

COURSE FEES POLICY AND PROCEDURE



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COURSE FEES POLICY AND PROCEDURES

1. PURPOSE

Course fees may be approved and implemented if they meet any of the following conditions:

- They pay for the cost of activities related to a learning programme
- They provide learners with an object or product of value; or,
- They cover costs associated with specific learning programmes (e.g. specialized equipment or materials, risk management, laboratory supplies or expendable products).

Course fees are not intended to replace general operating costs, which are to be paid from the general budget.

2. DEFINITION

Course fees means current amounts payable by learners to access a learning programme.

3. SCOPE

The policy applies to all learning programmes offered. The policy and procedure shall be followed for the establishment and continuation of course fees.

4. POLICY APPLICATION

4.1 ADMINISTRATION OF COURSE FEES

- For each course fee Departments must have an approved Course Fee before any monies may be collected or dispersed.
- Proceeds from course fees can only be used for the purposes specified to create the fee.
- Administrative re-titling or renumbering of courses and review when departments document that the amount and purpose of fees is unchanged.
- Course fees will automatically expire for any course that has either been eliminated or not been taught for three or more years.

4.2 PAYMENT OPTIONS

- The course fees may be paid in advance before the course begins.
- The course fees may be paid on invoice at the start of the programme.
- The course fees may be paid under a payment plan arrangement.
- Where available for the course of study the learner may pay all or part of their fees loan scheme.

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4.3 PAYMENT PLAN ARRANGEMENTS

- By credit card on a fortnightly or monthly basis.
- By direct debit on a weekly, fortnightly or monthly basis.

4.4 OUTSTANDING FEES

There will be a late payment fee charged at the end of each month for outstanding accounts.

4.5 OUTSTANDING FEES LATE PAYMENT FEE

- Learners with outstanding fees will NOT be awarded with their certificates of competencies.
- Transcripts and marks will be withheld until outstanding accounts have been brought up to date.
- Learners with outstanding fees may not be permitted to enroll in subsequent programmes.
- The right to withdraw learners with outstanding debts from programmes until the debts has been paid.
- If learners have any problems in regard to fees they should contact the Accounts Department before the debt gets out of hand. This is a sign of integrity and demonstration that the learner desire to work with the centre to manage their debt.
- Learners will be referred to a debt collection agency if they cease LEARNING at the company and have outstanding fees.

5. PROCEDURES

5.1 COURSE FEE REVIEW PROCEDURE

- When a new or revised fee is contemplated, the initiating unit is advised to consult with the CFO (or designee) to ensure that the fee is allowable under regulations.
- A proposal to implement a new course fee, or to increase an existing course fee, must first be approved.
- The company will review the proposed fee for conformance may also consider the following factors, among others: Is the fee for a required course, or an elective? How many courses in the proposing department already have fees? Is the size of the fee reasonable relative to the educational and training value?

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5.2 COURSE FEE PAYMENT PROCEDURE

- Learners will receive an invoice at the commencement of each month for course fees paid.
- Fees can be paid in full or by a payment plan arrangement.
- Fees must be paid by the last week of classes in each month.
- The company **accepts** the following payment methods: Cheque, Money Order, and payment through a bank, direct credit and direct debit.
- Under no circumstances learners to give money to facilitators to pay their fees.
- Receipts will be issued on the spot if paid personally or available for collection at reception if requested. Learners are to keep their receipts for substantiation purposes.

6. COMMUNICATION OF POLICY

This policy will be circulated to all members of staff. Prospective learners will be informed through brochures and other mass media.

7. EVALUATION AND REVIEW

The course fee policy will be evaluated on a regular basis and review once annually.

8. DOCUMENTATION

- An approved master copy (hard-copy) of the Course Fee Policy
- An electronic copy of the Course Fee Policy
- A signed circulation list of employees that received the Policy.

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All Nations Outreach Christian Council

Course Fee

Learning Programme Name:

Qualification / Unit Standard Title:

Level: _____

Credits: _____

SAQA ID: _____

No.	Cost Description	Unit Cost
1	Tuition / Facilitation / Training Fee	
2	Learning Material	
3	Assessments Fee	
4	Certification	
5	Other (Specify)	
TOTAL		