



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

(Previously named Helderberg College)

**FINANCIAL**  
**INFORMATION**

**2018**

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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. APPLICATION FEE

*Effective from 1 January 2018*

- South African students R200.00
- Southern African Development Community (SADC) and Southern African Indian Ocean Division (SID) R700.00
- International students R1 050.00

### 2. DEPOSIT FOR VISA LETTER

- a. 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 page 6 – Payment of Fees)

- a. A non-refundable registration fee of **R1000** is payable upon registration per semester.

Registration commences on **29 January 2018** (1<sup>st</sup> Semester) and **10 July 2018** (2<sup>nd</sup> Semester).

- b. An additional fee for late and final registration will be charged:

**First Semester:**

**02/02/2018 – 04/02/2018 = R 1050**

**12/02/2018 – 14/02/2018 = R 1200**

**Second Semester:**

**16/07/2018 – 20/07/2018 = R 1050**

**23/07/2018 – 25/07/2018 = R 1200**

#### 4. 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	<b>**Projected Tuition Fees Per Annum</b>
<b><u>FACULTY OF ARTS</u></b> <b><u>BA Communication (3yrs.)</u></b>	(R415 per credit)	(R415 per credit)	(R415 per credit)
Corporate Communication stream	<b>R24 900</b> (60crs)	<b>R26 560</b> (64crs)	<b>R55 610</b> (134 crs per year)
Media Studies stream	<b>R24 900</b> (60crs)	<b>R24 900</b> (60crs)	<b>R52 290</b> (126 crs per year)
<b><u>BA Psychology (3yrs.)</u></b> Counseling stream	<b>R28 220</b> (68crs)	<b>R26 560</b> (64crs)	<b>R53 950</b> (130 crs per year)
Industrial Psychology stream	<b>R28 220</b> (68crs)	<b>R29 880</b> (72crs)	<b>R53 950</b> (130 crs per year)
<b><u>Foundation Year (1yr.)</u></b>	(R286 per credit)	(R286 per credit)	(R286 per credit)
Communication	<b>R17 160</b> (60crs)	<b>R16 016</b> (56crs)	<b>R33 176</b> (116 crs per year)
Psychology	<b>R19 448</b> (68crs)	<b>R19 448</b> (68crs)	<b>R36 608</b> (128 crs per year)
<b><u>Bachelor of Education (NEW)</u></b> Foundation Phase Teaching	(R415 per credit)	(R415 per credit)	
	<b>R28 220</b> (68crs)	<b>R26 560</b> (64crs)	
<b><u>FACULTY OF BUSINESS</u></b> <b><u>Bachelor of Commerce (4yrs.)</u></b>	(R415 per credit)	(R415 per credit)	(R415 per credit)
Accounting	<b>R24 900</b> (60crs)	<b>R24 900</b> (60crs)	<b>R51 045</b> (123 crs per year)
<b><u>Bachelor of Business Administration (3yrs.)</u></b>	(R415 per credit)	(R415 per credit)	(R415 per credit)
Management	<b>R24 900</b> (60crs)	<b>R24 900</b> (60crs)	<b>R54 780</b> (132 crs per year)

<b><u>Diploma in Business (3yrs.)</u></b>	(R354 per credit)	(R354 per credit)	R354 per credit)
Management	<b>R24 072</b> (68crs)	<b>R24 072</b> (68crs)	<b>R44 604</b> (126 crs per year)
Marketing	<b>R24 072</b> (68 crs)	<b>R19 824</b> (56crs)	<b>R42 480</b> (120 crs per year)
Accounting	<b>R24 072</b> (68 crs)	<b>R19 824</b> (56crs)	<b>R43 896</b> (124 crs per year)
<b><u>Foundation Year (1yr.)</u></b>	(R286 per credit)	(R286 per credit)	(R286 per credit)
Accounting	<b>R17 160</b> (60crs)	<b>R20 592</b> (72crs)	<b>R37 752</b> (132 crs per year)
Management	<b>R17 160</b> (60crs)	<b>R17 160</b> (60crs)	<b>R40 612</b> (142 crs per year)
<b><u>Higher Certificate in Office Management (1yr.)</u></b>	(R222 per credit)	(R222 per credit)	(R222 per credit)
	<b>R14 208</b> (64crs)	<b>R14 208</b> (64crs)	<b>R28 416</b> (128 crs per year)
<b><u>FACULTY OF THEOLOGY</u></b>	(R415 per credit)	(R415 per credit)	(R415 per credit)
<b><u>Bachelor of Theology (4yrs.)</u></b>			
Theology	<b>R26 560</b> (64crs)	<b>R25 560</b> (64crs)	<b>R51 045</b> (123 crs per year)
<b><u>Foundation Year (1 yr.)</u></b>	(R286 per credit)	(R286 per credit)	(R286 per credit)
	<b>R14 872</b> (52crs)	<b>R17 160</b> (60crs)	<b>R32 032</b> (112 crs per year)

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

- A registered student is entitled to free bandwidth of up to 8 GB per week.
- Free access to the swimming pool.
- Free access to the gym and equipment.

#### 5. ENGLISH LANGUAGE INSTITUTE (ELI) Tuition Fees

<b>1<sup>st</sup> Level – ( first semester)</b>	<b>R30 000 *</b> (80 credits per semester)
<b>2<sup>nd</sup> Level – (second semester)</b>	<b>R30 000 *</b> (80 Credits per semester)

\* Fees **include** textbooks which must be returned to the College at the end of the semester, but **excludes** extramural activities, **boarding during holidays**, or spending money.

## 6. BANKING DETAILS:

Account name: Helderberg College  
 Bank Name: ABSA Bank  
 Type of account: Current Account  
 Account No.: 406 039 4706  
 Branch Code: 632 005  
 Swift Code: ABSAZAJCCT

Kindly email proof of payment to [finadmin@hbc.ac.za](mailto:finadmin@hbc.ac.za) or fax the deposit slip to Helderberg College of Higher Education at (021) 850 7547

## 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 with 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. Boarding fees are the same for both the men's and women's residence. **International students must pay for the full semester in advance.**

<b>Students Accommodation (Excluding Meals)</b>			
	<b>Per Semester Per Person</b>	<b>Per Annum Per Person</b>	<b>10 %</b>
<b>One Person in a Room *(Note 8.7)</b>	R10 213	R20 426	R1 000
<b>Two People in a room</b>	R7 372	R14 744	R730
<b>Four People in a Room</b>	R3 583	R7166	R355
<b>Refundable Room Deposit *(note 8.8)</b>	R700		
<b>Curtain Rental (Men's Residence)</b>	R100		

<b>High School Accommodation</b>	<b>Per Term</b>	<b>Per Annum</b>
<b>High School Accommodation with 1 meal lunch</b>	<b>R8 348</b>	<b>R33 390</b>
Refundable Room deposit (once off)	R700	
Curtain Rental fee (Men's Residence)	R100	

**Notes:**

- 8.1 All students, including high school boarders, are to load money onto their student cards to purchase meals from the cafeteria.
- 8.2 **Please note money for meals is to be paid directly into student's personal bank account.**
- 8.3 Students who have balances on deposits for the "pay as you eat" option 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 R200 per month.
- 8.5 Please note that students will not be allowed **to change their boarding options** during the semester.
- 8.6 Boarding fees for College students are the same for the men's and women's residence.
- 8.7 One person in a room only if there is availability. Preference is given to senior students.
- 8.8 The deposit will be refunded to the student after his/her leaving or graduating from the College provided the room is left in good order, reasonable wear and tear excepted.
- 8.9 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.
- 8.10 Interest at a rate of 1.5% per month will be levied on any accounts older than 30 days.
- 8.11 High School students need to pay R75 per day (excluding meals), if they remain in the resident during school holiday.

**9. PAYMENT OF FEES**

**9.1 South African Students**

- a. A 5% discount will be given to South African students if the annual tuition fees are paid within the first week of the academic year.
- b. 50% of the semester fees (tuition), 50% of boarding per semester and the semester registration fee is required before registration and for a returning student any outstanding account must be settled before registration.
- c. Interest at a rate of 1.5% per month will be levied on any accounts older than 30 days.
- d. **Payments are not dependent on receipt of a statement of account.**
- e. 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.

**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 28 February 2018

1<sup>st</sup> Semester & 31 August 2018 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 withdrawn. 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.
- e. Interest at a rate of 1.5% per month will be levied on any accounts older than 30 days.

### **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.

## **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 (postage included)..... R125 per copy
- Auditing a class .....Regular class tuition fees
- BEd practical Teaching – Police clearance fee ..... R150
- Certificate of completion ..... R200
- Change of Programme .....R75
- Credit by examination ..... 50% normal Cr. Fee
- Graduation Fee ..... R1350
- \* (Students that have been charged a graduation fee and eventually do not graduate will be charged 50% of the fee.)
- Graduation in absentia..... R1350
- Intensive Courses (per credit)..... R415
- Practicum/ recording fee (excl. Theology) ..... R180  
(Work Integrated Learning)
- Prospectus (hard copy) .....R65
- R/D Cheque fee and dishonored debit order ..... R180
- Re-mark fees ..... R430
- RPL Course ..... R1 445
- Supplementary / Aegrotat examination ..... R350 per course
- Theology Health Expo .....R95
- Theology Practicum ..... R1 660



Full Meals cost\*:

Breakfast .....	R55
Lunch .....	R70
Supper .....	R65

\* **The full meal is optional students may choose which food item they wish to buy from the cafeteria.**

**12. INTENSIVES MODULES**

The student will pay the full module fee as per the number of credits.

**13. MUSIC FEES**

Music lesson fees are based on half-hour lessons once per week. These fees are to be paid in cash in advance.

High school and private primary school students .....	R1 240 per quarter
Private student .....	R1 320
Senior Citizens .....	R645
College Students .....	R1 730
Registration fee .....	R80
Sheet music fees .....	R165
Instrument hire/practice fee (in music building).....	R395 per quarter (High School)
Instrument hire/practice fee (in music building) .....	R730 per semester (College)

**14. RENTAL OF MARRIED STUDENT ACCOMMODATION (Unfurnished accommodation)**

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

Rent.....	R2 340 – R3 900 / month
Electricity .....	R430 –R635 / month
Rent for New Student Housing .....	R4 400
Electricity for New Student Housing .....	R635
Garbage .....	R135 / month
Water .....	R80 – R110 / 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.

Students requiring family accommodation from the College 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 the house or flat is left in good order, 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.

## 15. 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.

## 16. REFUNDS

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

### a. Tuition & Boarding Fees

Tuition & Boarding 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 R1000 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

### b. 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.

### c. Refunds on pre-paid annual fees

A 10% administration fee will be retained.

Refunds to international students and SA students who have international sponsors

Credit balances will be refunded to the original depositor.

## 17. BOARDING DURING SUMMER OR WINTER SCHOOL (NB. ELI students)

Students remaining on campus to attend summer or winter school will be charged on a daily basis of R75 per day excluding meals.

## 18. BOARDING DURING VACATION TIME

- International students remaining on campus for the winter vacation will be charged R75 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.

## 19. ADJUSTMENTS IN FEES

All fees are subject to change without notice and generally increase each academic year.

## 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 and high school learners 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@hbc.ac.za](mailto:guestrooms@hbc.ac.za) in order to make reservations. The charges are:

Room with en- suite bathroom:	R335	Per person per day -sharing
	R465	Per person per day – single
Ordinary room	R245	Per person per day – sharing
	R355	Per person per day – single
	Children aged 12 or under – half price	

### Full Meals at the cafeteria:

Breakfast .....	R55.00
Lunch.....	R70.00
Supper .....	R65.00
Children under 2 .....	Free
Children aged 12 or under .....	Half Price

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

**Please note that accommodation does not include meals.**

November 2017

Office of the Director of Finance