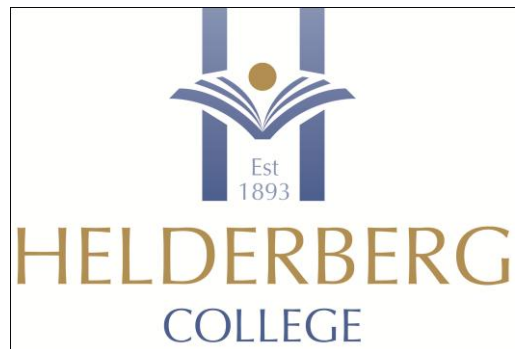


HELDERBERG COLLEGE



Financial Information 2011

CONTENTS

	<u>Page</u>
A. SCHEDULE OF FEES	3
1. Application Fee	3
2. Deposit	3
3. Registration Fee	3
4. Tuition Fees	4
5. Boarding Fees	4
6. Payment of Fees	5
7. Books	6
8. Incidental Fees	6
9. Music Fees	7
10. Rental for Married Student Accommodation	7
11. Payment Details	7
12. Sponsorships from Other Organizations.....	8
13. Outstanding accounts	8
14. Withdrawal from College	8
15. International Students	8
16. Boarding during Summer or Winter School	9
17. Boarding during Vacation Time.....	9
18. Adjustment in Fees.....	9
B. GENERAL	9
1. Breakages	9
2. Medical, Dental & Optical Expenses	9
3. Personal Effects/ Insurance Cover	9
C. FINANCIAL ASSISTANCE	9
D. GUEST ROOM ACCOMMODATION	10

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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.

A. SCHEDULE OF FEES

1. APPLICATION FEE

- a. Up to a month prior to registration, South African students must include an application fee of R135, or R270 thereafter. This is not refundable.
- b. Up to a month prior to registration, students from SADEC/SID region pay an application fee of R270 per application, or R540 thereafter. This is not refundable.
- c. Up to a month prior to registration, International students pay an application fee of R 860 per application, or R1 720 thereafter. This is not refundable.

2. DEPOSIT/NEW STUDENTS

- a. South African Students
Upon acceptance of each new application a deposit of R 620 is required. This amount will be credited to the student's account. If, however, the student does not arrive at the time of registration, this deposit will not be refunded.
- b. International & SADEC/SID Students
Before the College issues a letter of authorization for study visa purposes, the student must provide for registration, tuition fees and where applicable boarding fees in advance.

3. REGISTRATION FEE

- a. A non-refundable annual registration fee of R1 300 is payable upon registration each year.
- b. An additional R660 will be charged for late registration.

4. TUITION FEES

a.

Course of Study	Projected Tuition per Annum 2011
Bachelor of Arts	R34 715 (R265 per credit at 131 crs per year)
Arts Foundation Year	R18 360 (R180 per credit at 102 crs per year)
Early Childhood Development (DIP)	R15 820 + (R1100 practical & materials)
English Language Institute	R35 840 ** (R280 per credit at 128 crs per year)
Bachelor of Business Administration	R32 595 (R265 per credit at 123 crs per year)
Business Foundation Year	R21 600 (R180 per credit at 120 crs per year)
Diploma in Business Management	R27 776 (R224 per credit at 124 crs per year)
Diploma in Office Administration	R12 240 (R90 per credit at 136 crs per year)
Bachelor of Theology	R34 185 (R265 per credit at 129 crs per year)
Theology Foundation Year	R18 000 (R180 per credit at 100 crs per year)

- b. ****English Language Institute** fees includes one outing per month and text books, but **excludes extramural activities, boarding during holidays or spending money.**
- c. 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.

5. BOARDING FEES

Financial arrangements must be made before a student can be admitted into residence. Boarding fees are the same irrespective of the student's gender, program of study or standard in school. **Policy requires that all students reside**

in the residences, except for married students or those residing with their parents. International students must provide for a full year in advance.

	Accommodation & Meals per Annum
College Semester Program	R33 239
High School Students	R35 866
Room Deposit	R460
Curtain Rental (Men's Residence)	R60

Please note that all meals are included in the above amount. A 5% discount will be given to South African students if the annual boarding fees are paid in full within the first week of the academic year.

6. PAYMENT OF FEES

Helderberg College attempts to give every student the opportunity to study within a Christian environment. Every effort is made to assist students in meeting their financial obligations in order to reach this objective. To this end three payment plans are offered. **NOTE:** Students, who have not settled their accounts in full by the financial DP or defaulted on any of the payment plans, will not be allowed to write their semester final exam. In addition the student will also not be entitled to write supplementary exams. First semester financial DP: 18 May 2011. Second semester DP: 19 October 2011.

Payment Plan 1 - Full Annual Fees Paid in Advance

- a. International students and students from other African countries are required to pay the full registration, tuition and boarding fees in advance before they are accepted/ registered.
- b. English Language Institute students are required to pay the full registration, tuition and boarding fees in advance before they are accepted (refer to paragraph 4b).
- c. Incidental expenses (unbudgeted items) which appear on the student's account must be paid within 30 days of statement.

Payment Plan 2 - Full Semester Fees Paid at Registration

- a. South African students may pay tuition, boarding and registration fees for one semester in advance before registration. Effectively this allows for two payments to be made covering the total annual study fees.
- b. Students electing *Payment Plan 2* must pay the full budgeted amount for the semester as well as any debit balance on their account before registration can take place at the beginning of each semester. Should there be a credit at the end of the semester it can be deducted from the subsequent semester's payment. Incidental expenses (unbudgeted items) which appear on the student's account must be paid within 30 days of statement.

Payment Plan 3 - Contract and Debit Orders for Monthly Payments

South African Students Only. Students may choose to pay educational expenses in instalments on a monthly basis. If this payment plan is chosen a deposit of 30% of the annual fees (tuition, registration and/or boarding) is required before registration. The balance of the annual fee is spread over 7 (seven) equal monthly payments and end **on 30 September** of the applicable academic year. Interest at a rate of 1.5% per month will be levied on any accounts older than 30 days.

The person responsible for the payment of the educational accounts of the student must arrange for and **sign the monthly payment contract prior to registration** of the student for the respective academic period - usually this would be before registration for the first semester in February. As each student's academic programme and circumstances are unique, a personalised contract is drawn up. **The college prefers debit order payments, where a contractual plan is chosen.**

Due date for payments is the last day of each month. Payments not received on time will result in the student's registration being withdrawn. **Payments are not dependant on receipt of a statement of account.** In addition to the monthly payment, payment must also be made within a 30 day period to cover other incidental expenses which appear on the student's account. *Payment Plan 3* only applies to full time South African students. Monthly payments must be up to date (current) according to the payment plan for which the student/parent/sponsor has contracted both before semester examinations commence, and before registration for a new semester takes place.

7. BOOKS

Students must purchase their own prescribed textbooks. It is advised that students budget for at least R6 000 per annum.

8. INCIDENTAL FEES

Academic transcript	R 40 per copy
Late registration (per semester)	R660
R/D Cheque fee and dishonored debit order	R110
Auditing a class.	Regular class tuition fee
Credit by examination	50% normal Cr. fee
Practicum recording fee (excl. Theology)... ..	R110 per course
Theology practicum	R1060
Lab fee (Theology)	R1060
Internship recording fee	R110 per course
Supplementary examination	R220 per course
Certificate of completion	R110
Graduation fee	R770
Graduation in absentia	R770
Regalia hire (excl. ties and scarves)	R250

Meals for day students:

Breakfast	R 28.00
Lunch	R 42.00
Supper	R 35.00

9. 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 primary school students	R 785 per quarter
Private student	R 840 per quarter
Senior citizens	R 410 per quarter
College students	R1100 per semester
Registration fee	R 40 per annum
Sheet music fee ..	R 100 per quarter/semester
Instrument hire (in music building)	R 250 per quarter
Instrument hire (private use)	R 485 per quarter

10. RENTAL FOR MARRIED STUDENT ACCOMMODATION (Only unfurnished accommodation)

Rental per month excluding utilities and services (depending on accommodation)
payable in advance not later than the 7th of the month

Rent	R 1460 - R 1995 /month
Electricity	R 260 / month
Rent for New housing scheme.....	R 2800.00 /month
Electricity	R 330.00 / month
Garbage	R 88.00 / month
Water	R 45.00 / month

Accommodation will be provided on 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 withdrawal from the College if 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 violated, a full month's rental will be charged.

11. PAYMENT DETAILS

- a. Incidental charges are payable when they appear on the statement.
- b. Money orders, cheques and postal orders should be made payable to "Helderberg College" and not to individuals. For Bank Transfers (Electronic Bank Transfer), Debit orders, etc., kindly contact the Finance Office.

- c. Payments can be directly deposited into the following bank account:
ABSA Bank – Current Account: A/c#4060394706, Branch Code 632656
SWIFT CODE ABSAZAJCCT

Kindly fax the deposit slip to Helderberg College at 086 550 4961 or (021) 8507547 with reference to the student's number or name & surname.

12. SPONSORSHIPS FROM OTHER ORGANIZATIONS

- a. Upon registration, students who are sponsored must present the original letter indicating the following:
- The organization (name, address, and contact person) that is sponsoring the student,
 - The duration of the sponsorship,
 - The amount of the sponsorship, and,
 - Any limitations or restrictions on the sponsorship.

13. OUTSTANDING ACCOUNTS

- a. Student accounts must be current AND all payment arrangements must be met by Financial DP in each semester as indicated on the Calendar of Events.
- b. Before a degree, diploma, certificate, grades or transcript can be awarded to a student, all accounts have to be settled in full.

14. WITHDRAWAL FROM COLLEGE

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 : 100%, week 2 : 75%, week 3 & 4 : 50%, after four weeks the full semester's fees are payable. The registration fee of R 1 300 is not refundable upon withdrawal.
- b. Deposits
The room deposit is refundable after withdrawal from College if the room is left in a satisfactory condition. The deposit will be credited against the student's account if his/her account is not settled.
- c. Refunds on pre-paid annual fees
10% Administration fee will be retained.
- d. Refunds to international students
Will be repatriated to the country of origin.

15. INTERNATIONAL STUDENTS

All non South African students are required to pay the full annual tuition and boarding fees in advance.

16. 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 R176.00 per day, including meals. Students remaining on campus for other reasons pay R176.00 per day, excluding meals and R250.00, including meals.

17. BOARDING DURING VACATION TIME

Should a student arrive more than two days prior to the beginning of a semester, or stay more than one day after the end of a semester, the vacation charges apply. Registration for vacation boarding is to be done two days prior to commencement of vacation.

18. 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 AND OPTICAL EXPENSES

Students are expected to make their own appointments for such services. It is advisable for parents to include the student in their medical aid or insurance plan and provide the student with evidence of this cover. The College accepts no responsibility for any medical, dental or related expenses.

3. PERSONAL EFFECTS/INSURANCE COVER

Personal effects of Helderberg College 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

Work bursaries are available to assist students with tuition and boarding expenses. A number of these work bursaries are reserved for first-year students at Helderberg College. Students who receive a work bursary are expected to work 10 to 30 hours per week. (See criteria on reverse side of application form.) A work bursary cannot be presented as payment for registration. Application forms for work bursaries may be obtained from the office of the Vice-President for Finance. Applications from registered students for work bursaries to be granted in

the following year must be submitted by early October to the office of the Vice-President for Finance.

D. GUEST ROOM ACCOMMODATION

Contact Women's Dean at (021) 8507500 x 267 or e-mail to louwi@hbc.ac.za to make reservations. The charges are:

Room with en suite bathrooms R 226.00 per person per day - sharing
..... R 235.00 per person per day - single
..... Children aged 12 or under - half price

Other Rooms R 165.00 per person per day - sharing
..... R 175.00 per person per day - single
..... Children aged 12 or under - half price

Meals:

Breakfast R 40.00 /person
Lunch R 52.00 /person
Supper R 45.00 /person
Children under 2.... Free
Children aged 12 or under Half price

Parents of full-time boarders will be accommodated free of charge for three nights per year, excluding meals, if accommodation is available. Graduation weekend is excluded from this provision.

A deposit of 25% of the room charge is required to confirm bookings. Cancellations made less than 21 days before date of arrival will forfeit the deposit.

October, 2010
Office of the Vice-President : Finance Administration