
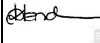




STUDENT FEES PAYMENT POLICY

1. POLICY OVERVIEW

- 1.1 This policy defines the tuition and residence fee structure and payment terms including the cancellation penalties for withdrawing from programmes.

Designation	Initials & surname	Signature	Date
Deputy Principal Finance	N Hlongwane		Jul 2, 2021
Principal	K Hendricks	 <small>Scanned with Mobile Scanner</small>	Jul 4, 2021
Finance Committee Chairperson	G Harris	 <u>Guy Harris (Jul 4, 2021 21:03 GMT+2)</u>	Jul 4, 2021
College Council Chairperson	J Favish	 <u>Judy Favish (Jul 7, 2021 14:39 GMT+2)</u>	Jul 7, 2021

STUDENT FEES PAYMENT POLICY

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2 PURPOSE

- 2.1 The overall purpose of this policy is to define the tuition and residence fee structure in order to clarify the fee payment terms as well as the cancellation penalties for the withdrawal from programmes and residence.
- 2.2 The primary objectives of this policy are to:
- broaden access to education by means of discounts;
 - incentivize the early payment of tuition fees;
 - be able to plan and manage the cash flow of False Bay College against budget; and
 - ensure there are clear guidelines for students covering the False Bay TVET College payment conditions.

3 APPLICATION

- 3.3 This policy applies to all students, companies, staff members, their spouses and dependants and College Council Members, their spouses and dependants.

4 RELATED POLICIES / LEGISLATION

- 4.1 The policies and legislation related to this policy are:
- 4.1.1 CET Colleges Act No.16 of 2006, (as amended) (formerly the FET Act);
 - 4.1.2 Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999);
 - 4.1.3 National Treasury Regulations of March 2005;
 - 4.1.4 National Treasury Regulations Gazetted 30 November 2012;
 - 4.1.5 Prescription Act, No. 68 of 1969;
 - 4.1.6 National Credit Act No. 34 of 2005;
 - 4.1.7 Division of Revenue Act, 2013;
 - 4.1.8 False Bay TVET College NC(V) Admission and Promotion Policy;
 - 4.1.9 False Bay TVET College Debt Collection Policy; and
 - 4.1.10 False Bay TVET College Residence Policy.

5 SCOPE OF POLICY APPLICATION

- 5.1 This policy covers all student tuition and residence fees for contact and Distance Learning delivery modes.

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6 EXCLUSIONS

- 6.1 Not applicable.

7 TERMINOLOGY AND DEFINITIONS

- 7.1 **'Act'** is the CET Colleges Act No.16 of 2006, as amended.
- 7.2 **'Debt'** is a financial obligation owed to the College by students, a staff member or third party.
- 7.3 **'Debtor'** is an individual or entity who owes a debt to the College.
- 7.4 **'DHET'** is the Department: Higher Education and Training.
- 7.5 **'Foreign nationals'** are non-South African students.
- 7.6 **'MOU'** is a Memorandum of Understanding.
- 7.7 **'Payment Agreement'** an agreement whereby the debt is paid at a predefined date or at predefined intervals.
- 7.8 **'Residence fees'** are the fees for accommodation in the Westlake Campus Residence which are inclusive of meals.
- 7.9 **'SLA'** is a Service Level agreement.
- 7.10 **'Tuition fees'** are the listed fees for programmes, including textbooks and learning materials.

8 POLICY STATEMENT

- 8.1 A registered student (or legal guardian) is personally liable for all tuition and residence fees.
- 8.2 The signed financial agreement, which forms part of the registration process, binds the student (or legal guardian) to pay the full fees for a particular period of registration.

9 APPEALS

- 9.1 None.

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10 IMPLEMENTATION

10.1 IMPLEMENTATION RESPONSIBILITY

- 10.1.1 The Deputy Principal Finance is responsible for ensuring that the policy and procedures are communicated and implemented by the responsible employees.
- 10.1.2 The relevant manager is also responsible for ensuring that reasonable controls exist to support the implementation of this policy.

10.2 METHODS OF PAYMENT

- 10.2.1 False Bay TVET College will accept the following payment methods:
 - a) Direct deposits/Internet transfers can be made into the College's bank account. Proof of the deposit slip or transfer must be provided to assist with allocation of payments to the correct account.
 - b) The banking details is as follows:

Account name	FBC Student Deposit Account
Account number	450831026
Bank	ABSA
Branch Code	632005
Branch	Wynberg

- 10.2.2 Debit card payments may be made at the registration desk by the cardholder.
- 10.2.3 Proof of a stop order in place which complies with False Bay College payment terms.
- 10.2.4 Completed and signed debit orders, dated for either the last day of the month or the fifteenth (15th) of the month.
- 10.2.5 False Bay College will issue a statement of account every month from early March onwards. False Bay College does not accept responsibility for incorrect addresses or postal service deficiencies resulting in statements not being received. It remains the responsibility of the student to make enquiries should a statement not be received.

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10.3 OUTSTANDING FEES

- 10.3.1 No returning students can be registered until:
- their account from the previous year has been settled, or
 - they have a pre-negotiated settlement plan in place with the college, approved by the Deputy Principal Finance.
- 10.3.2 Where a student has prior outstanding fees, payments received will be allocated to clear unpaid interest first, followed by the oldest debt.
- 10.3.3 Occupational students may be prevented from returning to class if their fees are outstanding.
- 10.3.4 It is the student's responsibility to ensure that their account is settled and this includes added charges like library fines, etc. Such fines will appear on the fee accounts for the new period.

10.4 FEE PAYMENT TERMS

- 10.4.1 Deviation from the Payment Terms is not permitted. Only in genuinely exceptional circumstances, can an application for a concession be made to the Deputy Principal Finance.

	PROGRAMME TYPE	FEE PAYMENT TERMS
a.	NC(V) Programmes	<ul style="list-style-type: none"> 20% of fees on registration for the programme 4 equal payments of 20% starting February and ending May.
b.	All 1 year Programmes	<ul style="list-style-type: none"> 20% of fees on registration for programme 4 equal payments of 20% starting February and ending May
c.	Semester Programmes (full time)	<ul style="list-style-type: none"> 25% on Registration <p><u>1st semester:</u></p> <ul style="list-style-type: none"> 3 equal payments thereafter, February, March and April for the January intake <p><u>2nd semester:</u></p> <ul style="list-style-type: none"> equal payments thereafter, August, September and October for the July intake
d.	Semester programmes (part-time)	<ul style="list-style-type: none"> 50% on registration <p><u>1st semester:</u> 50% balance one month after registration</p> <p><u>2nd semester:</u></p>

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		<ul style="list-style-type: none"> • 50% balance one month after registration
e.	Trimester NATED Programmes (full and part-time)	<ul style="list-style-type: none"> • 50% on Registration • 50% balance one month after the start of Programme.
f.	Subject registration for Full-time, Distance Learning and part-time students	<ul style="list-style-type: none"> • Registration for 1 subject: 100% on registration • Registration for 2 subjects: 50% on registration and 50% balance one month after the start of the programme
g.	Quarterly Programmes: 8-12 weeks	<ul style="list-style-type: none"> • 50% of fees on registration • 50% balance one month after the start of Programme
h.	Companies, SETAs and parastatals	<ul style="list-style-type: none"> • Preferably 100% payment before commencement of the programme; or • Within 30 days; or • As per applicable MOA/SLA contract between the College & the Company; or • A confirmed purchase order number.
i.	Rewrite	<ul style="list-style-type: none"> • 100% payable on registration
j.	Remark	<ul style="list-style-type: none"> • 100% payable on remark application
k.	Repeating subjects NCV (private student)	<ul style="list-style-type: none"> • 10% on registration and 5 equal payments starting February and ending June
l.	Repeating subjects NATED (private student)	<ul style="list-style-type: none"> • 1 subject – 100% payable on registration • 2 or more subjects – 50% on registration and 50% one month after the start of the programme

10.5 FOREIGN NATIONALS

10.5.1 Foreign nationals are not eligible to receive discounts and must pay the full fee at registration.

10.6 RESIDENCE FEES

10.6.1 No returning students can be permitted residency until:

- a) their account from the previous trimester/semester/year has been settled in full, or
- b) they have a pre-negotiated settlement plan in place with the college, approved by the College finance department.

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10.6.2 The following payment schedules will apply to residences:

RESIDENCE FEE PAYMENT TERMS		
a.	NC(V) Programmes	<ul style="list-style-type: none"> • 20% of fees on registration for the programme • 4 equal payments of 20% starting February and ending May.
b.	All 1-year Programmes	<ul style="list-style-type: none"> • 20% of balance of fees on registration for programme • 4 equal payments of 20% starting February and ending May
c.	Trimester NATED Programmes (full and part-time)	<ul style="list-style-type: none"> • 50% on Registration • 50% one month after the start of Programme.
d.	Quarterly Programmes: 8-12 weeks	<ul style="list-style-type: none"> • 50% of fees on registration • 50% one month after the start of Programme

10.7 False Bay TVET College will issue a statement of account every month. False Bay TVET College does not accept responsibility for incorrect addresses or postal service deficiencies resulting in statements not being received. It remains the responsibility of the student to make enquiries should a statement not be received.

10.8 To incentivize students to pay timeously, certain discounts apply to tuition fees, which is applicable to all programme delivery modes:

DISCOUNTS		
a)	<p>NC(V) / NATED</p> <p>Discounts to private Students registering for the full complement of subjects.</p> <p>(Only applicable to programmes of a trimester or longer)</p>	<p><u>NC(V) COURSES</u></p> <ul style="list-style-type: none"> • 20% discount will be granted if paid in full by 31 January • 7.5% discount is available on all NC(V) courses settled in full by 31 May <p><u>NATED COURSES N4 - N6</u></p> <ul style="list-style-type: none"> • 20% discount will be granted if class fees are paid in full on or before the end of the month in which the classes commence as published in the official DHET calendar. <p><u>NATED COURSES N1 – N3</u></p> <ul style="list-style-type: none"> • 20% discount will be granted if class fees are paid in full on or before the end of the month in which the classes commence as published in the official DHET calendar.

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b)	Occupational programmes: Private students (excl. trade testing)	<ul style="list-style-type: none"> 20% discount if full payment is made before the commencement of the programme
c)	Discounts for siblings	<ul style="list-style-type: none"> 10% discount will be granted where 2 or more students share a sibling relationships and are concurrently enrolled at FBC To be eligible for a sibling discount, the students must have one or both parents in common. The discount is applied to the sibling with the highest programme fee
d)	Discounts to Full-Time, Permanent False Bay College Staff Members	<ul style="list-style-type: none"> 100% discount for tuition fees if the attendance of the programme has been approved by FBC Training Committee for staff development 70% discount for programmes which are not part of staff development
e)	Discounts to Full-Time Staff Member's Spouse, their Minor Biological Dependents as well as their Minor, Legally Adopted / Legally Fostered Dependents (max 26 years old)	<ul style="list-style-type: none"> 70% discount for tuition fees The full-time staff member must have been in the employ of the College for at least 1 (one) year and must be a current employee while benefiting from this discount.
f)	Discounts to External College Council Members and their Spouses, their Biological dependents as well as their Legally Adopted/Legally Fostered dependents (max 26 years old)	<ul style="list-style-type: none"> 50% discount for tuition fees The College Council member must have served on the Council for at least a year and must be a serving council Member whilst benefiting from this discount.

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g)	Discounts to TVET Directorate at Provincial & National level and their Spouses, their Biological dependents as well as their Legally Adopted/Legally Fostered dependents (max 26 years old)	<ul style="list-style-type: none"> • 50% discount for tuition fees • The Education department staff member must be directly linked to FET colleges Directorate • An official must apply for this discount
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10.8.1 The following conditions are applicable to discounts offered to staff members, College Council members, their spouses and dependants:

- a) Discounts will be limited to one programme per annum.
- b) This discount is only applicable to one programme. Should a dependant change programmes or want to enrol for another programme, the discount will not apply, unless the programme is a progression, e.g. enrolling for N4 after completion of NC(V).
- c) Only tuition fees are discounted. The student is responsible for the full payment for books, exams, equipment, ingredients, etc. that are required for the course
- d) Reregistration of subjects or programmes which have not been successfully completed are not eligible to be discounted.
- e) All remarks and rewrites are for the student's own account.
- f) A discount only applies to existing programmes that remain financially viable (determined by the Deputy Principal Finance) once discounted students are included. No more than twenty percent (20%) of the students on a programme may be beneficiaries of a discount.
- g) Should the full-time staff member resign within one year after completing a programme, they must reimburse the College for the full fee, adjusted on a pro-rata basis.
- h) The College Council member must have served on the Council for at least a year and must be a serving Council Member whilst benefiting from this discount.
- i) A list of staff members and their dependants receiving discounts must be tabled at the Finance Committee.

10.8.2 The College student admission procedure must be followed.

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10.9 REFUNDS

- 10.9.1 Application for refunds may be considered under certain conditions and these may include, but is not limited to:
- Medical reasons;
 - Family reasons (death, illness);
 - Financial (unexpected or severed change in financial position)'
 - Employment related reasons (e.g. compulsory transfer or change of hours); or
 - Programme related changes (e.g. restructuring of the programme).
- 10.9.2 The discounts will not be affected by the withdrawal and the credit will remain in place.
- 10.9.3 Supporting documents must be attached which clearly explain the circumstances and the period of time that it occurred.
- 10.9.4 A response will be available within twenty-one (21) days from receipt of application.

10.10 WITHDRAWAL FROM PROGRAMME

- 10.10.1 Students must give written notice of their intention to withdraw from a programme.
- 10.10.2 Students may be fully refunded should they withdraw within five (5) working days of commencement of the programme. This applies to students who are registered for full year, semester, or trimester programmes.
- 10.10.3 The following withdrawal penalties will apply:

WITHDRAWAL PENALTIES	
NC(V) and all other 1 Year Programmes	<ul style="list-style-type: none"> The balance due increases by 20% per month from January until May. From 1 June the full fee is recoverable
Semester Programmes	<ul style="list-style-type: none"> 1st and 2nd semester: The balance increases by 20% per month for the first two months, starting either January or July. From the third month, 100% of course fees becomes payable (March/September)
Quarterly Programmes (8 to 12 weeks)	<ul style="list-style-type: none"> All trimesters: First month 50% of fees is payable, thereafter 100% becomes payable
Shorter Programmes (up to 10 weeks)	<ul style="list-style-type: none"> 100% of fees becomes payable after the start of Programme

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10.11 WITHDRAWAL FROM RESIDENCE

- 10.11.1 Students must give one (1) months written notice of their intention to withdraw from the residence.
- 10.11.2 Students are liable for a pro-rata fee up to the date of withdrawal.
- 10.11.3 Students may be fully refunded should they withdraw within five (5) working days of occupancy. This is applicable to students who are registered for a full-year or trimester programmes.
- 10.11.4 A student who is expelled or suspended from the College will be liable for the full residence fees for the period of occupancy until the expulsion is effected or the suspension concludes.

11 RISK

- 11.1.1 The risk involves:
 - a) Significant negative cash flow implications.

12 POLICY MAINTENANCE

- 12.1.1 The purpose of reviewing this policy is to ensure its effectiveness, to identify areas that require improvement and to revise the policy accordingly.
- 12.1.2 The review and updating of the policy will be the responsibility of the Quality Assurance Manager and the Deputy Principal Finance
- 12.1.3 The policy will be reviewed at least once every three (3) years to determine whether amendments are necessary.
- 12.1.4 Non-compliance with any element of this policy will constitute non-conformance.
- 12.1.5 Employees who do not comply are subject to disciplinary action.











POL-FIN-2 Student fees payment policy R8 2021


Final Audit Report

2021-07-07

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