that the student is committed to their studies and has agreed to apply certain practices, such as improved time management skills and/ or the completion of a series of tutorials.

16.6. An application to repeat may be rejected by the Academic Head.

16.7. Students may only repeat a course once.

16.8. The relevant course fees will be charged.

17. CREDITS

17.1. Each course within a programme is assigned a number of credits, which gives an indication of how many hours the average student will take to complete the course.

17.2. One credit is equal to ten (notional) hours. Time spent by students conducting research or completing assessment tasks at home, is also calculated into the total number of credits.

17.3. The student must achieve a course average of at least 50% in order to be awarded the relevant credits.

17.4. Students will not be awarded less credits if they are awarded lower marks or more credits if they achieve higher marks.

17.5. The total number of credits for the Higher Certificate is 120.

18. AWARD OF QUALIFICATIONS

18.1. A student will be awarded a qualification only if they have successfully completed all courses contained in the programme and have demonstrated that they are competent at all exit level outcomes.

18.2. Certificates will not be issued for incomplete qualifications and or part qualifications.

18.3. Students will not be awarded a qualification unless all fees are paid in full.

18.4. Students are awarded their qualification at a formal graduation ceremony held annually in March.

18.5. Students may only attend the graduation ceremony upon receiving a formal invitation and have settled all their outstanding fees.

18.6. Students who are unable to attend the graduation ceremony are required to collect their certificate, or if this is not possible, then the institution will post the certificate via registered mail.

19. CHEATING, PLAGIARISM AND COPYRIGHT INFRINGEMENT

19.1. Should any student be suspected of plagiarism or infringement of the copyright law, disciplinary steps will be taken according to the Disciplinary code of conduct – students.

19.2. Any student who is aware of, allowing or assisting another student with copying, cheating or plagiarism will be seen as an accomplice and will be treated accordingly.

19.3. Students who use third-party copyrighted material for projects, whether submitted internally or posted online, without permission or license, will be subject to disciplinary measures and will be liable for any legal recourse.

19.4. It is the responsibility of the student to familiarize themselves with the intuition's policy on cheating, plagiarism and copyright and to speak to their lecturer if they do not understand how to correctly apply the relevant procedures.

20.   LIBRARY

20.1. Online students will have access to Perlego, the Online Library Resources.

21. OWNERSHIP OF WORK

21.1. The Animation School reserves the right to use and/ or alter student work for promotions, exhibitions, and marketing or in any way to benefit the Institution.

21.2. Any income generated from the distribution of graduate films will only be used towards funding student bursaries.

22. PROTECTION OF PERSONAL INFORMATION

22.1. Students must respect the privacy of others and the protection of personal information and may not distribute any personal information without the prior written consent of the relevant person(s).

22.2. Students may request access to personal information that the institution has on record.

22.3. The institution may collect, store and share the personal information of students and will only do so in accordance with the POPI Act and the relevant privacy notice that is provided to the student when information is collected. The notice outlines how information will be used, managed and shared.

22.4. Students and/ or account payers will be notified of any security breaches that involve unauthorized access to, or acquisition of personal information by an authorized person.

23. RULES, REGULATIONS, POLICIES AND PROCEDURES

23.1. Students must abide by the rules and regulations and policies and procedures of the institution.

23.2. The Animation School reserves the right to make additions or amendment to the rules and regulations and policies and procedures from time to time. Students will be notified of any changes.

23.3. The rules, regulations, policies and procedures are available at reception. It is the responsibility of the student to know and understand the content of these documents.

23.4. Any student suspected of contravening any rules, regulations, policies or procedures will be subjected to disciplinary action.