

FEES POLICY

2026



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FEES POLICY BOOKLET

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Registration Fee

A **non-refundable** fee of R 5,000 (please note that this fee is subject annually to change and will be communicated) is payable by all first-time applicants/students for both full-time and part-time programmes (including Saturday classes) to secure a place in the class. Students who wish to stay in the on-campus residence should pay an additional non-refundable fee of R 4,500.00 to secure their booking.

Change of Campus / Attendance Mode Fee

Students who wish to change to a different campus or switch from face-to-face to online class attendance, or vice versa, are required to pay an administrative fee of R2,000 first before being given permission to attend online. Only the student finance department is authorized to grant you permission to change your mode of learning.

Tuition Fees

The tuition fees are valid for a full academic year and include all tuition fees, exams, re-exams (if applicable), and almost all (electronic) books. Some of the books required for senior academic years must be purchased by the student at their own expense. A complete list will be provided during the first week of the academic year.

Belgium Campus iTversity maintains the published scale of fees and charges for the academic year. To ensure continued provision of high-quality education services, the institution may implement an annual fee increase. This adjustment reflects inflation, rising operational costs, and enhancements to academic and student support services. The annual increase will be communicated to students in advance of the new academic year. Students will be informed of any changes through official communication channels, and the updated fee structure will be published on the institution's website.

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 student portal at a 10% discount rate. Instalment options are available when completing the Instalment Application Form. Instalments must be paid on or before the due date of such instalment. Additionally, a debit order facility is available as an option for instalment payments. The Debit Order Instruction Form is included in the credit/instalment application form.

If the student's account is overdue, access to all campus facilities and courses will be denied until the campus has received payment of the overdue instalments, any accrued interest, and legal costs, if applicable.

All notices and legal processes may be validly delivered or served to the payer at their residential address provided in the enrolment document, which the payer designates as their domicilium citandi et executandi.

Admin fees/penalties may apply to payments received after the dates specified in the fee structure or instalment payment form.

Acknowledgment of Debt

An acknowledgement of Debt (AOD) is a written agreement between Belgium Campus iTversity and a student who is regarded as the debtor. The debtor in this agreement admits and acknowledges that they owe Belgium Campus iTversity a specific amount to the institution and agrees to repay the outstanding amount as per the terms and conditions outlined in the agreement. It serves as evidence of the debt owed and clearly outlines the consequences for the default payment as per the terms and conditions.

The payer acknowledges that if they fail to make a payment by the due date, Belgium Campus iTversity has the right to demand immediate payment of the full outstanding amount, including interest. If Belgium Campus iTversity initiates any legal action against them, they will be liable for the payment of all legal fees of the attorney and client scale of costs, including any collection commissions incurred by Belgium Campus iTversity.

For any action arising from this agreement, they consent to the jurisdiction of the Magistrate's Court of Wonderboom held in Pretoria North, even if such proceedings may be outside its jurisdiction. This clause shall be deemed to constitute the required written consent granting jurisdiction to the provisions of the Magistrate's Court Act of 1944, or any amendment or re-enactment thereof. Belgium Campus iTversity reserves the right, at its sole discretion, to initiate proceedings in any other court that might otherwise have jurisdiction over the matter.

The payer hereby waives the benefits of the legal exceptions non numerate pecuniae, non-causa debiti and calculation error and revision of accounts and acknowledges that they fully understand the meaning and implications of these waivers.

They further agree that any notice sent to them by prepaid registered mail to their address shall be deemed to have reached them on the seventh day after dispatch, unless proven otherwise. If a student is expelled due to theft, drugs, or any other serious misconduct, the payer will be required to immediately pay the full outstanding student fees and any bursary or scholarship amounts to Belgium Campus iTversity.

Access to Campus and all other facilities will be denied if fees are outstanding. This temporary blocking of access does not constitute a cancellation of registration; therefore, the responsibility for paying the fees remains, including for the period during which access was denied due to non-payment.

Residence Fees

Our residence fees cover accommodation 24/7 for the entire academic year, including three meals per day from Monday to Friday, excluding campus and public holidays.

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% discounted rate. Instalment options are available when completing the Instalment Application Form. Instalments must be paid on or before the due date of such instalment.

If the student's account is in arrears, 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 an option for instalment payments. The Debit Instruction form is part of the credit/instalment application form.

Admin fees/penalties may apply for all payments that are received later than the dates mentioned above.

Banking Details

To facilitate payments, you can make direct deposits or transfers into the Belgium Campus iTversity bank using the following banking account details:

Account Name:	Belgium Campus 1 iTversity NPC
Bank:	First National Bank
Account Number:	62091935993
Branch:	251-045 (Pretoria North)
Swift:	FIRNZAJJ
Reference:	Student number (consisting of 6 numbers)

Please email the proof of payment for the attention of the Finance Department to: accounts@belgiumcampus.ac.za

We accept payment via debit card, credit card, and cash. Cash payments can be exclusively accepted at the Pretoria Campus - 138 Berg Ave, Heatherdale AH, Akasia, 0182.

All inquiries related to student fees (tuition, residences, etc.) are dealt with by the Finance Department.

Bursaries

The bursary covers tuition fees only, which includes the cost of academic registration and class fees. Students remain financially responsible for residence, transport, uniform, and repeat modules.

The student must:

- Abide by all institutional rules and the Student Code of Conduct.
- Maintain at least 85% of class attendance throughout the duration for which the bursary is awarded, notifying the institution of valid reasons of absence (e.g., medical certificates).
- Complete all academic work in good faith, complete all assignments and tests within given timeframes, commit to full-time studies and not fail more than two subjects or modules per academic year. If a student fails a subject or attendance drops below 85%, the Student Support Department will provide academic support through peer tutoring and counselling. Students must attend and actively participate in these sessions. Student Support Services remain available throughout enrolment.
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- Students must immediately inform the institution if they obtain another bursary offer, experience changes in contact information, or wish to withdraw. Students must participate in surveys or assessments required by the institution or sponsors, during or after the enrolment and remain contactable regardless of when the Agreement is terminated.
- Students must cooperate with reasonable requests for additional bursary applications. The institution may nominate students for external bursaries, share personal information with potential sponsors and does not guarantee exclusive sponsorship.

To be awarded and retain funding, students must attend all classes, complete and submit all assignments and projects, demonstrate good conduct, perform well on tests and exams, and meet all requirements specified in the bursary agreement.

Bursaries are valid for one academic year only and are non-transferable.

Students must sign a funding acknowledgement at the start of each academic year. The Finance Department will inform students when the agreement is ready. Students who do not sign will forfeit their funding.

Funding may be revoked if students fail to meet minimum academic requirements and compulsory subjects or violate the ethos of Belgium Campus iTversity.

Sibling Discount

Families with two or more children enrolled in full-time studies at Belgium Campus iTversity (note that AIT does not qualify), may apply for a 5% sibling discount for the youngest child.

Contact Details

All parties acknowledge that Belgium Campus iTversity will use the phone numbers and email addresses provided on the enrolment document to make contact. It is the responsibility of the parties to inform Belgium Campus iTversity in writing of any changes to their contact details.

Termination of Tuition/Residence Agreement

If the enrolment agreement is cancelled after the registration fee has been paid but before the course begins, the following terms will apply:

- 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 in which a student is enrolled, the following terms will apply:

- 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 iTversity 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 iTversity 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 iTversity 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 iTversity.

If the residence agreement between the payee and/ or student and Belgium Campus iTversity 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 iTversity 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 iTversity.

Refunds

A refund of tuition and/or residence fees can only be requested if the student's account reflects a credit balance. This means that tuition fees, along with all other costs, including but not limited to residence fees, uniform orders and any additional items, where applicable, are considered when determining whether the account is in credit or not.

Furthermore, the credit should be due to the student/parent/payer's own payments, and not from an award or bursary provided by one of Belgium Campus iTversity's corporate partners. If a bursary or sponsorship is awarded by one of Belgium Campus iTversity partners after the student/parent/payer has already paid part or all of the current academic year's fees, the credit will remain in the student's account until the student has completed the academic programme. This is to prevent students from dropping out due to financial constraints in the event that the sponsorship is not renewed or if the student needs to repeat subjects.

Refunds will only be granted if the student has graduated from their qualification or has a cancelled enrolment and there is still a refund due. This is to ensure that future costs can be covered in the event that the student/parent/payer may face some financial difficulties in future enrolment years

A refund will be processed during the first payment cycle following the accounts department's receipt of a duly completed and signed "Application for Refund on Credit Balance" form. This form can be requested via email at accounts@belgiumcampus.ac.za.

By signing the form, the applicant confirms that the refund is due to a payment that they have made an account to which the refund should be made.