



HELDERBERG COLLEGE
OF HIGHER EDUCATION

FINANCIAL

INFORMATION

2026

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Helderberg College of Higher Education

P O Box 22

7129, Somerset West

South Africa

Tel. No. (021) 850 7500

Fax No. (021) 850 7547

E-Mail. finadmin@hche.ac.za

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 (administration) fee of **R1 500** is payable and included in your initial amount required for registration per semester (please refer to the payment options section).

Registration commences on **19 January 2026** (1st Semester) and **22 June 2026** (2nd Semester).

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

First Semester:

29 January – 12 February 2026* = R 1 620

Second Semester:

3 July- 16 July 2026* = 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 a minimum of R20 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 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>	(R527 per credit)	(R527 per credit)	(R527 per credit)
Corporate Communication stream	R31 620 (60 crs)	R31 620 (60 crs)	*R67456 (128 crs per year)
Media Studies stream	R29 512 (56 crs)	R31 620 (60 crs)	*R67456 (128 crs per year*)
<u>BA Psychology (3 yrs.)</u>	R33 728 (64 crs)	R33 728 (64 crs)	*R70091 (133 crs per year)
Counselling stream			
Industrial Psychology stream	R35 836 (68 crs)	R35836 (68 crs)	*R70091 (133 crs per year)
<u>Foundation Year (1 yr.)</u>	(R360 per credit)	(R360 per credit)	(R360 per credit)
Communication	R20 160 (56 crs)	R17 280 (48 crs)	R37 440 (104 crs per year)
Psychology	R20 160 (48 crs)	R21 600 (60 crs)	R38 880 (108 crs per year*)
<u>Bachelor of Education (4 yrs.)</u>	(R527 per credit)	(R527 per credit*)	(R527 per credit)
Foundation Phase Teaching	R35 836 (68 crs)	R31 620 (60 crs)	R69 564 (132 crs per year)

<u>Foundation Year (1 yr.)</u> Foundation Phase Teaching	(R360 per credit) R15 840 (44 crs)	(R360 per credit) R21 600 (60 crs)	(R360 per credit) R46 080 (128 crs per year)
<u>FACULTY OF BUSINESS</u> <u>Bachelor of Commerce</u> <u>(4 yrs.)</u> Accounting	(R527 per credit) R31 620 (60 crs)	(R527 per credit) R29 512 (56 crs)	(R527 per credit) *R64 294 (122 crs per year)
<u>Human Resource Management (3 yrs.)</u>	(R527 per credit) R35 836 (68 crs)	R527 per credit) R35 836 (68 crs)	(R527 per credit) *R67 983 (129 crs per year)
<u>Bachelor of Business Administration (3 yrs.)</u> Management	(R527 per credit) R31 620 (60 crs)	(R527 per credit) R35 1836 (68 crs)	(R527 per credit) *R68 510 (130 crs per year)
<u>Foundation Year (1 yr.)</u> Accounting	(R360 per credit) R21 600 (60 crs)	(R360 per credit) R21 600 (60 crs)	(R360 per credit) R43 200 (120 crs per year)
Human Resource Management	R21 600 (60 crs)	R21 600 (60 crs)	R43 200 (120 crs per year)
Management	R21 600 (60 crs)	R21 600 (60 crs)	R43 200 (120 crs per year)

<u>Higher Certificate in Office Management (1 yr.)</u> (2025 Reduced Price)	(R160 per credit) R11 520 (72 crs)	(R160 per credit) R10 880 (68 crs)	(R160 per credit) R22 400 (140 crs per year)
<u>FACULTY OF THEOLOGY</u> <u>Bachelor of Theology</u> <u>(4 yrs.)</u> Theology	(R527 per credit) R35 836 (68 crs)	(R527 per credit) R31 620 (60 crs)	(R527 per credit) R65 348 (124 crs per year)
<u>Foundation Year (1 yr.)</u>	(R360 per credit) R15 840 (44 crs)	(R360 per credit) R21 600 (60 crs)	(R360 per credit) R37 440 (104 crs per year)

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

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

- An internet service fee of R345 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: ABSAZAJCCT
 Reference: Full Student Name or Student number

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

5. PAYMENT POLICY

No student will be allowed to register with the College until all outstanding debt has been settled in full and the amount required for the semester's registration has been paid. Students with long overdue balances on their accounts will be handed over to a third party for collection. A minimum of 25% of the student's debt will be charged as a handover penalty. Any collection/legal costs that 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 clearance must be obtained before a student can be admitted into the residence. 10% of the semester's dormitory fee should be paid in order to reserve a room. A room can only be reserved if the student account is settled in full. First year **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 6.6 & 6.2) First Semester Second Semester	R28 185 R28 635	R56 814	R5 681
Two People in a room (Note 6.2) First Semester Second Semester	R19 825 R20 275	R40 100	R4 010
Refundable Room Deposit (note 6.7)	R1 125		
Curtain Rental	R370		
Laundry	R290	R580	
*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:

- 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 reserve a room in advance (R2 810 for a shared room, or R4 481 for a single room). Note that this is separate from the refundable room deposit, 6.7 below. Please note that this amount is only effective if the student account is cleared from the previous semester.
- 6.2 Student accommodation includes lunch from Monday to Friday (excluding public holidays and midterm break). 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 or transfer their credit to the tuition account.
- 6.4 Students who have refrigerators in their rooms will be charged an additional fee of R400 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 13 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 and boarding fees are paid within the first week of registration.

b. Payment Options:

Returning students must settle their accounts before they register.

Debit Order Monthly payment plan:

For each semester's registration, an initial payment of R6000 (for degrees) or R3500 (for Foundation and Higher Certificate) is payable towards your tuition and R 5000 (where applicable) towards your accommodation before or at registration. The balance of the fees will be divided into a 5-month payment plan per semester. The debit order amount may need to be slightly adjusted in the 2nd semester according to the student's second semester credit load.

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. Debit orders that fail three or more times will be automatically removed from this payment option. The account will begin to incur interest, and the student will no longer be eligible to use this payment option.

Minimum Payment plan:

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

- i) Students with **5 or more modules** must pay **R15 500 to register for tuition (includes registration fee)**, or **R25 600 (if also residing in the dormitories) upon registration.**
 - ii) 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. (please refer to point 13)
 - 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 2026 1st Semester & 31 August 2026 (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.

7.3 Sponsored/Bursary 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. Once a student has been fully registered, they may request for a proof of registration from the Records office.. 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.

b. Online Students

- i) Debit order payments are available to all online students. All respective charges apply.

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 R175 per copy
- Auditing a classRegular class tuition fees

- BEd practical Teaching – Police clearance fee.....R180
- BEd art supply R525
- Certificate Statement..... R315
- Change of Programme R135
- Credit by examination 50% of the normal credit Fee
- Graduation Fee R2 215
- * (Students who have been charged a graduation fee and eventually do not graduate will be charged 50% of the fee.)
- Graduation in absentia..... R2 215
- Intensive modules (per credit)R545
- Internet Service Fee (per semester)R345
- Prospectus (hard copy-black and white available on request)On request
- Dishonored debit order R200
- Re-mark feesR625
- RPL Course R2 070
- Supplementary / Aegrotat examinationR510 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 before they can be registered or start taking the intensive class. (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 7th of the month.

Rent.....	R4 268 – R7350 / month
Electricity supply	R1 908 – R2 300/ month
Garbage.....	R254 / month
Gardening services.....	R370 – R420 per visit depending on size
Water	R140 / 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' 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 must 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.

1. 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.

2. 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 R190 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 which must be presented to student services and uploaded on SMP. 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 Vice President- Financial Administration at registration and returned by the last day of registration. NB: All applications are subject to review and approval by the bursary committee.

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

D. GUEST ROOM ACCOMMODATION

Contact the Ladies Dean Mrs Palesa (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	
Guest House (self-catering- 3 double beds)	R1 100 per night	

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.