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Approved by	Leon Beech		

DEBTOR PAYMENT OF FEES POLICY (STAFF & STUDENTS)

A. Student Admin/Registration Fees

The Student Admin/Registration Fee is a separate fee payable and an additional administration fee is payable for International Students. Administration/Registration fees are payable at registration.

The following amounts, dependant on the duration for which each student is registered, is payable.

	YEAR	SEMESTER	TRIMESTER	SKILLS < 3 months
<i>Student Admin/Registration Fee</i>	<i>R 250</i>	<i>R250</i>	<i>R 250</i>	<i>R 250</i>
<i>International Student Admin/Registration Fee</i>	<i>R750</i>	<i>R750</i>	<i>R750</i>	<i>R750</i>

B. Minimum Payment on Registration

Students that have applied for a NSFAS Bursary or will be applying for a NSFAS Bursary, as well as returning students that have NSFAS Bursaries, will not be paying an Administration/Registration fee as NSFAS will be paying the fee.

The yearly College Fee Guideline contains details of all fees. Refer to the College Website.

C. Methods of Payment

The general rules of payment are that all South Africa students (included are Refugees), other than Nsfas funded students, will on registration pay at least 35% as a deposit including the applicable administration/registration fee.

Should a non-full payment option be requested, such a request must be accompanied by a completed Financial Agreement for the applicable academic year. See detail as outlined below by program.

All Nsfas Students will be required to sign a Financial Agreement and will be held liable if Nsfas has not confirmed their bursaries within two months after registration. This applicable as well for Hostel Fees.

A discount of 5% will be applied to programme fees if paid in full at Registration.
(No discount is applicable to Hostel fees)

With exception to Skill Courses (less than 3 months), Part-Time Courses and Distance Learning Courses the following payment requirements are applicable to students enrolling at the College other than NSFAS students

Year Programmes (Full – Time)

- Full payment of class and residence fees with registration (cash or per credit card).

Or

- Payment of 35% of class and residence fees with registration and the balance, payable in 6 equal instalments from February.

Or

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- If no debit order payment of 35% of class and residence fees with registration and the balance, payable in 4 equal instalments from February.

Students that register for 3 or less subjects per year must pay their full class fees at registration. Students that register for more than 3 subjects per year must pay 35% of the class fees at registration and the balance, in 3 equal instalments'.

Semester Programmes

First Semester (Full – Time)

- Full payment of class and residence fees with registration (cash or per credit card).

Or

- Payment of 35% of class and residence fees with registration and the balance, payable in 3 equal instalments at the end of February, March and April per debit order.

Or

- If no debit order – Payment of 35% of class and residence fees with registration and the balance, in 2 equal instalments on or before the end of February and March.

- Students that register for 2 or less subjects per semester must pay their full class and practical fees at registration. Students that register for more than 2 subjects per semester must pay the full practical fees and 50% of the class fees at registration and the balance, in 3 equal instalments per debit order on or before the end of February, March and April of the applicable academic year.

Or

- If no debit order the balance, in 2 equal instalments on or before the end of March and April.

Second Semester (Full – Time)

- Full payment of class and residence fees with registration (cash or per credit card).

Or

- Payment of 35% of class and residence fees with registration and the balance payable in 3 equal instalments from the end of August, September and October per debit order.

Or

- If no debit order 35% of class- and residence fees with registration and the balance, in 2 equal instalments on or before the end of August and September.

Trimester Programmes

- Full payment of class and residence fees with registration (cash or per credit card).

Or

- Payment of 35% of class- and residence fees with registration and the balance, payable in 2 equal instalments from the end of;

- 1st Trimester: February, March }
- 2nd Trimester: June, July } per debit order
- 3rd Trimester: September, October }

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Or

- If no debit order payment of 35% of class and residence fees with registration and the balance, payable in 2 equal instalments on or before;
 - 1st Trimester: 15 February & 15 March
 - 2nd Trimester: 15 June & 15 July
 - 3rd Trimester: 15 September & 15 October.

Skills Courses < 3 months

Full payment of fees with registration.

Part-time Courses

Full payment of fees with registration.

Distance Learning

Full payment of fees with registration.

D. Payment of fees by Companies

All requests, written or otherwise by commercial entities to enrol students at their cost, for any course/period of study, is to be accompanied an official original company letter of undertaking by the company.

Payment arrangements will be completed by the College Finance Office with the Company involved.

Company students must still pay the applicable Administration/Registration fees.

E. Foreign Students

(Foreign students are classified as non-South African citizens and include SADEC Countries)

All Foreign students shall pay all their full fees upfront before the student receives an Acceptance Letter required to enrol at Northlink College.

The fee structure is contained in the yearly fee guidelines of the College. Refer to College Website or enquire at the Campus of enrolment.

In addition to the payment of a normal administration/application fee as applicable to South African students, all Foreign students will also be required to pay an additional administration/application fee.

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F. Staff Debtors

Staff debtors are classified as staff employed at Northlink College on a permanent or minimum of 1 year contract.

Payment of fees by staff are outlined as follows;

1. Staff and dependants of staff (who still reside with their parents and do not have an income), pay the following amounts:
 - 1.1 Supplementary Exam/Assessment fee as applicable
 - 1.2 Full Practical fee/s and material cost
 - 1.3 30% of the Tuition fee/s.
2. All fees due will be payable in equal instalments by the staff member from February to end October.
3. Staff paid via PERSAL will be required to pay the instalments in cash or by debit order and College paid staff will be deducted from their salary.
4. The discount concession will only be applicable once per subject and 1 programme per beneficiary.

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PROCESS OWNER:

15/12/2016
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DATE:

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APPROVED BY CEO: L BEECH

15.12.16
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DATE: