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
Support CFO	G Paris	[signature]	10/07/2024
Principal (acting)	C Nel	[signature]	10/07/2024
Finance Committee Chairperson	Vacant		
College Council Chairperson	Vacant		

Table of Contents

2 PURPOSE

2.1 The primary purpose of this policy is to define the tuition and residence fee structure, clarify the fee payment terms and outline the cancellation penalties for the withdrawing from programmes and residence.

2.2 The primary objectives of this policy are to:

a) broaden access to education using discounts;
b) incentivize the early payment of tuition fees;
c) plan and manage the cash flow of False Bay TVET College against budget; and
d) provide clear guidelines for students regarding the payment conditions at False Bay TVET College.

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 Continuing Education and Training (CET) Act No.16 of 2006, (as amended)
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 Debt Collection Policy; and
4.1.9 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.

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 a 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'** is an agreement whereby the debt is paid at a predefined date or predefined intervals.

7.8 **'Residence fees'** are the fees for accommodation only in the Westlake Campus Residence and exclusive of meals which are billed separately.

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 their parent or legal guardian) is personally liable for all tuition and residence fees.

8.2 The signed financial agreement, which form part of the registration process, obligates the student (their parent or legal guardian) to pay the full fees for the specified period of registration.

9 APPEALS

9.1 None.

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 the allocation of payments to the correct account. The deposit slip must contain the student number, ID number or cell phone number of the student.

b) The banking details are 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 TVET College payment terms.

10.2.4 Completed and signed debit orders, dated either the last day of the month or the fifteenth (15th) of the month.

10.2.5 False Bay TVET College will issue a statement of account every month from early March onwards. False Bay TVET College does not accept responsibility for incorrect addresses or postal service deficiencies including via electronic media contact, resulting in statements not being received. It remains the responsibility of the student to make enquiries should a statement not be received.

10.3 OUTSTANDING FEES

a) Private students must settle their outstanding debt from the previous study cycle before registering for the new study cycle.

b) If an NSFAS-approved student has not received their funding, they must arrange a payment plan for any outstanding debt before registering for the new study cycle, whether as a funded or private fee-paying student. Despite applying for funding, the student remains liable for all student debt incurred during their studies.

c) Students may not return to class unless their outstanding student debt has been settled.

10.3.2 Where students have outstanding fees, any payments received will be first applied to clear unpaid debt.

10.3.3 It is the student's responsibility to ensure that their account is settled including additional charges such as library fines. These 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	• 20% of fees on registration for the programme • 4 equal payments of 20% starting in February and ending in May.
b.	All 1-year Programmes	• 20% of fees on registration for the programme • 4 equal payments of 20% starting in February and ending in May
c.	Semester Programmes (full-time)	• 25% on Registration **1st semester:** • 3 equal payments thereafter being, February, March, and April for the January intake **2nd semester:** • equal payments thereafter being, August, September, and October for the July intake

d.	Semester programmes (part-time)	• 50% on registration **1st semester:** 50% balance one month after registration **2nd semester:** • 50% balance one month after registration
e.	Trimester NATED Programmes (full and part-time)	• 50% on Registration • 50% balance one month after the start of the Programme.
f.	Subject registration for Full-time, Distance Learning and part-time students	• 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** Occupational training	• 50% of fees on registration • 50% balance one month after the start of the Programme • If SETA or parastatal funded, the payment will be as per the MOA
h.		•
i.	Companies	• 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.
j.	Rewrite	• 100% payable on registration
k.	Remark	• 100% payable on remark application
l.	Repeating subjects NCV (private student)	• 10% on registration and 5 equal payments starting February and ending June
m.	Repeating subjects NATED (private student)	• 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 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,

10.6.2 The following payment schedules will apply to residences:

	RESIDENCE FEE PAYMENT TERMS	
a.	NC(V) Programmes	• 20% of fees on registration for the programme • 4 equal payments of 20% starting February and ending May.
b.	All 1-year Programmes	• 20% of the balance of fees on registration for the programme • 4 equal payments of 20% starting February and ending May
c.	Trimester NATED Programmes (full and part-time)	• 50% on Registration • 50% one month after the start of the Programme.
d.	Quarterly Programmes: **8-12 weeks** Occupational programme	• 50% of fees on registration • 50% one month after the start of the Programme • If SETA or parastatal funded, the payment will be as per the MOA
e.	Companies	• Preferably 100% payment before commencement of the 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 including via electronic media contact, 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 applies to all programme delivery modes:

	DISCOUNTS for PRIVATE STUDENTS

a)	NC(V) / NATED Discounts to private Students (Only applicable to programmes of a trimester or longer)	**NC(V) COURSES** • 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 **NATED COURSES N4 - N6** • 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. •
b)	Occupational programmes: Private students (excl. trade testing)	• 20% discount if full payment is made before the commencement of the programme
c)	Discounts for siblings	• 10% discount will be granted where 2 or more students share a sibling relationship 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 Staff Member's spouse, their Minor Biological Dependants as well as their Minor, Legally Adopted/ legally Fostered Dependants (max 26 years old)	• 70% discount on 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.
e)	Discounts to external College Council Members and their spouses, their biological dependants as well as their Legally Adopted/Legally	• 50% discount on 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.

	Fostered dependents (max 26 years old)	
f)	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)	• 50% discount on tuition fees • The Education Department staff member must be directly linked to the TVET Colleges Directorate • An official must apply for this discount

10.8.1 The following conditions apply 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 or occupational relevant qualification 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 account.

f) A discount only applies to existing programmes that remain financially viable (determined by the Deputy Principal Finance) once discounted students are included.

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.

10.9 REFUNDS

10.9.1 Application for refunds may be considered under certain conditions and these may include, but are not limited to:

a) Medical reasons;
b) Family reasons (death, illness);
c) Financial (unexpected or severed change in financial position)'
d) Employment-related reasons (e.g., compulsory transfer or change of hours); or
e) Programme-related changes (e.g., restructuring of the programme).

10.9.2 Supporting documents must be attached which clearly explain the circumstances and the time that it occurred.

10.9.3 A response will be available within twenty-one (21) days from receipt of the application.

10.10 WITHDRAWAL FROM A 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 the 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	• The balance due increases by 20% per month from January until May. • From 1 June the full fee is recoverable
Semester Programmes	• 1st and 2nd semester: The balance increases by 25% per month, from February to April for the January intake. The balance increases by 25% per month from August to October for the July intake.
Occupational Programmes: Up to 12 weeks	• The first month 50% of fees are payable, thereafter 100% becomes payable

Occupational Programmes: more than 12 weeks	• • 100% of fees become payable after the start of the Programme
Quarterly Programmes (8 to 12 weeks)	• All trimesters: The first month 50% of fees are payable, thereafter 100% becomes payable
Shorter Programmes (up to 10 weeks)	• 100% of fees become payable after the start of the Programme

10.11 WITHDRAWAL FROM RESIDENCE

10.11.1 Students must give one (1) month's 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 applies to students who are registered for full-year or semester programmes or occupational 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 The risk involves:

11.1.1 Significant negative cash flow implications.

12 POLICY MAINTENANCE

12.1 The policy will be undergoing periodic review but at a minimum of once every five (5) years to assess the need for amendments.

12.2 Non-compliance with any element of this policy will constitute non-conformance and may be subject to disciplinary action.