

KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

B.3

**TITEL / TITLE: BELEID: ONDERRIGFOOIE EN FOOIE VIR STUDENTE-
AKKOMMODASIE
POLICY: TUITION FEES AND FEES FOR STUDENT
ACCOMODATION**

SAAMGESTEL / HERSIEN DEUR COMPILED / REVIEWED BY	GOEDGEKEUR DEUR / AUTHORISED BY
AKADEMIESE KOMITEE / ACADEMIC COMMITTEE	DR WC VAN DER MERWE BESTUUR / MANAGEMENT

Titel / Title:	Titel / Title: REKTOR / RECTOR
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Datum / Date: 16 Maart / March 2017	Datum / Date: 3 April 2017
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Handtekeninge / Signatures	
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Hersieningsrekord / Revision Record	
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			Datum / Date
Vorige Weergawe No. Previous Version Nr.	1	Vorige Hersiening Last Review	16 Maart 2017 16 March 2017
Nuwe No. New Nr.	2	Goedgekeur vir uitreiking Approved for issue	3 April 2017



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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 for refunding in case of cancellation or discontinuation of studies.

2. SCOPE OF POLICY

The policy applies to all registered students of Hugonote 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 taken into account namely the direct costs of a course, the indirect costs and a factor for inflation.

3.3 There are six types of fees:

Application fee: An application fee of R100.00 is charged for a first-time application. This fee is non-refundable.

Registration fee: A registration fee of 10% is payable before the day of registration. The registration fee is non-refundable should a prospective student not register after his/her admission to the College. The registration fee will be seen as a first payment when a student does register.

Tuition Fees: Tuition fees are determined as the cost of a one-year course or an academic year. Tuition fees are non-refundable. If a student ceases his/her studies in the first two weeks after classes started and notifies the College in writing a refund for tuition fees paid can be claimed in the prescribed manner.

Fee for re-registration: Fees for re-registration are based on the cost of a module or part of a course.

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 of R500-00. This fee is non-refundable.

Fees for student accommodation: the cost of renting a room in one of the student residence. Meals and other services such as laundry services are excluded.

3.4 Tuition fees will be refunded to students on the following conditions:

- Students have to inform the College in writing of the “staking” van studies
- If students stop their studies within two weeks (14 days) after the beginning of the academic year the full amount paid up to date minus the registration fees will be refunded.
- If students stop their studies later than two weeks after registration no tuition fees will be refunded. In such cases students will be responsible for the payment of the full tuition fee for the course they registered for.

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

- When a student notifies Hugonote Kollege in writing of the cancellation of the rental agreement within two weeks after date of registration the full amount of fees paid to date will be refunded
- When student wants to end the rental agreement later than two weeks after date of registration the student will be responsible for the full amount.

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 Hugonote Kollege.

4. RELATED POLICIES

- Admission policy
- Policy on assessment