



**HELDERBERG COLLEGE**  
**OF HIGHER EDUCATION**

**FINANCIAL**

**INFORMATION**

**2025**

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## Helderberg College of Higher Education

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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. REGISTRATION FEE (Also see Payment of Fees)

- i. A non-refundable registration fee of **R1 500** is payable upon registration per semester.

Registration commences on **20 January 2025** (1<sup>st</sup> Semester) and **23 June 2025** (2<sup>nd</sup> Semester).

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

**First Semester:**

**31 January – 14 February 2025\* = R 1 620**

**Second Semester:**

**4 July- 18 July 2025\* = R 1 620**

***\*Final late registration closes at 15:30. Last day to drop/add/change modules. Students may not join classes after this date***

### 2. DEPOSIT FOR VISA LETTER (All international Students)

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. (Please see further information under point 7).

### 3. TUITION FEES

PROGRAMME OF STUDY	1 <sup>st</sup> Year Tuition Fees		2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> Year
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	**Projected Tuition Fees Per Annum
<b><u>FACULTY OF ARTS</u></b> <b><u>BA Communication (3 yrs.)</u></b>	<b>(R517 per credit)</b>	<b>(R517 per credit)</b>	<b>(R517 per credit)</b>
Corporate Communication stream	<b>R31 020</b> (60 crs)	<b>R31 020</b> (60 crs)	<b>*R66 176</b> (128 crs per year)
Media Studies stream	<b>R28 952</b> (56 crs)	<b>R31 020</b> (60 crs)	<b>*R66 176</b> (128 crs per year*)
<b><u>BA Psychology (3 yrs.)</u></b>	<b>R33 088</b> (64 crs)	<b>R33 088</b> (64 crs)	<b>*R68 761</b> (133 crs per year)
Counselling stream			
Industrial Psychology stream	<b>R35 156</b> (68 crs)	<b>R35 156</b> (68 crs)	<b>*R68 761</b> (133 crs per year)
<b><u>Foundation Year (1 yr.)</u></b>	<b>(R355 per credit)</b>	<b>(R355 per credit)</b>	<b>(R355 per credit)</b>
Communication	<b>R19 880</b> (56 crs)	<b>R17 040</b> (48 crs)	<b>R36 920</b> (104 crs per year)
Psychology	<b>R17 040</b> (48 crs)	<b>R21 300</b> (60 crs)	<b>R38 340</b> (108 crs per year*)
<b><u>Bachelor of Education (4 yrs.)</u></b>	<b>(R517 per credit)</b>	<b>(R517 per credit*)</b>	<b>(R517 per credit)</b>
Foundation Phase Teaching	<b>R35 156</b> (68 crs)	<b>R31 020</b> (60 crs)	<b>R68 244</b> (132 crs per year)

<b><u>Foundation Year (1 yr.)</u></b> Foundation Phase Teaching	<b>(R355 per credit)</b>  <b>R15 620</b> (44 crs)	<b>(R355 per credit)</b>  <b>R21 300</b> (60 crs)	<b>(R355 per credit)</b>  <b>R45 440</b> (128 crs per year)
<b><u>FACULTY OF BUSINESS</u></b> <b><u>Bachelor of Commerce</u></b> <b><u>(4 yrs.)</u></b> Accounting	<b>(R517 per credit)</b>  <b>R31 020</b> (60 crs)	<b>(R517 per credit)</b>  <b>R28 952</b> (56 crs)	<b>(R517 per credit)</b>  <b>*R63 074</b> (122 crs per year)
<b><u>Human Resource Management (3 yrs.)</u></b>	<b>R35 156</b> (68 crs)	<b>R35 156</b> (68 crs)	<b>*R66 693</b> (129 crs per year)
<b><u>Bachelor of Business Administration (3 yrs.)</u></b> Management	<b>(R517 per credit)</b>  <b>R31 020</b> (60 crs)	<b>(R517 per credit)</b>  <b>R35 156</b> (68 crs)	<b>(R517 per credit)</b>  <b>*R67 210</b> (130 crs per year)
<b><u>Foundation Year (1 yr.)</u></b>  Accounting	<b>(R355 per credit)</b>  <b>R21 300</b> (60 crs)	<b>(R355 per credit)</b>  <b>R21 300</b> (60 crs)	<b>(R355 per credit)</b>  <b>R42 600</b> (120 crs per year)
Human Resource Management	<b>R21 300</b> (60 crs)	<b>R21 300</b> (60 crs)	<b>R42 600</b> (120 crs per year)
Management	<b>R21 300</b> (60 crs)	<b>R21 300</b> (60 crs)	<b>R42 600</b> (120 crs per year)

<b><u>Higher Certificate in Office Management (1 yr.)</u></b> (2025 Reduced Price)	<b>(R155 per credit)</b>  <b>R11 160</b> (72 crs)	<b>(R155 per credit)</b>  <b>R10 540</b> (68 crs)	<b>(R155 per credit)</b>  <b>R21 700</b> (140 crs per year)
<b><u>FACULTY OF THEOLOGY</u></b> <b><u>Bachelor of Theology</u></b> <b><u>(4 yrs.)</u></b>  Theology	<b>(R517 per credit)</b>  <b>R35 156</b> (68 crs)	<b>(R517 per credit)</b>  <b>R31 020</b> (60 crs)	<b>(R517 per credit)</b>  <b>R64 108</b> (124 crs per year)
<b><u>Foundation Year (1 yr.)</u></b>	<b>(R355 per credit)</b>  <b>R15 620</b> (44 crs)	<b>(R355 per credit)</b>  <b>R21 300</b> (60 crs)	<b>(R355 per credit)</b>  <b>R36 920</b> (104 crs per year)

\* **Work Integrated Learning charges vary according to the program of study.**

\*\***Worked on an average credit calculation for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year.**

- An internet service fee of R325 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 sports facilities.

#### **4. 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: ABSAZAJJCT  
Reference: Full Student Name or Student number

Kindly email proof of payment to [finadmin@hche.ac.za](mailto:finadmin@hche.ac.za).

## 5. 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.

## 6. 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.**

<b>Student Accommodation (includes one meal) Men's and ladies' Residence</b>			
	<b>Per Semester Per Person</b>	<b>Per Annum Per Person</b>	<b>10%/annum or 20%/semester</b>
<b>One Person in a Room (Note 6.6)</b>	R21 340	R42 680	R4 268
<b>Two People in a room</b>	R13 373	R26 746	R2 675
<b>Cafeteria lunch (Note 8.2) (Monday – Friday) 1<sup>st</sup> Semester 2<sup>nd</sup> Semester</b>	R5 200 R5 460	R10 660	
<b>Refundable Room Deposit (note 6.7)</b>	R1 070		
<b>Curtain Rental</b>	R350		
<b>Use of washing machine</b>	R275	R550	
<b>*Cleaning fee</b>	R1000		

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

### **Notes:**

- 6.1 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 (R2 675 for a shared room, or R4 268 for a single room). Note that this is separate from the refundable room deposit, 6.8 below. Please note that this amount is only effective if the student account is cleared from the previous semester.
- 6.2 Please note that money for food purchases excluding 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. The mandatory meal price may be subject to changes in line with inflation.

- 6.3 Students who may have credit balances on their cafeteria accounts may carry their balances forward to the next semester, transfer their credit to the tuition account, or be refunded.
- 6.4 Students who have refrigerators in their rooms will be charged an additional fee of R350 per semester.
- 6.5 Please note that students will not be allowed to change their boarding options during the semester.
- 6.6 The single room option is based on availability and preference will be given to senior students.
- 6.7 The residence room deposit will be refunded to the student's account after withdrawing or graduating from the College, provided the room is left in good order. Reasonable wear and tear excepted.
- 6.8 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. (A bank confirmation letter not older than three months will be required for this process)**
- 6.9 Interest at a rate of 0.5% per month will be levied on any accounts older than 30 days.
- 6.10 Please see the refund admin fee policy in point 15 below.

## 7. PAYMENT OF FEES

### 7.1 South African Students

#### a. Full Payment in Advance

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

#### b. 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 2025 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 2025 according to the student's second semester credit load.
- ii) ***Accommodation (includes one meal):*** For the January 2025 intake, an initial payment of 10% of the annual boarding fee is payable before or at registration (please see point 6 Accommodation Fees above). The balance of the fees will be divided into a monthly installment for each semester, 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.

The debit order will attract a once-off surcharge of 2.5% on tuition fee per semester. A penalty fee of R200 will be charged for failed debit order collections caused by the client (for example, cancellation of the mandate, insufficient funds etc.), along with a 0.5% interest rate on the outstanding amount.

***Minimum Payment plan:***

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 **R24 350 (if also residing in the dormitories) upon registration.**

iv) Students with **less than 4 modules** must pay **the registration fee (R1500)**, **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.

***7.2 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 2025 1<sup>st</sup> Semester & 31 August 2025 (2<sup>nd</sup> 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.

### ***7.3 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.

### ***7.4 New Students***

- a. Early registration guarantees the student's place in their chosen program.
- b. 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.
- c. 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.

## **8. 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.**

## 9. INCIDENTAL FEES

▪ Academic Transcript .....	R165 per copy
▪ Auditing a class .....	Regular class tuition fees
▪ BEd practical Teaching – Police clearance fee.....	R170
▪ BEd art supply .....	R525
▪ Certificate Statement.....	R300
▪ Change of Programme .....	R125
▪ Credit by examination .....	50% of the normal credit Fee
▪ Graduation Fee .....	R2 110
▪ * (Students who have been charged a graduation fee and eventually do not graduate will be charged 50% of the fee.)	
▪ Graduation in absentia.....	R2 110
▪ Intensive modules (per credit).....	R517
▪ Internet Service Fee (per semester) .....	R325
▪ Prospectus (hard copy-black and white available on request) .....	On request
▪ Dishonored debit order.....	R203
▪ Re-mark fees .....	R595
▪ RPL Course .....	R1 970
▪ Supplementary / Aegrotat examination .....	R485 per module
▪ Theology Health Expo .....	R125
▪ Admin fee.....	Please see point 13

## 10. INTENSIVES

The student is required to pay the full module fee in advance as per the number of credits (please see academic policies for an intensive to take place).

## 11. RENTAL OF MARRIED STUDENT ACCOMMODATION (Unfurnished accommodation)

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

Rent.....	R4 065 – R6 648 / month
Electricity supply .....	R1 715 – R2 065 / month
Rent for New Student Housing .....	R 7 000
Electricity supply for New Student Housing .....	R2 065
Garbage.....	R242 / month
Gardening services.....	R350 – R400 per visit depending on size
Water .....	R135 / 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 two months rental and a credit check upon application. The housing deposit will be credited to his or her student account if the 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.*

## **12. 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.

## **13. REFUNDS**

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

### **1. Tuition & Boarding Fees**

Where applicable 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 R1500 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.*

### **14. BOARDING DURING HOLIDAYS**

- Students remaining on campus for the winter or summer vacations will be charged R180 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.

### **15. 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](mailto: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](mailto: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.