



HELDERBERG COLLEGE
OF HIGHER EDUCATION

FINANCIAL

INFORMATION

2024

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The Information in this Financial Brochure applies to all students.

The College is privileged to serve its students as they seek to acquire a Christian education on Helderberg campus. This document covers the financial information pertaining to a student's study and stay while at College. The College reserves the right to amend or change the published information as needed, and students are expected to abide by any such changes.

A. SCHEDULE OF FEES

1. NO APPLICATION FEE

Effective from 1 October 2023

2. DEPOSIT FOR VISA LETTER

All foreign students should pay R15 000 as a deposit to receive an admission letter to apply for a study visa to South Africa, which will be offset against his/her fees upon registration.

3. REGISTRATION FEE (Also see Payment of Fees)

- i. A non-refundable registration fee of **R1 430** is payable upon registration per semester.

Registration commences on **22 January 2024** (1st Semester) and **24 June 2024** (2nd Semester).

- ii. An additional fee **for late registration** will be charged:

First Semester:

5 – 14 February 2024* = R 1 540

Second Semester:

8-17 July 2024* = R 1 540

****Final late registration closes at 17:00. Last day to drop/add/change modules. Students may not join classes after this date***

4. TUITION FEES

PROGRAMME OF STUDY	1 st Year Tuition Fees		2 nd / 3 rd / 4 th Year
	1 st Semester	2 nd Semester	**Projected Tuition Fees Per Annum
<u>FACULTY OF ARTS</u> <u>BA Communication (3 yrs.)</u>	(R502 per credit)	(R502 per credit)	(R502 per credit)
Corporate Communication stream	R30 120 (60 crs)	R30 120 (60 crs)	*R64 256 (128 crs per year)
Media Studies stream	R28 112 (56 crs)	R30 120 (60 crs)	*R64 256 (128 crs per year*)
<u>BA Psychology (3 yrs.)</u>	R32 128 (64 crs)	R32 128 (64 crs)	*R66 766 (133 crs per year)
Counselling stream			
Industrial Psychology stream	R34 136 (68 crs)	R34 136 (68 crs)	*R66 766 (133 crs per year)
<u>Foundation Year (1 yr.)</u>	(R345 per credit)	(R345 per credit)	(R345 per credit)
Communication	R19 320 (56 crs)	R16 580 (48 crs)	R35 880 (104 crs per year)
Psychology	R16 560 (48 crs)	R20 700 (60 crs)	R37 260 (108 crs per year*)
<u>Bachelor of Education (4 yrs.)</u>	(R502 per credit)	(R502 per credit*)	(R502 per credit)
Foundation Phase Teaching	R34 136 (68 crs)	R30 120 (60 crs)	R66 264 (132 crs per year)

<u>Foundation Year (1 yr.)</u> Foundation Phase Teaching	(R345 per credit) R15 180 (44 crs)	(R345 per credit) R20 700 (60 crs)	(R345 per credit) R44 160 (128 crs per year)
<u>FACULTY OF BUSINESS</u> <u>Bachelor of Commerce</u> <u>(4 yrs.)</u> Accounting	(R502 per credit) R30 120 (60 crs)	(R502 per credit) R28 112 (56 crs)	(R502 per credit) *R61 244 (122 crs per year)
<u>Human Resource</u> <u>Management (3 yrs.)</u>	R34 136 (68 crs)	R34 136 (68 crs)	*R64 758 (129 crs per year)
<u>Bachelor of Business</u> <u>Administration (3 yrs.)</u> Management	(R502 per credit) R30 120 (60 crs)	(R502 per credit) R34 136 (68 crs)	(R502 per credit) *R65 260 (130 crs per year)
<u>Foundation Year (1 yr.)</u> Accounting	(R345 per credit) R19 320 (56 crs)	(R345 per credit) R20 700 (60 crs)	(R345 per credit) R40 020 (116 crs per year)
Human Resource Management	R19 320 (56 crs)	R20 700 (60 crs)	R40 020 (116 crs per year)
Management	R19 320 (56 crs)	R20 700 (60 crs)	R40 020 (116 crs per year)

<u>Higher Certificate in Office Management (1 yr.)</u>	(R289 per credit) R20 808 (72 crs)	(R289 per credit) R19 652 (68 crs)	(R289 per credit) R40 460 (140 crs per year)
<u>FACULTY OF THEOLOGY</u> <u>Bachelor of Theology (4 yrs.)</u> Theology	(R502 per credit) R34 136 (68 crs)	(R502 per credit) R30 120 (60 crs)	(R502 per credit) R62 248 (124 crs per year)
<u>Foundation Year (1 yr.)</u>	(R345 per credit) R15 180 (44 crs)	(R345 per credit) R20 700 (60 crs)	(R345 per credit) R35 880 (104 crs per year)

* Work Integrated Learning charges vary according to program of study (R252 per credit)

**Worked on an average credit calculation for 2nd, 3rd and 4th year.

- An internet service fee of R315 per semester is charged - Unlimited internet access (with certain restrictions) is available to each student (this fee does not apply to online students).
- Free access to the swimming pool.
- Free access to the gym and equipment.

5. ENGLISH LANGUAGE INSTITUTE (ELI)

DURATION OF THE COURSE	3 Months	6 Months	9 Months	1 year
Academic Periods	22 Jan – 22 March	22 Jan – 10 June	22 Jan – 10 June 24 June – 23 Aug	Full Academic year
RANDS (ZAR)	15 405	29 420	43 050	57 450
US DOLLARS	850	1 700	2 550	3 400
EUROS	880	1 760	2 640	3 520
POUND	765	1 530	2 295	3 060

- English compulsory module and other modules of the student's choice. Please note these are non-bearing credit modules.
- Share accommodation in student residences.

- Meals are not included. Meals can be purchased from the cafeteria, and students can load money into their student cards or use their bank cards.

*Holiday Accommodation is not included (the residences are closed during the June and Dec holidays)

- 1 tour every 3 months (entrance tickets are not included)
- Unlimited WiFi.
- Free access to the swimming pool.
- Free access to the gym and equipment.

6. BANKING DETAILS

Account name: Helderberg College of Higher Education NPC
 Bank Name: ABSA Bank
 Type of account: Current Account
 Account No.: 406 039 4706
 Branch Code: 632 005
 Swift Code: ABSAZAJCCT
 Reference: Full Student Name or Student number

Kindly email proof of payment to finadmin@hche.ac.za.

7. PAYMENT POLICY

No student will be allowed to re-register with the College until all outstanding debt has been settled in full. Students with long overdue balances on their accounts may be handed over to a third party for collection. Any collection/legal costs that may arise from the account being handed over will be for the account of the student. Payment should be made to the collection company concerned.

8. ACCOMMODATION FEES

Financial arrangements must be made before a student can be admitted into the residence. 10% of the semester's dormitory fee should be paid before students are granted access to their rooms. A room can only be booked if the student account is settled in full. **International students must pay for the full semester in advance.**

Student Accommodation (includes one meal) Men's and ladies' Residence			
	Per Semester Per Person	Per Annum Per Person	10%/annum or 20%/semester
One Person in a Room (Note 8.6)	R19 400	R38 800	R3 880
Two People in a room	R12 127	R24 254	R2 425
Cafeteria lunch (Monday – Friday)	R3 750	R 7500	

Refundable Room Deposit (note 8.7)	R970		
Curtain Rental	R350		
Use of washing machine	R250	R500	
*Cleaning fee	R1000		

***Should the student leave the residences without removing their personal belongings and the room cleaned, the cleaning fee will be charged.**

Notes:

- 8.1 All students who would like to stay in the residences are required to make a down payment of 10% per annum or 20% per semester of the fee to secure a room in advance (R2425 for a shared room, or R3880 for a single room). Note that this is separate from the refundable room deposit, 8.8 below. Please note that this amount is only effective if the student account is cleared from the previous semester.
- 8.2 Please note that money for food purchases in addition to the daily lunch that forms part of the mandatory meal is to be paid directly into the student's personal bank account. Students are encouraged to load money onto their student cards.
- 8.3 Students who have balances on their cafeteria accounts may carry their balances forward to the next semester, or be refunded.
- 8.4 Students who have refrigerators in their rooms will be charged an additional fee of R300 per month from 2024.
- 8.5 Please note that students will not be allowed to change their boarding options during the semester.
- 8.6 The single room option is based on availability and preference will be given to senior students.
- 8.7 The residence room deposit will be refunded to the student after withdrawing or graduating from the College, provided the room is left in good order. Reasonable wear and tear excepted.
- 8.8 **All credit balances are to remain on students' accounts until they graduate or withdraw from the College. The credit balance will then be returned to the original depositor.**
- 8.9 Interest at a rate of 0.5% per month will be levied on any accounts older than 30 days.
- 8.10 Please see the refund admin fee policy in point 15 below.

9. PAYMENT OF FEES

9.1 South African Students

a. Full Payment in Advance

A student who pays for the semester in full before classes commence in January 2024 will receive a 5% discount on the total tuition fee for the semester. Similarly, a student who pays in advance before classes commence for the second semester in July 2024 will also receive a 5% discount on the total semester tuition fee.

b. Full Payment before 15 December 2023 (New students only)

A student who pays for the 2024 first semester in full before 15 December 2023 will be charged at 2023 rates (a 5% reduction on the 2024 tuition fees) and will also receive a 5% discount for paying before classes commence in 2024 (see point

1 above). In addition, since the student will therefore have registered in 2023, the registration fee (R1430 per semester) will be waived. This payment option is equivalent in total to a discount of approximately 15%. A student may pay for just the first semester or the full year (1st and 2nd semesters) utilising this discount option.

- c. A **5% discount** will be given to South African students if the semester tuition fees are paid within the first week of the academic year.

d. Payment Options:

Returning students must settle their accounts before they register.

For students who cannot pay the full amount in advance the following payment options are available:

Monthly payment plan:

- i) ***Tuition:*** For the January 2024 intake, an initial payment of R5000 (for degrees) or R3000 (for Foundation and Higher Certificate) is payable before or at registration. The balance of the fees will be divided into a 10-month payment plan, from February to November and will be accomplished via a debit order. The debit order amount may need to be slightly adjusted in July 2024 according to the student's second semester credit load.
- ii) ***Accommodation (includes one meal):*** For the January 2024 intake, an initial payment of 10% of the annual boarding fee is payable before or at registration (please see point 8 Accommodation Fees above). The balance of the fees will be divided into a 10-month payment plan, from February to November and will be accomplished via a debit order.

Note that tuition and accommodation monthly payments will be calculated as a single monthly debit order.

For those who do not wish to use the monthly payment plan, the following options apply.

- iii) Students with **5 or more modules** must pay **R15 000 to register for tuition (includes registration fee)**, or **R22 875 (if also residing in the dormitories) upon registration.**
- iv) Students with **less than 4 modules** must pay **the registration fee (R1430)**, **50%** of the tuition fee and (if residing in the dormitories) **50%** of boarding fees upon registration each semester.
- e) Interest at a rate of 0.5% per month will be levied on any accounts older than 30 days.
- f) **Payments are not dependent on receipt of a statement of account.**

- g) All credit balances are to remain on students' accounts until a student graduates or withdraws from the College. The credit balance will then be returned to the original depositor.
- h) Should the College de-register the student due to non-financial clearance, the tuition and boarding fee where applicable will be calculated on a prorated basis to the day the student leaves campus.

9.2 International Students

- a. **First-year** international students and students from other African countries are required to **pay the full registration, tuition, and boarding fees before registration.**
- b. From their ***second year***, international students are required to pay 50% of the full registration, tuition and boarding fees during registration. The remaining 50% must be paid by 31 March 2024 1st Semester & 31 August 2024 (2nd Semester). **If a student fails to pay the 50% he/she will be deregistered.**
- c. English Language Institute students are required to pay the full registration, tuition, and boarding fees in advance before their admissions are processed.
- d. Monies received from outside South Africa cannot be immediately refunded. All credit balances are to remain on the students' accounts until they graduate or withdraw from the College. The credit balance will then be returned to the original depositor.
- e. Interest at a rate of 0.5% per month will be levied on any accounts older than 30 days.
- f. Should the College de-register the student due to non-financial clearance, the tuition and boarding fee where applicable will be calculated on a prorated basis to the day the student leaves campus.

9.3 Sponsored Students

- a. Upon registration, students who are sponsored must present the original letter indicating the following:
 - i. The organization (name, address, and contact person) that is sponsoring the student;
 - ii. The duration of the sponsorship;
 - iii. The amount of the sponsorship; and
 - iv. Any limitations or restrictions on the sponsorship.

9.4 New Students

- a. The registration fee of R1430 is waived for a student who registers for the 2024 January intake, prior to 15 December 2023. The fee to register remains the same (R5000 for Degree Programmes and R3000 for the Higher Certificate and

Foundation Year Programmes), but the entire amount is now designated for tuition fees.

- b. Early registration guarantees the student's place in their chosen program.
- c. Students are formally registered once this fee is paid and will be provided with a confirmation of registration document. They may hence apply for financial assistance to financial institutions and sponsors for the forthcoming year on the strength of this confirmation of registration.
- d. Registered students are given priority when applying for accommodation at the college. Note, however, that accommodation fees and payment plans are not part of the tuition fee schedule.

10. BOOKS

Students must purchase their own prescribed textbooks. It is advised that students budget for approximately R4 500 per semester. **Money for books must not be paid into the College account.**

11. INCIDENTAL FEES

- Academic Transcript R160 per copy
- Auditing a class Regular class tuition fees
- BEd practical Teaching – Police clearance fee..... R165
- BEd art supply R500
- Certificate of Completion R290
- Change of Programme R120
- Credit by examination 50% of the normal credit Fee
- Graduation Fee R2 047
- * (Students who have been charged a graduation fee and eventually do not graduate will be charged 50% of the fee.)
- Graduation in absentia..... R2 047
- Intensive modules (per credit)..... R502
- Internet Service Fee (per semester) R315
- Prospectus (hard copy-black and white available on request) On request
- R/D Cheque fee and dishonored debit order As per bank fees
- Re-mark fees R577
- RPL Course R1 911
- Supplementary / Aegrotat examination R470 per module
- Theology Health Expo R120
- Admin fee..... Please see point 15

12. INTENSIVES

The student is required to pay the full module fee in advance as per the number of credits.

13. RENTAL OF MARRIED STUDENT ACCOMMODATION (Unfurnished accommodation)

Rental per month excluding utilities and services (depending on accommodation) is payable in advance not later the 7th of the month.

Rent	R3 696 – R5 870 / month
Electricity supply	R1 380 – R1 645 / month
Rent for New Student Housing	R 6 667
Electricity supply for New Student Housing	R1 645
Garbage.....	R220 / month
Gardening services.....	R300 – R350 per visit depending on size
Water	R126 / month

Accommodation will be provided with the understanding that it will be for the duration of an academic year upon the signing of a rental agreement which is renewable annually for registered students only.

Students requiring family accommodation from the College are required to pay a housing deposit equal to the monthly rental upon application. The housing deposit will not be refunded if a student does not take occupation. This deposit will be refunded to the student after his/her leaving or graduating from the College provided that the house or flat is left in good condition, reasonable wear and tear excepted. Notice to vacate the premises is required at least one month prior to the end of the contract. Should the notice requirement be breached, a full month's rental will be charged.

Should the student leave the house without removing all their personal belongings and the house cleaned, a cleaning fee of R 2500 will be charged.

14. OUTSTANDING ACCOUNTS

- a. Academic grades will only be released once the student account has been cleared.
- b. Before a degree, diploma, certificate, grades or transcript can be awarded to a student, all accounts have to be settled in full.

15. REFUNDS

It is the student's responsibility to make satisfactory financial arrangements with the College administration before withdrawing.

1. Tuition & Boarding Fees

Tuition fees are refundable as follows:

- Week 1 from the commencement of classes: 100%.
- Week 2 from the commencement of classes: 75%.
- Weeks 3 & 4 from the commencement of classes: 50%.
- After four weeks there will be no reimbursement. The registration fee of R1430 is not refundable upon withdrawal.
- However, should a student withdraw before the mid-semester break and then return in the following semester, 50% of the tuition fees charged in the previous semester will be credited to the student's account.

- Should a student withdraw after the mid-semester break the full fees will be charged.

Boarding fees will be refundable as follows:

- In proportion to the duration of occupancy in the dormitory.
- After four weeks there will be no reimbursement.
- However, should a student withdraw before the mid-semester break and then return in the following semester, 50% of the boarding fees charged in the previous semester will be credited to the student's account.
- Should a student withdraw after the mid-semester break the full fees will be charged.

2. Deposits

The room deposit is refundable after leaving the College if the room is left in a satisfactory condition. The deposit will be credited to the student's account if his/her account is not settled.

3. Admin fee-on withdrawals

In the event of a student withdrawing from the College as per the withdrawal policy, an admin fee will be charged as follows; a fee of R500 for amounts above R5000 OR 10% for amounts below R 5000.

Refunds will be processed only upon the receipt of a bank confirmation letter of the original depositor.

Credit balances will be refunded to the original depositor.

16. BOARDING DURING HOLIDAYS

- Students remaining on campus for the winter or summer vacations will be charged R165 per day excluding meals.
- Should a student arrive more than two days prior to the beginning of a semester, or stay more than two days after the end of a semester, the vacation charges apply. Registration for vacation boarding is to be done two days prior to the commencement of vacation.

17. ADJUSTMENTS IN FEES

The Council of Helderberg College of Higher Education reserves the right to revise all fees without prior notice.

B. GENERAL

1. BREAKAGES

Students are held responsible for the repair of any breakages or damage which they may cause.

2. MEDICAL, DENTAL, PSYCHOLOGICAL, AND OPTICAL EXPENSES

Students are expected to make their own appointments for such services. It is mandatory for all College students boarding in the residence to take out and provide proof of medical aid/insurance at registration. The College accepts no responsibility for any medical, dental, psychological, or related expenses.

3. PERSONAL EFFECTS / INSURANCE COVER

The personal effects of Helderberg College of Higher Education students on campus must be covered by their own or their parents' insurance. The College accepts **no liability** for loss or damage.

C. FINANCIAL ASSISTANCE

A certain number of work bursaries are available to assist students with tuition and boarding expenses. Students who receive a work bursary have to work a maximum of 80 hours per semester.

Application forms for work bursaries may be obtained from the office of the Director for Financial Administration at registration and returned by the last day of registration.

PLEASE NOTE: A work bursary cannot be presented as payment for registration.

D. GUEST ROOM ACCOMMODATION

Contact the Ladies Dean Mrs. L Pani at (021) 8507 500, extension 267, or e-mail guestrooms@hche.ac.za in order to make reservations.

Charges are as follows:

En-suite Room (adjoining bathroom)	R380	Per person per day –sharing
	R620	Per person per day – single
Ordinary room (communal bathroom)	R320	Per person per day – sharing
	R495	Per person per day – single
	Children aged 12 or under – half price	

Please note that **guest room accommodation does not include meals.** Guests are required to make prior arrangements for meals through the cafeteria, kindly contact the Finance Office for a quote at finadmin@hche.ac.za.

All payments for room rentals must be made in advance and paid for in full. Proof of payment must be received before confirmation of booking given.