

January 2009

Dear new Design student

## your induction at inscape design college

We hope that you have had a restful holiday and are eager to start your studies with us. We will endeavour to make your time with Inscape Design College extremely challenging and rewarding.

Your first day of college is Tuesday, 3 February, 2009, this will be your college induction day, and you will be attending at the following times:

- Interior Design students arrive at college shortly before 9:00 and will be finished by 12:00,
- Graphic Design and Design Foundation students will be at the college from 13:00 until 16:00.

On Wednesday, 4 February 2009 you will once again report to the college at your allocated times for the rest of your induction programme (9:00 till 12:00 for Interior Design students and 13:00 till 16:00 for Graphic Design and Design Foundation students).

The *course induction* will cover the following

- The lecturers will give you an overview of what you will learn and what will be expected of you.
- They will discuss with you what equipment you will need and what they will be used for.
- They will indicate which materials and equipment you will need at the beginning of the course.
- You will receive your materials list – We have suppliers that are willing to make up kits if you want to buy them - that way you are free to buy your materials and equipment from whomsoever you choose.

On Thursday, 05 February 2009, you will have the day off in order to go and purchase all of your materials.

Friday, 6 February 2009 will be your induction function at the campus. The senior students will be arranging this function, and will ensure that you know what to bring and wear on the day. This is a fun event where you meet and interact with all the new and existing students at the college. We usually have college functions once a term and you will get your first taste of Inscape Design College hospitality on this day – be prepared to enjoy yourself!

**Official classes start on 09 February 2009** these run as per your timetable – which you will receive in your welcome packs.

There is one financial matter that we need to discuss: You may have made a single up-front payment, or you may be paying by debit order or monthly credit card payment; if not your monthly fee payments commence at the end of January 2009 and continue monthly until the end of October 2009. If that is the case, please be sure to pay your January instalment by the 31<sup>st</sup> of January 2009. (The first of the 12 payments for the following year becomes due at the end of November 2009.).

Please inform your parents or guardians of a scheduled new parents' cocktail evening that will be held at the following venues and times:

- Pretoria Campus: Wednesday 4<sup>th</sup> February 2009 @ 17h30
- Johannesburg campus: Thursday 5<sup>th</sup> February 2009 @ 17h30
- Cape Town Campus: Thursday 5<sup>th</sup> February 2009 @ 17h30

At this meeting we will be supplying your parents with information on what they can expect during your studies with Inscape and how they can best support you through this process.

When you come to your induction, please do not forget to bring along:

- a copy of your ID,
- a copy of your Grade 12 certificate and
- 2 x ID Photos for your student card and student file – unless you have already submitted them with your contract of enrolment.

We look forward to having you study with us.  
Please do not hesitate to contact us if you need more information.

Yours sincerely,

**HELEN FISHER**  
ACADEMIC MANAGER



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