



DEBTOR PAYMENT OF FEES POLICY (STAFF & STUDENTS)

A. Student Admin/Registration Fees

The Student Admin/Registration Fee is a separate fee payable. Administration/Registration fees are payable at registration and is nonrefundable.

The following amounts, dependent on the duration for which each student is registered, is payable.

Trimester courses	350.00
Short skills courses	350.00
Yearlong courses	600.00

B. Minimum Payment on Registration

Students that have applied for a NSF Bursary or will be applying for a NSF Bursary, as well as returning students that have NSF Bursaries, will not be paying an Administration/Registration fee as NSF will be paying the fee.

C. Methods of Payment

The general rules of payment are that all South Africa students (included are Refugees), other than NSF or SETA funded students, will on registration pay at least 35% as a deposit and the applicable administration/registration fee.

Should a non-full payment option be requested, such a request must be accompanied by a completed Financial Agreement for the applicable academic period. See detail as outlined below by program.

All NSF and SETA students will be required to sign a Financial Agreement and will be held liable if NSF or SETA has not confirmed their bursaries within two months after registration.

With exception to Skill Courses (less than 3 months), Part-Time Courses and Online Learning Courses the following payment requirements are applicable to students enrolling at the College other than NSF or SETA students

Year Programmes (Full - Time)

Full payment of class fees with registration (EFT or per card payment).

OR

Payment of 35% of class fees with registration and the balance, payable in 6 equal instalments from February with a stop order.

OR

If no debit order payment of 35% of class fees with registration and the balance, payable in 4 equal instalments from February, via EFT.

Students that register for 3 or less subjects per year must pay their full class fees at registration. Students that register for more than 3 subjects per year, will be as above.

Trimester Programmes

Full payment of class fees with registration (EFT or per card payment).

OR

Stop order payment of 35% of class fees with registration and the balance, payable in 2 equal instalments from the end of;

1 st Trimester: February & March	}	Debit/stop orders
2 nd Trimester: June & July		
3 rd Trimester: September & October.		

OR

If no stop order payment of 35% of class fees with registration and the balance, payable in 2 equal instalments on or before;

- 1st Trimester: 25 February & 25 March
- 2nd Trimester: 25 June & 25 July
- 3rd Trimester: 25 September & 25 October.

Skills Courses < 3 months

Full payment of fees with registration.

Part-time Courses

Full payment of fees with registration.

Online Learning

Full payment of fees with registration.

Exam Only

Full payment of fees with registration.

D. Payment of fees by Companies

All requests, written or otherwise by commercial entities to enroll students at their cost, for any course/period of study, is to be accompanied an official original company letter of undertaking by the company.

Payment arrangements will be completed by the College Finance Office with the Company involved. Company students must still pay the applicable Administration/Registration fees.

E. Foreign Students

(Foreign students are classified as non-South African citizens and include SADEC Countries)

All Foreign students shall pay all their full fees upfront before the student receives an Acceptance Letter required to enroll at the College.


The fee structure is contained in the yearly fee guidelines of the College. Refer to College Website.

F. Staff Debtors

Staff debtors are classified as staff employed at the College on a permanent or minimum of 1-year contract.

Payment of fees by staff are outlined as follows;

1. Staff and dependents of staff (who still reside with their parents and do not have an income), pay the following amounts:
 - 1.1 Supplementary Exam/Assessment fee as applicable
 - 1.2 Full Practical material cost
 - 1.3 0% of the Tuition *fees*.
2. All fees due will be payable in equal instalments by the staff member depending on the length of the course.
3. The discount concession will only be applicable once per subject and 1 programme per beneficiary.

Signed: 

Date: 21 November 2021