



It's the way we're *wired* 

# FEES POLICY 2021



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# FEES POLICY BOOKLET

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## Registration Fee

This is a **non-refundable** fee of R 4,000.00 for full time programmes and part time programmes (Saturday Classes) payable by first time applicants/students, in order to secure a place in the class. Students wishing to stay in residence, should pay an additional non-refundable fee of R 2,000.00 in order to secure their booking.

## Tuition Fees

Our tuition fees are only valid for one entire academic year and cover all tuition fees, exams, re-exams (if any), and almost all books. Some of the books used in the senior academic years have to be bought by the student at his/her own expense. A full list will be given during the first week of the academic year.

Students at the PE campus will pay R10 000 less for every course, as indicated on the price schedule.

The Campus maintains the published scale of fees and charges for the academic year. Unforeseen circumstances and rising costs may from time to time necessitate changes for the next academic year. The Campus therefore reserves the right to alter all or any of the fees or charges at its sole discretion.

### PLEASE NOTE:

All fees are payable in advance. You can either pay the full tuition fee at the start of the academic year, or you can choose a payment option plan (only available to RSA citizens). This option is 10% more expensive. Instalments must be paid on or before the due date of such instalment. No discount will be given for lump sum payments.

The payer shall be liable to pay interest at the rate of 14% per annum on any amount due and payable by the payer in terms hereof and which is not paid on due date calculated from due date until date of receipt by The Belgium Campus of payment. Access to all campus facilities and courses will be denied until such time as the campus has received payment of the arrears instalments plus interest accrued thereon and legal costs, if any. All notices and all processes may be validly delivered or served upon the payer at the payer's residential address as per enrolment document, which address the payer hereby chooses as the payer's domicilium citandi et executandi.

A debit order facility is available and is the preferred option for instalment payments. The Debit Instruction form can be found on our website under **Important Documentation** as part of the Information Pack and should be sent to [accounts@belgiumcampus.ac.za](mailto:accounts@belgiumcampus.ac.za)

## **10 monthly payments**

This means that all payments have to be made on or before the 28th of every month: 28/01, 28/02, 28/03, 28/04, 28/05, 28/06, 28/07, 28/08, 28/09, and 28/10.

Admin fees/penalties apply for all payments that are received later than the dates mentioned above.

## **Acknowledgment of Debt**

The payer does agree that in the event of their failing to make any payment promptly on the due date, The Belgium Campus shall have the right to demand the immediate payment of the full outstanding amount, with interest, owed to The Belgium Campus. Should The Belgium Campus institute any legal action against them, they shall be liable for the payment of all legal fees of the attorney and client scale of costs, including collection commission incurred by The Belgium Campus.

For the purpose of any action arising here from, they hereby consent to the jurisdiction of the Magistrate's Court of Wonderboom held in Pretoria North notwithstanding the fact that such proceedings may otherwise be beyond its jurisdiction. This clause shall be deemed to constitute the required written consent conferring jurisdiction upon said court pursuant to the provisions of the Magistrate's Court Act of 1944, or any amendment or re-enactment thereof, provided that The Belgium Campus shall be entitled at its entire discretion to institute proceedings in any other court which may otherwise have jurisdiction in respect of such action.

The payer hereby renounces the benefits of the legal exceptions *non numeratae pecuniae*, *non causa debiti* and *errore calculi* and revision of accounts and acknowledge that they are fully aware of the meaning and effect of such renunciations.

They further agree that any notice sent to them by prepaid registered post at their address shall be deemed to have reached them on the seventh day after date of despatch, unless the contrary be proved.

Should a student be expelled due to theft, drugs, or any other serious misconduct, the full outstanding student fees and any bursary or scholarship will be payable immediately by the payer to the Campus.

Access to Campus and all other facilities will be denied if fees are outstanding. The temporary blocking of access is not a cancellation of the registration, so the responsibility for the payment of the fees remains, including the period in which access was denied due to non-payment.

## **Residence Fees**

Our residence fees are for one entire academic year only and cover accommodation 24/7, as well as three meals per day from Monday to Friday (except during campus and public holidays).

### **PLEASE NOTE:**

All fees are payable in advance. You can either pay the full tuition fee at the start of the academic year, or you can choose a payment option plan (only available to RSA citizens). This option is 10% more expensive. Instalments must be paid on or before the due date of such instalment. No discount will be given for lump sum payments.

A debit order facility is available and is the preferred option for instalment payments. The Debit Instruction form can be found on our website under **Important Documentation** as part of the Information Pack and should be sent to **accounts@belgiumcampus.ac.za**

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Admin fees/penalties apply for all payments that are received later than the dates mentioned above.

The provisions set out above relating to the late payment of tuition fees shall apply mutatis mutandis to the late payment of the residence fees.

### **Banking Details**

In order to facilitate payments, it is possible to pay directly into the Belgium Campus bank account as follows:

Account Name: Belgium Campus 1  
Account No: 62091935993  
Bank: First National Bank  
Branch: Pretoria North  
Branch Code: 251-045  
SWIFT: FIRNZAJJ  
Reference: Student's ID number

Please email the proof of payment for the attention of the Accounts Department to: [accounts@belgiumcampus.ac.za](mailto:accounts@belgiumcampus.ac.za)

We have facilities for debit card, credit card and cash payments. Cash payments can only be done at the Pretoria Campus.

All queries with regards to Campus fees are dealt with by the financial department.

### **Bursaries and Scholarships**

Bursaries and scholarships are awarded by the Belgium Campus, companies and the government. These scholarships are awarded under the condition that the student attends all classes, submits all assignments and projects, behaves and does well on all tests and exams, and fulfils all other criteria set out within the bursary agreement.

Scholarships and bursaries are valid for one academic year only. Students wishing to apply for a scholarship or bursary for higher years, have to apply in writing online (details will be available on the student's portal).

Please note: If you received a scholarship or a bursary, a separate acknowledgment of this scholarship/bursary must be signed by the student, at the start of the academic year. The finance office will notify the student when the agreements are ready to be signed. Students who fail to sign this acknowledgement, will forsake their scholarship/bursary.

Scholarships and bursaries are not transferrable and can be cancelled if the student is not meeting minimum academic requirements and compulsory academic subjects as set out in the student's subject itinerary or is contravening against the ethos of Belgium Campus.

## **Reduction of tuition fees for families with an income below R280 000 annually**

Students from families with a combined income of R280 000 or less per year can apply for reduction of tuition fees by a maximum of R20 000 for the BComp, R15 000 for the BIT and R10 000 for the Diploma, by sending the relevant application document. The Funding Questionnaire can be found within 'Relevant Forms and Documents', under the Information Pack and should be sent to [accounts@belgiumcampus.ac.za](mailto:accounts@belgiumcampus.ac.za), together with the required documents.

The reduction of tuition fees cannot be combined with any other bursary or scholarship received from Belgium Campus or any of its partners.

## **Sibling Discount**

Families with two or more children, both pursuing full-time studies at Belgium Campus (AIT does not qualify), can apply for a sibling discount of 5% for the youngest child.

## **Damage**

Damage to the campus property will be paid for by any student who wilfully or negligently causes such damage.

## **Contact Details**

All parties understand that Belgium Campus will contact them on the phone numbers and email addresses they have supplied on the enrolment document and that it is their responsibility to notify Belgium Campus in writing should any of their contact details change.

## **Termination of Enrolment/Residence Agreement**

If the enrolment agreement is cancelled before the course starts, but after the registration fee has been paid, the following will be applicable:

- a. Where a cancellation is made after the payment of the required registration fee, but before 15 November of the year prior to the academic year for which the registration fee is payable, the payer will be entitled to a refund of no more than 25% of the total registration fee. Where a cancellation is made after 15 November of the year prior to the academic year for which the registration fee is payable, the payer will not be entitled to a refund.
- b. Where a cancellation is made after the payment of the required registration fee in respect of residence fees, but before 15 November of the year prior to the academic year for which the registration fee is payable, the payer will be entitled to a refund of no more than 25% of the total registration fee. Where a cancellation is made after 15 November of the year prior to the academic year for which the registration fee is payable, the payer will not be entitled to a refund.

If the enrolment agreement is cancelled during the academic year for which a student is enrolled, the following will be applicable:

- a. where the cancellation occurs during the first quarter: 25% of the total annual fee will become immediately payable by the payer to Belgium Campus plus 10% of the remaining 75% of the annual fee; or

- b. where the cancellation occurs during the second quarter: 50% of the total annual fee will become immediately payable by the payer to Belgium Campus plus 10% of the remaining 50% of the annual fee; or
- c. where the cancellation occurs during the third quarter: 75% of the total annual fee become immediately payable by the payer to Belgium Campus plus 10% of the remaining 25% of the annual fee; or
- d. where the cancellation occurs during the fourth quarter: 100% of the annual fee will become immediately payable by the payer to Belgium Campus.

If the residence agreement entered into between the payee and/ or student and Belgium Campus is cancelled:

- a. after 15 November of the year prior to the academic year for which residence placement has been secured, or during the first semester of the academic year for which placement has been secured, 50% of the residence fee is payable by the payer immediately to Belgium Campus; or
- b. during the second semester, the balance of the full residence price is payable immediately by the payer to Belgium Campus.

## Refunds

A refund of tuition and/or residence fees can only be requested if the student's account shows a credit. This means that tuition fees, as well as all other costs, including but not limited to residence fees, uniform orders and additional items, where applicable, are taken into account when considering whether the account is in a credit or not.

Furthermore, the credit should be due to the student/parent/payer's own payments, and not as a result of an award or bursary by one of Belgium Campus's (corporate) partners. Where a bursary or sponsorship is awarded by one of Belgium Campus's partners after (part of) the current academic year's fees have been paid by the student/parent/payer, the credit will remain in the student's account until the student has reached the end of the academic programme. This is to prevent the drop-out of students, due to financial constraints, should the sponsorship not be renewed or where the student has to repeat subjects.

A refund will be processed in the first payment cycle after the receipt by the accounts department of a duly completed and signed "application for refund on credit balance" form. This form can be requested by email to [accounts@belgiumcampus.ac.za](mailto:accounts@belgiumcampus.ac.za). By signing the form, the applicant confirms that the refund is due as a result of a payment that they have made, and also confirms the bank account to which the refund should be made.

# 2021 FEES SCHEDULE

## Disclaimer:

Belgium Campus reserves its right to amend the terms and conditions set out herein, including but not limited to the price structure in respect of its course fees, from time and by accepting the terms and conditions hereof, you acknowledge that you will be bound by the terms and conditions as amended from time to time, as the case may be.

Additional (Education)	Price
■ Change of Qualification (conditions apply)	R 2,000.00
■ RPL (per credit)	30% of credit price
■ Change of elective	R 500.00
■ Remark of exam	R 250.00

Tuition Registration Fees (First years)	
Course	Registration
■ Full Time Studies	R 4,000

## Course Enrolment Tshwane or Ekurhuleni Campus

Course	Once-Off Fee (per student)	Monthly Fee (x10) (per student)	Cost Per Credit	Repeat Price (cost per credit)
■ Mathematics Bridging Course	FREE	N/A	N/A	N/A
■ MICT SETA National Certificate NQF 5	R 69,900.00	R 7,689.00	R 590.00	R 442.50
■ MICT SETA National Certificate NQF 6	R 69,900.00	R 7,689.00	R 590.00	R 442.50
■ Diploma in Information Technology	R 69,900.00	R 7,689.00	R 590.00	R 442.50
■ Diploma in Information Technology NID	R 125,000.00	R 13,750.00	R 990.00	R 742.50
■ Bachelor of Information Technology (3 years)	R 79,700.00	R 8,767.00	R 670.00	R 502.50
■ Bachelor of Computing (4 years)	R 89,500.00	R 9,845.00	R 750.00	R 562.50
■ Bachelor of Information Technology (Saturday Class)	R 44,750.00	R 4,922.50	R 670.00	R 502.50
■ Applied Information Technology (Diploma)	R 6,500.00	R 715.00	N/A	N/A
■ Applied Information Technology (Degree)	R 6,500.00	R 715.00	N/A	N/A
■ Non-Degree Purposes (NDP)	Request quote from administration office			

## Course Enrolment Nelson Mandela Bay Campus

Course	Once-Off Fee (per student)	Monthly Fee (x10) (per student)	Cost Per Credit	Repeat Price (cost per credit)
■ MICT SETA National Certificate NQF 5	R 59,900.00	R 6,589.00	R 590.00	R 442.50
■ MICT SETA National Certificate NQF 6	R 59,900.00	R 6,589.00	R 590.00	R 442.50
■ Diploma in Information Technology	R 59,900.00	R 6,589.00	R 590.00	R 442.50
■ Bachelor of Information Technology (3 years)	R 69,700.00	R 7,667.00	R 670.00	R 502.50
■ Bachelor of Computing (4 years)	R 79,500.00	R 8,745.00	R 750.00	R 562.50
■ Non-Degree Purposes (NDP)	Request quote from administration office			

<b>Uniform</b>	
■ Shirt (long or short sleeve)	R 275.00
■ Tie	R 65.00
■ Jersey	R 385.00
■ Blazer	R 1,050.00
■ Beanie	R 90.00
■ Cap	R 120.00
■ Winter Astro Jacket	R 1,050.00
■ Uniform Package (2 short sleeve + 2 long sleeve shirts, tie, jersey, blazer)	R 2,500.00

<b>Additional (Printing)</b>	<b>Price</b>
■ Black and white print / copy (pp)	R 1.00
■ Colour print / copy (pp)	R 4.00
■ Scan to USB / email	Free

## Residence Enrolment

Accommodation fee includes three meals a day at the Campus's cafeteria from Monday to Friday except public holidays and Belgium Campus student holiday periods. Rooms will be allocated on a first come first serve basis, subject to availability. Room booking can only be secured once the registration fee is paid. When the indicated preference is no longer available, the closest available cheaper option will be booked.

<b>Accommodation</b>	<b>Registration Fee</b> (non-refundable)	<b>Once-Off Fee</b> (per student)	<b>Monthly Fee (x10)</b> (per student)
■ Double Room, Shared Bathroom	R 2,000.00	R 56,700.00	R 6,237.00
■ Double Room, Private Bathroom	R 2,000.00	R 58,700.00	R 6,457.00
■ Single Room, Shared Bathroom	R 2,000.00	R 60,700.00	R 6,677.00
■ Studio Double, Private Bathroom	R 2,000.00	R 62,700.00	R 6,897.00
■ Single Room, Private Bathroom	R 2,000.00	R 64,700.00	R 7,117.00
■ Studio Single, Private Bathroom	R 2,000.00	R 66,700.00	R 7,337.00

<b>Additional (Laundry)</b>	<b>Price</b>
■ Trousers (non-uniform)	R 20.00
■ Tops (non-uniform)	R 10.00
■ Jerseys (non-uniform)	R 20.00
■ Underwear, socks (per pair/item)	R 5.00
■ Towels	R 20.00
■ Bedlinen (duvet + pillow case)	R 40.00

<b>Additional (Residence)</b>	<b>Price</b>
■ Student card re-issue	R 100.00
■ Lost room key	R 100.00
■ New Lanyard	R 35.00
■ Change room lock	R 450.00
■ Replace toilet seat	R 275.00
■ Replace shower curtain	R 165.00
■ Any other damage	as per supplier
■ Replace fire extinguisher	as per supplier

<b>Additional (Meals)</b>	<b>Price</b>
■ Monthly meals (once-off)	R 3,200.00
■ Breakfast	R 40.00
■ Lunch	R 60.00
■ Dinner	R 60.00