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## 1. POLICY

The College will clearly communicate the fee payment structure and schedule of fees to all interested persons. The tuition and support services fees are calculated according to costs related to the delivery of the programme.

The main source of income is derived from tuition fees and measures that are put in place to ensure that sufficient funds are available must be adhered to at all times. This will ensure that the day-to-day expenses generated to run the College efficiently are covered.

## 2. ANNUAL FEE INCREASES

The Annual Fees charged are reviewed on an annual basis and are mainly influenced by:

- Running costs incurred in the previous financial year
- Inflation
- Fees charged by other similar institutions

## 3. PAYMENT OPTIONS

The following payment options are available:

- Annual once-off payment where a discount of 5% is afforded. Fees are payable within the first two weeks of the year if an annual payment is selected
- 4 Termly payments. Termly Fee payments are required to be paid within the first two weeks of the term if termly payment is selected.
- 10 Monthly payments. Monthly Fee payments are required to be paid by the last day of each month if monthly payment is selected.

Payments can be made in cash, by cheque, direct deposit or electronic funds transfer (EFT). In the case of direct deposits or electronic funds transfer the student's name or student number must be used as a reference for identification purposes.

## 4. FEES AND CHARGES

A schedule of fees is available from the Head of Administration which outlines all tuition fees and related charges. Fee payment information is included in the enrolment form and programme prospectus.

The tuition fee does not include the following items which must be paid for by the student/ person responsible for payments:

- Stationery and textbooks
- Equipment and materials
- Printing and Presentation costs
- Outings: Cost of petrol, entrance fees etc

## **5. PAYMENT COLLECTION**

Invoices are generated per student according to the payment option selected, and are handed to the students in order that payments are able to be made timeously. Alternatively the invoices are e-mailed or faxed as directed.

Statements are generated on a monthly basis to facilitate efficient collection of outstanding amounts.

## **6. NON-PAYMENT POLICY**

Non-payment of fees will result in the student not being able to participate in the exams as well as not receiving an assessment report at the end of a term. Continuous non-payment will result in the student's tuition being suspended until full payment of the outstanding amount is made.

Students who decide to discontinue their studies for whatsoever reason will be liable for the full annual tuition fee of the academic year they are registered for.

Students that are unable to continue with their studies due to financial constraints can submit a letter, detailing the financial situation of the person responsible for the payment of the fees, to the Executive Committee for consideration.

## **7. REGISTRATION DEPOSIT**

A non-refundable registration deposit is required to be paid to secure the student's place to study at the College in the following academic year. Upon receipt of this payment the student will be allocated their unique Student Number.