

**QUALITY MANAGEMENT SYSTEM**



**B.3**

**TITLE:- POLICY: TUITION FEES, FEES FOR STUDENT ACCOMMODATION AND OTHER**

<b>SAAMGESTEL / HERSIEN DEUR COMPILED / REVIEWED BY</b>	<b>GOEDGEKEUR DEUR / AUTHORISED BY</b>
M PAYNE MANAGEMENT	PROF CJP NIEMANDT MANAGEMENT

<b>Title:</b> CHIEF FINANCIAL OFFICER	<b>Title:</b> RECTOR
---------------------------------------	----------------------

<b>Date:</b> 14 June 2024	<b>Date:</b> 27 June 2024
---------------------------	---------------------------

	
Signatures	

**Revision Record**

			<b>Datum / Date</b>
<b>Previous Version Nr.</b>	<b>2</b>	<b>Last Review</b>	<b>3 April 2017</b>
<b>New Nr.</b>	<b>3</b>	<b>Approved for issue</b>	<b>27 June 2024</b>





---

## Index of Contents

<b>Description</b>	<b>Page Nr</b>
Title Page	I
Revision Record Sheet	I
Index of Contents	2
<ul style="list-style-type: none"><li>▪ Purpose</li><li>▪ Scope</li><li>▪ References</li><li>▪ Definitions/Abbreviations</li><li>▪ Responsibilities &amp; Authority</li></ul>	

## 1. PURPOSE OF POLICY

The policy describes a) the process for determining tuition fees and fees for student accommodation, b) procedures for payment of tuition fees and fees for student accommodation and c) procedures of cancellation or discontinuation of studies and possible refund/partial refund of monies paid.

## 2. SCOPE OF POLICY

The policy applies to all registered students of Hugenote Kollege.

## 3. PRINCIPLES

3.1 Tuition fees are determined for the full course and fees for student accommodation are determined for either a full academic year or part of an academic year.

3.2 The board of directors approve tuition fees and fees for student accommodation annually. In determining the fees three factors are considered namely the direct costs of a course, the indirect costs and a factor for inflation.

3.3 All fees applicable as per point 3.2 will be published and or available either online on the website, prospectus and/or any other application forms for additional administration functions.

3.3 The following types of fees are applicable:

Application fee: An application fee is payable if the administration department assist with applications and/or manual forms are completed. Online applications are free of charge.

Registration fee: A registration fee is payable before/no later than the day of final registration for the academic year/semester or term as per the prospectus. The registration fee will be seen as a first part-payment when a student does register. The registration fees are determined on a yearly basis as part of the budgeting process.

Tuition Fees: Tuition fees are determined as the cost of a course and/or an academic year. Tuition fees are non-refundable.

Fee for re-registration: Fees for re-registration are based on the cost of a module or part of a course. The fees for the coming year are determined on a yearly basis as part of the budgeting process.

Fee for additional final assessment: Tuition fees include one opportunity for one additional final assessment. Students will be allowed a third opportunity for final assessment at the payment of an additional fee. The fees for the coming year are determined on a yearly basis as part of the budgeting process. This fee is non-refundable.

Fees for student accommodation: the cost of renting a room in one of the student residences.

- Contractual agreements are signed for the period of studies in a particular academic year.
- Total cost for the period will include a deposit to secure a room and monthly instalments to repay the outstanding amount as per the contractual agreement.
- Meals and other services such as laundry services are excluded.

3.4 Registration fees or part there-off can be refunded on the following conditions and by following the prescribed procedure:

- Students or their legal guardians must give notice of intention to cancel the application or discontinue studies in writing by completing the relevant form and providing relevant documents as stipulated.
- The amount to be refunded is the total registration fees paid to date minus any cancellation fees applicable.
- Cancellation fees are determined on a yearly basis and the specific amounts are prescribed in the prospectus.

3.5 Fees for student accommodation will be refunded on the following conditions:

- Students or their legal guardians must give written notification to the College of their intent to cancel the agreement.
- Student must vacate the room before or on the day as indicated by the written notice.
- Cancellation date will be the latter of the written consent or vacating the room.

Rev. 3 – Jun '24	Policy B.3	QF
------------------	------------	----

- The amount to be refunded is the total deposit paid to date minus any cancellation fees applicable.
- Cancellation fees are determined on a yearly basis and the specific mounts prescribed in the prospectus.

Rental agreements may be transferred but it will be the responsibility of the existing occupant of the room to finalize the transfer in collaboration with the management of Hugenate Kollege.

#### **4. RELATED POLICIES**

- Admission policy
- Policy on assessment