

Title	Student Financial Policy
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Pages	5

1. Compilation and Authorisation

Action	Designated person	Date	Signature
Compiled for SACAP by:	Melanie Howe	2013	MH
	Gareth Latimer (Revised)	2020 – 2023	GL
	Shaheena Khan	2024	SK
	Darren Deeplal	2025 - 2026	DD
Checked By:	Clare Ford	2013 - 2025	CF
Approved By:	Melanie Howe	2013 - 2019	MH
	Gareth Latimer	2020 – 2023	GL
	Shaheena Khan	2024	SK
	Darren Deeplal	2025 - 2026	DD
Revision Cycle 1			
Recommended revision cycle:		Annual	
Next recommended revision date:		January 2027	
Revised and amended by:		Darren Deeplal	
Checked By:		Clare Ford	
Approved By:		Darren Deeplal	

2. Document History

Date	Version No.	Reason for revision
2013	1	Development of the document

2014 - 2023	2 - 11	Annual review and updating
2024	12	Annual review with minor update
2025 - 2026	13	Annual review with minor update

3. Related Policies

Policy Name
Admissions Policy
CAT and RPL Policy
Student Bursary Policy

4. Purpose of the Policy

This policy aims to guide students regarding the financial and administrative aspects of their SACAP experience.

5. Payment Plans

As detailed on the SACAP Fee Structure document, the following three payment plans are available for Tuition Fees:

- a. **Annual Upfront Payment:** Fees are paid upfront for the year and are due two weeks before the commencement of term. A 5% discount is already factored into the amounts reflected on our Fee Structure, but this discount will only be credited to the student's account if full payment is received two weeks before term commences. If payment is delayed, then the full termly fees will be payable.
- b. **Termly Upfront Payment:** Fees are paid upfront for the term and are due two weeks before the commencement of term.
- c. **Monthly Debit Order Payment:** A monthly debit order amount (as detailed on the Fee Structure or Pro Forma Invoice) will be drawn against the fee payer's account. The completed debit order form must be signed by the nominated fee payer and submitted to the Admissions department before the commencement of term. We regret that no other monthly payment plans are available (e.g. monthly EFT payments or 'stop orders').

Please take note of the following additional conditions that apply to debit orders:

- The debit order form is for a **variable** amount, and the amount actually debited against the fee payer's account will change to accommodate our standard annual fee increases and any other deviation from your initial study plan.
- SACAP is not required to obtain consent to vary the debit order amount in accordance with a student's study plan.
- We regret that the Debit Order Payment plan is not available to **International Students**.

Payment Reference Numbers: Please ensure that only the relevant **student number** is used as a reference on any payments made via EFT or direct bank deposit. This is essential for us to correctly identify and allocate payments onto the correct student account. Please do not use names, ID number or telephone number as your reference.

Proof of payment should please be sent to the students accounts email address relevant to the campus that the student is studying to further assist with allocation:

- **Cape Town Campus:** studentaccountscpt@sacap.edu.za
- **Online Campus:** studentaccountsonl@sacap.edu.za
- **Johannesburg Campus:** studentaccountsjhb@sacap.edu.za
- **Pretoria Campus:** studentaccountspta@sacap.edu.za
- **Durban Campus:** studentaccountsdbn@sacap.edu.za

6. Application Fee

An application fee is charged on application for any of SACAP's courses or qualifications and is non-refundable whether the application is successful or unsuccessful.

7. Annual Registration Fee

An annual registration fee is charged in each year of study for which a student is registered, until a student has completed their qualification. This fee reserves the student's spot in the class and allows SACAP to allocate resources and prepare for the student's participation in the programme.

Registration fees are payable strictly upfront regardless of the payment plan selected and are shown **separately** from Tuition Fees on our Fee Structure.

Registration fees are refundable up until 2 weeks prior to commencement of the student's next academic year and based on the following criteria:

- If you are not accepted into your desired programme or class, the registration fee will be refunded in full.
- If you are accepted into the programme, the registration fee becomes non-refundable, as it covers administrative and enrolment processing costs.
- Should the student choose to withdraw or drop out after acceptance, the registration fee remains non-refundable. (Refer to SACAP's refund policy below)
- Only tuition fees (if already paid) may be refunded in accordance with SACAP's Finance policy.

8. Withdrawal/Deferral/Extension of Study

Once the academic term has started, any withdrawal/deferral/extension of studies will still result in a proportionate charge for the term's fees as follows:

- During Week 1 – 25%
- During Week 2 – 50%
- During Week 3 – 75%
- After Week 4 – 100%

Intensive modules are by their nature short modules that do not stretch over a full academic term. Once an intensive module has commenced, a student will be charged in full for the module with no reduction for withdrawal, etc.

9. Student Accounts

- Proforma invoices (quotations) are provided to students on a request basis prior to the commencement of each academic year, and they are based on a student's study plan at the time of issue. Should a student amend their study plan during the course of the year this may result in changes to their fees. Students are therefore advised to liaise with the Student Accounts department in advance of making any changes to understand any financial implications.
- All students are invoiced on a termly basis for the modules they are actually taking in any particular term. It will thus take three terms to be fully billed for a full academic year of study. A student's account may therefore go to zero or into credit during the course of the year between the termly billings.
- Statements are sent out on a monthly basis to students with a balance owing on their account (debit balance). Statements are available on request to students who do not have a balance outstanding (zero or credit balance).
- Only Registration Fees, Tuition Fees and Resubmission/Re-evaluation Fees will be invoiced against a student's account. Other sundry fees and charges are not invoiced against a student's account because they are charged strictly upfront on application or at point-of-sale and are non-refundable.

10. Non-payment of Fees and Temporary Restriction of Access

a. Debit Order Payment plan:

- Should a student's debit order be returned as unpaid, the student will be sent an automatic notification providing 9 working days to settle the unpaid debit order by EFT or otherwise.
- Should the unpaid debit order not be settled within the 9-day grace period, the student's MySACAP account access will be temporarily restricted until settlement is made. During this time the student will have no access to MySACAP and will not be able to access resources from MySACAP, submit assignments, or complete exams or open book tests until settlement is made.
- Should the unpaid debit order not be settled and a second month's debit order is returned as unpaid, the student's entire term's fees become due and payable, and the student may be handed over for debt collection.
- The student may also no longer be permitted to pay by debit order going forward and will instead be required to pay the fees in full upfront for the term.

b. Termly Payment plan

- Should a student not be on the Debit Order Payment plan, the student's fees for each term are payable upfront in full prior to the commencement of the term. Should these fees not have been paid, the student will be sent an automatic notification providing 9 working days to settle the fees due.

- In the event that the full term's fees have not been settled within the 9-day grace period, the student's MySACAP account access will be temporarily restricted until settlement is made. During this time the student will have no access to MySACAP and will not be able to access resources from MySACAP, submit assignments, or complete exams or open book tests until settlement is made.
- Should the full term's fees not be paid after 40 working days the student may be handed over for debt collection.

c. General

- On settlement, a proof of payment should be sent to the students accounts email address relevant to the campus that the student is studying on to expedite the lifting of the MySACAP restriction.
 - i. **Cape Town Campus:** studentaccountsapt@sacap.edu.za
 - ii. **Online Campus:** studentaccountsopl@sacap.edu.za
 - iii. **Johannesburg Campus:** studentaccountsjob@sacap.edu.za
 - iv. **Pretoria Campus:** studentaccountspta@sacap.edu.za
 - v. **Durban Campus:** studentaccountsdbn@sacap.edu.za
- If, two weeks prior to the commencement of the following term, a student's account has an outstanding balance, for any reason, the student will be removed from their classes for the term about to commence and will not be permitted to re-enrol, re-register or return to studies until the balance is settled in full (subject to class availability).
- Should a new module commence when a student is in the 9-day grace period, the student will not be permitted to commence the module until the outstanding balance has been settled.