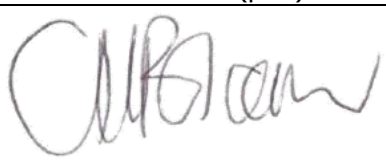
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PRO: B.04-1/2026

PROTOCOL

THIRD-PARTY BURSARY / SPONSORSHIP PROTOCOL

QUALITY MANAGEMENT SYSTEM	
COMPILED / REVIEWED BY	**AUTHORISED BY**
FINANCE DEPARTMENT	HUGENOTE KOLLEGE MANAGEMENT
Date : 09/09/2026	Date: 16/09/2026
Title: CFO	Title: Rector
Name: M Payne (Me)	Name: CHM Bloem (prof)
	
Signatures	

Revision Record			
	Notes	Number	Date
Previous Version		n/a	n/a
New Version	New protocol	1	09 September 2026
Approved for Issue	[redacted]		16 September 2026
Planned Revision			2nd Semester 2029

1. Purpose

The purpose of this Protocol is to establish a clear and consistent process for the recognition and administration of bursaries or sponsorships awarded directly to Hugenote Kollege students by external companies, trusts, foundations, churches, employers or other third parties.

The Protocol aims to facilitate student registration and accommodation arrangements where valid third-party funding has been confirmed, while protecting Hugenote Kollege (HK) against the financial and operational risks arising where promised funding is delayed, reduced, withdrawn or not paid.

2. Scope

This Protocol applies where:

- a third party awards a bursary or sponsorship directly to a student;
- the student provides HK with confirmation of the award; or
- HK receives confirmation directly from the third-party bursar or sponsor.

It applies where the third party undertakes to pay all or part of the student's tuition fees, accommodation fees or other charges specifically approved and invoiced by HK.

This Protocol does not apply to bursaries allocated by HK from funds donated to or administered by HK. Those bursaries are governed by the Hugenote Kollege Bursary Policy and the applicable bursary framework.

3. Relationship with Other Institutional Policies and Procedures

This Protocol must be read together with all applicable Hugenote Kollege policies, procedures, agreements and administrative requirements relating to student admission, registration, fees, student accounts and accommodation.

Recognition of a third-party bursary or sponsorship does not exempt a student from complying with any academic, admission, registration, contractual or accommodation requirements applicable to the student.

A bursary confirmation letter does not replace or override the requirement for the student to complete and sign any applicable Study Agreement, Accommodation Agreement or other documentation required by Hugenote Kollege.

This Protocol only determines how confirmed third-party funding is treated for administrative and payment purposes. It does not amend, replace or override any other Hugenote Kollege policy, procedure or agreement, except to the extent that an approved institutional document expressly provides otherwise.

4. Nature of the Arrangement

A third-party bursary or sponsorship remains an arrangement primarily between the student and the third-party bursar or sponsor.

Acceptance of a bursary confirmation letter by HK for administrative purposes:

- does not make HK a party to the bursary or sponsorship agreement;
- does not constitute a guarantee by HK that the third party will make payment;
- does not transfer the student's contractual obligations to the third party; and

- does not release the student from ultimate responsibility for amounts owing to HK should the third party fail to pay.

HK's role is limited to recognising the confirmed funding for administrative purposes, issuing invoices or statements where required, receiving and allocating payments, and communicating relevant account information as permitted.

5. Requirements for a Third-Party Bursary Confirmation

Before a third-party bursary or sponsorship can be recognised by HK, an official written confirmation must be provided.

The confirmation should:

1. be issued on the official letterhead of the bursar or sponsor;
2. identify the bursar or sponsor by its full legal or trading name;
3. contain the bursar or sponsor's contact details;
4. identify the student by full name and, where available, student number;
5. identify the academic year for which funding has been approved;
6. clearly state the amount or extent of funding approved;
7. specify the costs covered, for example tuition fees, accommodation fees, registration fees, deposits or other specified costs;
8. state any exclusions or funding limits;
9. specify the expected payment date or payment schedule;
10. contain the name and designation of an authorised representative of the bursar or sponsor; and
11. be dated and signed, or otherwise transmitted through an official verifiable channel.

An original signed letter, secure electronic letter or official communication received directly from the bursar or sponsor may be accepted. Where the authenticity or terms of a confirmation are unclear, HK may verify the information directly with the bursar or sponsor before recognising the funding.

6. Verification and Administrative Status

Once a valid bursary confirmation has been received and verified where necessary, the student account shall be identified as having third-party funding pending for the amount confirmed.

This status represents an administrative recognition of expected funding and does not constitute receipt of payment.

7. Tuition Fees and Registration

Where the confirmed bursary covers the required tuition fees, HK may proceed with the student's registration once:

- a valid bursary confirmation has been received;
- the funding has been verified where required;
- the student has met all academic and administrative registration requirements; and
- all required agreements and documentation have been completed.

The student shall not be required to make payment of the portion of tuition fees specifically confirmed as funded merely because payment from the bursar has not yet reflected, provided the expected payment date has not passed and there is no reason to doubt the validity of the funding commitment.

8. Accommodation

Where the bursary confirmation expressly includes student accommodation, HK may reserve accommodation for the student without requiring advance payment of the amount confirmed as funded.

A room reservation remains subject to:

- availability of accommodation;
- receipt of a valid bursary confirmation;
- confirmation that accommodation is included in the funding;
- completion and signature of the applicable Accommodation Agreement; and
- any reservation deadline communicated by HK.

A bursary confirmation does not guarantee a particular room or type of accommodation unless this has expressly been confirmed by HK.

9. Payment by the Third Party

Finance shall monitor payments against the payment date or schedule contained in the bursary confirmation.

Where payment has not been received by the confirmed payment date, HK may contact the bursar or sponsor to establish the status of payment. A reasonable administrative period may be allowed where payment has been confirmed as being processed.

Where payment remains outstanding or the bursar advises that funding has been withdrawn, reduced or cancelled, the student shall be informed and the outstanding amount shall become payable by the student in accordance with the applicable HK fee and payment arrangements.

10. Student Responsibility

The student remains ultimately responsible for all amounts charged to the student's HK account.

Where a third-party bursar or sponsor:

- fails to make payment;
- makes only partial payment;
- withdraws or reduces the bursary;
- disputes an amount;
- excludes a particular cost; or
- otherwise fails to meet its undertaking,

the student remains liable to HK for the resulting outstanding balance. HK may thereafter apply its normal student account and debt-management procedures.

11. Communication with Third-Party Bursars

To ensure consistent communication, HK shall designate an appropriate primary contact person or department for communication with each third-party bursar where ongoing communication is required.

Finance shall remain responsible for matters relating to invoices, statements, payment confirmation, outstanding amounts and allocation of payments.

Other institutional communication should be coordinated internally where necessary to avoid conflicting information being provided to the bursar, student or parent.

12. Communication with Students

Where a valid bursary confirmation has been accepted, the student should not be pursued for payment of the confirmed funded amount before the payment date stated in the confirmation.

Any uncertainty regarding the validity, scope or payment status of the bursary should first be resolved internally or with the bursar or sponsor.

The student may, however, be contacted regarding:

- amounts not covered by the bursary;
- incomplete registration or accommodation documentation;
- changes communicated by the bursar;
- funding that remains unpaid after the agreed payment date; or
- any remaining balance for which the student is responsible.

13. Information and Confidentiality

HK shall only provide student account, academic or other personal information to a third-party bursar where this is necessary for administration of the sponsorship, the student has provided the necessary consent, or disclosure is otherwise permitted or required by law.

The existence of a bursary or sponsorship does not automatically entitle the third party to unrestricted access to the student's personal, academic or other information.

14. Records

HK shall retain, as applicable:

- the bursary confirmation letter;
- verification correspondence;
- invoices and statements issued;
- payment records;
- material correspondence with the bursar;
- any amendments or withdrawal of funding; and
- relevant communication with the student.

Records shall be retained in accordance with HK's records management requirements.

15. Exceptions and Discretion

Any material deviation from this Protocol, including continued recognition of funding where payment is materially overdue, shall require approval by the CFO or delegated authority.

Such decisions should consider:

- the written commitment received;
- the bursar's payment history;
- confirmation received from the bursar;
- the amount outstanding;
- accommodation capacity implications;
- financial exposure to HK; and
- fairness to other students.

16. Review

This Protocol shall be reviewed periodically by Finance and Management and amended where required based on operational experience, changes in institutional procedures or identified financial and governance risks.

17. Recommended Contractual Wording

The following wording should be incorporated, where appropriate, into the student Study Agreement and Accommodation Agreement:

> *Where fees are expected to be paid by a third-party bursar, sponsor or other funder, the student remains liable for all amounts charged to the student's account until payment has been received and allocated by Hugenote Kollege. Acceptance of a funding confirmation by Hugenote Kollege does not release the student from liability should the third party fail to pay any amount due.*