



T. +27 21 447 7288 F. +27 86 556 3208
 PO Box 13696 Mowbray 7705
 72 Salt River Road Woodstock 7925
 info@designschool.co.za
 www.designschool.co.za

1 Year Higher Certificate in Interior Decorating
 SAQA Qualification No: 83547
Application form 2024

Instructions:

South African citizens:

Please complete Section A, C (1 and 2), D – F & H

Non-South African citizens:

Please complete Section B, C (1 and 2), D – F & H

You may submit completed application forms and portfolio via Email, Post or Courier
 (See delivery address's above)

Section A: Personal information (South African citizens only)

Surname											Title											
Full names																						
Nationality											Gender											
Race*	Black			Coloured			White			Indian			Other									
Home Language	English			Afrikaans			Xhosa			Other (Please Specify)												
Date of birth	Y	Y	Y	Y	M	M	D	D	Identity Number													
Physical address																						
Postal address																						
											Postal code											
Telephone home	code									Work		code										
Cell number							Fax		code													
E-mail address																						

* No applicant will be discriminated against. This information is required by the Department of Higher Education and Training.

Section B: Personal information (non-South African citizens)

Surname												Title																
Full names																												
Gender												Date of Birth		Y	Y	Y	Y	M	M	D	D							
Race*		Black		Coloured		White		Indian		Other																		
If not South African citizen, specify												Passport number																
X	Please select Visa type																											
	DUAL																											
	PERMANENT RESIDENT																											
	STUDY VISA																											
	OTHER (please specify)																											
Physical address																												
Postal address																												
												Postal code																
Telephone home		code						Work		code																		
Cell number						Fax		code																				
E-mail address																												

- No applicant will be discriminated against. This information is required by the Department of Higher Education and Training.

Section C: Academic Qualifications

Section C1: Secondary Education

Name of last school attended											
Address of school											
	c o d e										
Telephone number of school											

Matriculation Year				Grade 12 examination number (If available)			
Type of Matric Qualification	IEB			Umalusi		Cambridge	Other:

School subjects:

Year	Subject	Grade 12 marks (or most recent)	FOR OFFICE USE
TOTAL / AGGREGATE SYMBOL			

Section C2: Tertiary Education

Complete the table below starting with the year after grade 12.

Year	Name of Institution	Name of qualification grade/diploma/certificate	Student number

Please attach a certified copy of all your qualifications and academic transcripts.

Section C3: Work Experience

Date	Company	Position	Job Description

Section D: Parent/Guardian OR Person responsible for payment Information (if different)

Title, Initials and Surname

Relationship with applicant

ID Number: [grid]

OR

Passport Number: [grid]

Physical address: [grid] [code]

Postal address: [grid] [code]

Home telephone number [code] [grid]

Cell phone number: [grid]

E-mail address: [grid]

Employer: [grid]
Company: [grid]
Occupation: [grid]

Work address: [grid] [code]

Work telephone number [code] [grid]

Fax number [code] [grid]

Section E: Programme Fee Payment Information

2024 PROGRAMME FEES

South African Residents: R 61, 800.00
(R 3, 500 Registration Fee + R 58, 300 Tuition Fee)

Non-South African Residents: R 64, 800.00
(R 6, 500 Registration Fee + R 58, 300 Tuition Fee)

2024 REGISTRATION FEE

Successful applicants are required to pay a non-refundable registration fee in order to secure a position in the class

- South African Residents: R3500
- Non-South African Residents: R6500

NOTE: Applications submitted after the 1st of December 2023 will incur an additional late application fee of R500

2024 TUITION FEE PAYMENT OPTIONS

Please choose your preferred method of tuition fee payment:

	R 55, 400.00	Early settlement discount on full payment before 31 January 2024
	R 5, 830.00	10 x Payments: 1 st of, February, March, April, May, June, July, August, September, October, and November
	R 14, 575.00	4 x Payments: 01 February, 01 April, 01 July, 01 September

ADDITIONAL COSTS

The following costs are approximate and are NOT included in the programme fee

Stationery, textbooks and equipment	R 3, 500 - R 5, 000 Initial cost
Printing and Presentation costs	R 400 - R 550 per month
Final year portfolio & Prototype	R 1, 750 - R 3, 500
Outings: Cost of petrol, entrance fees etc	R 300 per month

TERMS AND CONDITIONS

1. The student must comply with the Rules and Regulations of BHC School of Design (Pty) Ltd and ensure the highest possible standard of conduct at all times.
2. Students who terminate their studies for whatsoever reason will be liable for the full annual tuition fee of the academic year they are registered for.
3. A student will be automatically suspended should his/her fees at any time be more than 120 days in arrears. Such a suspension will only be lifted, once the outstanding fees (with interest) have been paid in full.
4. We reserve the right to perform a credit check.
5. International students need to ensure they are in possession of a South African Study Permit or a South African Temporary Residence Permit before classes commence.

I AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS

Signed: Applicant

Signed: Parent/ Guardian

Date:

Date:

Section F: Marketing research

How did you hear about BHC School of Design?							
Media:		Please specify:					
Expo:		Please specify:					
Online:		BHC Website		Facebook		Other (Please specify):	
Referral:		Industry professional		BHC Alumni		BHC Student	Counsellor
Please specify the person/ company who referred you:							

Section G: Registration and accreditation

Council on Higher Education (CHE)
 The Higher Certificate in Interior Decorating is fully accredited by the CHE.

Department of Education
 BHC School of Design (Pty) Ltd. Is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2010/HE07/003

SAQA
 The Higher Certificate in Interior Decorating, NQF level 5 is registered on the NQF (South African). SAQA qualification number 83547.

Section H: Application Portfolio Requirements

INSTRUCTIONS

Please complete the following tasks to the best of your ability and send the portfolio with your application form to BHC School of Design (Pty) Ltd.

DRAWING REQUIREMENTS:

Please follow the instructions in the entrance portfolio template on A3 paper. You may use any medium for this project. Should you have a portfolio that covers the criteria below, you may send it as an alternative.

You will have to demonstrate the following skills:

1. The ability to organize space through the use of scale and proportion: Draw a floor plan (top view) of any room or dwelling indicating windows, doors, walls, furniture and flooring.
2. The ability to render, show depth and proportion: Draw a still life in colour.
3. The ability to communicate passion for interior design/interior decorating: Describe your personal style by creating an A3 collage.
4. The ability to use and understand English effectively and respond to questions in a mature and considered manner.
5. Any additional item (or pictures of the item if the item is 3 dimensional) that you have designed yourself and you are proud of e.g. a dress, chair, clay figurine etc

Section I: Higher Certificate in Interior Decorating - Application Checklist

South African citizens: Please ensure that you have included all documentation required.

	Completed application form
	Application portfolio or Interior Décor short course portfolio
	Certified copy of ID document (Identification page)
	Certified copy of your Grade 12 certificate (or most recent statement of results if you are not yet in possession of your certificate)
	Certified copies of academic transcripts, certificates or diplomas of any additional qualifications
	Proof of residential address
	Registration fee of R3500 (To be paid after receipt of letter of acceptance)

International Students: Please ensure that you have included all additional documentation required

	Completed application form
	Application portfolio or Interior Décor short course portfolio
	Certified copy of passport (Identification page)
	Certified copy of study permit / other applicable permit (to be submitted upon receipt of letter of acceptance)
	Certified copies of academic transcripts, certificates or diplomas of any additional qualifications
	Proof that you are financially able to pay your tuition fees and have adequate means of support
	A written undertaking that you will return to your country of residence/ origin after completing your studies (study permit holders only)
	Proof of accommodation for duration of studies
	Registration fee of R6500 (To be paid after receipt of letter of acceptance)