



FEES POLICY

2022-2023



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/Belgium Campus



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.

Change of Campus / Attendance Mode Fee

Students who wish to change the campus they are registered with or switch from face-to-face learning to online, or vice versa, are required to pay a R2,000 admin fee.

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 (electronic) 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.

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 available on the portal at a 10% early interest rate, on the condition that the payer passes an affordability test. Different instalment options (10,11 or 12 months) are available. Instalments must be paid on or before the due date of such instalment.

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 of payment by The Belgium Campus. 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 only option for instalment payments. The Debit Instruction form is part of the credit/instalment application form.

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 dispatch, 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 available on the portal at a 10% early interest rate, on the condition that the payer passes an affordability test. Different instalment options (10,11 or 12 months) are available. Instalments must be paid on or before the due date of such instalment.

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 of payment by The Belgium Campus. 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 only option for instalment payments. The Debit Instruction form is part of the credit/instalment application form.

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 number (consisting of 6 numbers) followed by
- "T" for tuition fees
- "R" for residence fees
- "G" for the general account (uniforms etc)

Please email the proof of payment for the attention of the Accounts Department to: 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.

Cash deposits at the bank will result in the charging of a service fee, equal to the fee charged by the bank to the campus for that specific transaction.

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.

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.

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 willfully 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 plus 10% of the remaining 50% of the annual fee; 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.

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.

2022 FEES SCHEDULE

Programme Fees For Tshwane, Ekurhuleni, Nelson Mandela Bay Campus and Online studies (per year)							
Course	Registration Fees	Payment After 28 Feb	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months	Cost per Credit
Mathematics Bridging Course *	R 500.00	n/a	n/a	n/a	n/a	n/a	
MICT SETA National Certificate NQF 5 (Year 1)	R 4,000.00	R 62,700.00	R 57,000.00	R 6,270.00	R 5,700.00	R 5,225.00	R475.00
MICT SETA Certificate NQF 6 (Year 1)	R 4,000.00	R 62,700.00	R 57,000.00	R 6,270.00	R 5,700.00	R 5,225.00	R475.00
Diploma NQF6 (Year 1) curriculum 2022	R 4,000.00	R 62,700.00	R 57,000.00	R 6,270.00	R 5,700.00	R 5,225.00	R475.00
Diploma NQF6 (Year 2) curriculum 2021		R 80,300.00	R 73,000.00	R 8,030.00	R 7,300.00	R 6,691.67	R610.00
Diploma AIT 400 (Year 3)		R 8,800.00	R 8,000.00	R 880.00	R 800.00	R 733.33	
Diploma in Information Technology NID	R 4,000.00	R 143,000.00	R 130,000.00	R 14,300.00	R 13,000.00	R 11,916.67	R 1 080.00
Bachelor of Information Technology NQF 7 (3 years)	R 4,000.00	R 91,300.00	R 83,000.00	R 9,130.00	R 8,300.00	R 7,608.33	R 690.00
Bachelor of Information Technology NQF 7 Saturday Class (5 Years)	R 4,000.00	R 68,310.00	R 62,100.00	R 6,831.00	R 6,210.00	R 5,692.50	R 690.00
Bachelor of Computing NQF 8 (Year 1,2 & 3)	R 4,000.00	R 102,300.00	R 93,000.00	R 10,230.00	R 9,300.00	R 8,525.00	R 775.00
Bachelor of Computing AIT 400, excluding thesis (Year 4)		R 8,800.00	R 8,000.00	R 880.00	R 800.00	R 733.33	
Bachelor of Computing Thesis (Year 4)		R 15,097.50	R 13,725.00	R 1,509.75	R 1,372.50	R 1,258.13	
Non-Degree Purposes (NDP)	Request quote from administration office						

Repeat Programme Fees (per year)						
Course	Full Payment After 28 Feb	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months	Cost Per Credit
National Certificate NQF 5 & Certificate NQF 6 (1 Year)	R 47,025.00	R 42,750.00	R 4,702.50	R 4,275.00	R 3,918.75	R 356.25
Diploma NQF6 (Year 2)	R 60,390.00	R 54,900.00	R 6,039.00	R 5,490.00	R 5,032.50	R 457.50
Bachelor of Information Technology NQF 7 (3 years)	R 68,310.00	R 62,100.00	R 6,831.00	R 6,210.00	R 5,629.50	R 517.50
Bachelor of Information Technology NQF 7 Saturday Class (5 Years)	R 68,310.00	R 62,100.00	R 6,831.00	R 6,210.00	R 5,629.50	R 517.50
Bachelor of Computing NQF 8 (4 Years)	R 76,725.00	R 69,750.00	R 7,672.50	R 6,975.00	R 6,393.75	R 581.25

Additional Printing Fees	
Black & White Print / Copy (pp)	R 1.00
Colour Print / Copy (pp)	R 4.00
Scan to USB	Free

Additional Education Fees	
Change of Campus / Attendance Mode Fee	R 2,000.00
CAT	R 2,000.00
RPL (Per Credit)	30% of credit price
Change of Elective	R 500.00
Remark of Exam	R 750.00

Uniform Fees	
Shirt (Long or Short Sleeve)	R 275.00
Tie	R 65.00
Jersey	R 385.00
Blazer	R 1,050.00
Winter Astro Jacket	R 1,050.00
Beanie	R 90.00
Cap	R 120.00
Uniform Package (2 Short Sleeve Shirts + 2 Long Sleeve Shirts, Tie, Jersey, Blazer)	R 2,500.00

Additional Residence Fees	
Student Card Re-issue	R 200.00
Lost Room Key	R 200.00
New Lanyard	R 50.00
Change Room Lock	R 750.00
Replace Toilet Seat	R 750.00
Replace Shower Curtain	R 350.00
Any Other Damage	As per supplier
Replace Fire Extinguisher	As per supplier

Additional Residence Fees (Meals)	
Monthly Meals (Once-Off)	R 3,200.00
Breakfast	R 40.00
Lunch	R 50.00
Dinner	R 60.00

Residence Enrolment Fees						
<p>The 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 bookings 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.</p>						
Residence	Registration Fee (non-refundable)	Payment after 28 Feb	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months
Double Room, Shared Bathroom	R 2,000.00	R 64,350.00	R 58,500.00	R 6,435.00	R 5,850.00	R 5,362.50
Double Room, Private Bathroom	R 2,000.00	R 68,200.00	R 62,000.00	R 6,820.00	R 6,200.00	R 5,683.33
Single Room, Shared Bathroom	R 2,000.00	R 68,200.00	R 62,000.00	R 6,820.00	R 6,200.00	R 5,683.33
Studio Double, Private Bathroom	R 2,000.00	R 71,500.00	R 65,000.00	R 7,150.00	R 6,500.00	R 5,958.33
Single Room, Private Bathroom	R 2,000.00	R 73,700.00	R 67,000.00	R 7,370.00	R 6,700.00	R 6,141.67
Studio Single, Private Bathroom	R 2,000.00	R 75,900.00	R 69,000.00	R 7,590.00	R 6,900.00	R 6,325.00

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.

2023 FEES ON FOLLOWING PAGE >

2023 FEES SCHEDULE

Course	Registration Fees	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months	Cost per Credit
			Starting date: 28 Jan 28 Feb 28 Mar	Starting date: 28 Jan 28 Feb	Starting date: 28 Jan	
Mathematics Bridging Course *	R 500.00	n/a	n/a	n/a	n/a	n/a
MICT SETA National Certificate NQF 5 (Year 1)	R 4,000.00	R 62,000.00	R 6,475.16	R 5,909.60	R 5,438.36	R516.67
MICT SETA Certificate NQF 6 (Year 1)	R 4,000.00	R 62,000.00	R 6,475.16	R 5,909.60	R 5,438.36	R516.67
Diploma NQF6	R 4,000.00	R 62,000.00	R 6,475.16	R 5,909.60	R 5,438.36	R516.67
Diploma in Information Technology NID	R 4,000.00	R 137,800.00	R 14,391.56	R 13,134.57	R 12,087.20	R 1,148.33
Bachelor of Information Technology NQF 7 (3 years)	R 4,000.00	R 88,000.00	R 9,190.55	R 8,387.83	R 7,718.97	R 733.33
Bachelor of Information Technology NQF 7 Saturday Class (5 Years)	R 4,000.00	R 66,000.00	R 6,892.91	R 6,290.87	R 5,789.23	R 733.33
Bachelor of Information Technology NID	-	R 176,000.00	R 18,381.09	R 16,775.65	R 15,437.94	R 1,955.56
Bachelor of Computing NQF 8 (Year 1,2 & 3)	R 4,000.00	R 98,000.00	R 10,234.93	R 9,340.99	R 8,596.12	R 816.67
Diploma AIT 400 (Year 3)	-	R 8,000.00	R 835.50	R 762.53	R 701.72	
Bachelor of Computing AIT 400, excluding thesis (Year 4)	-	R 8,000.00	R 835.50	R 762.53	R 701.72	
Thesis	-	R 14,000.00	R 1,462.13	R 1,334.43	R 1,228.02	
* Mathematics Bridging Course is refundable if attendance is 85% or higher - a credit note will be issued towards the student's account if the condition is met						
** Instalment options only available after passing an affordability check and on condition that the payer signs a debit order form						

Repeat Programme Fees (per year)					
Course	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months	Cost Per Credit
		Starting date: 28 Jan 28 Feb 28 Mar	Starting date: 28 Jan 28 Feb	Starting date: 28 Jan	
National Certificate NQF 5 Certificate NQF 6 Diploma NQF 6	R 46,500.00	R 4,856.37	R 4,432.20	R 4,078.77	R 387.50
Bachelor of Information Technology NQF 7 (3 years)	R 66,000.00	R 6,892.91	R 6,290.87	R 5,789.23	R 550.00
Bachelor of Information Technology NQF 7 Saturday Class (5 Years)	R 66,000.00	R 6,892.91	R 6,290.87	R 5,789.23	R 550.00
Bachelor of Computing NQF 8 (4 Years)	R 73,500.00	R 7,676.20	R 7,005.74	R 6,447.09	R 612.50

Additional Education Fees	
Change of Campus / Attendance Mode Fee	R 2,000.00
CAT	R 2,000.00
RPL (Per Credit)	30% of credit price
Change of Elective	R 500.00
Remark of Exam	R 750.00

Additional Printing Fees	
Black & White Print / Copy (pp)	R 1.50
Colour Print / Copy (pp)	R 4.00
Scan to USB	Free

Uniform Fees	
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
Uniform Package 2 Short Sleeve Shirts, 2 Long Sleeve Shirts, Tie, Jersey and Blazer	R 2,500.00

Residence Enrolment Fees

The 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 bookings 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.

Residence	Registration Fee (non-refundable)	Full Payment Before 28 Feb	Instalment 10 months	Instalment 11 months	Instalment 12 months
Double Room, Shared Bathroom	R 2,000.00	R 62,000.00	R 6,475.16	R 5,909.60	R 5,438.36
Double Room, Private Bathroom	R 2,000.00	R 65,000.00	R 6,788.47	R 6,195.55	R 5,701.51
Single Room, Shared Bathroom	R 2,000.00	R 65,000.00	R 6,788.47	R 6,195.55	R 5,701.51
Studio Double, Private Bathroom	R 2,000.00	R 69,000.00	R 7,206.22	R 6,576.82	R 6,052.37
Single Room, Private Bathroom	R 2,000.00	R 69,000.00	R 7,206.22	R 6,576.82	R 6,052.37
Studio Single, Private Bathroom	R 2,000.00	R 73,000.00	R 7,623.98	R 6,958.08	R 6,403.24

Additional Residence Fees (Meals)	
Monthly Meals (Once-Off)	R 3,200.00
Breakfast	R 40.00
Lunch	R 50.00
Dinner	R 60.00

Additional Residence Fees	
Student Card Re-issue	R 200.00
Lost Room Key	R 200.00
New Lanyard	R 50.00
Change Room Lock	R 750.00
Replace Toilet Seat	R 750.00
Replace Shower Curtain	R 350.00
Any Other Damage	As per supplier
Replace Fire Extinguisher	As per supplier

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.