



# UCT ONLINE HIGH SCHOOL

POLICIES

## **FEES HANDBOOK**

SA National Senior Certificate (CAPS)



in collaboration with

**VALENTURE INSTITUTE**



REG. NATIONAL COMMISSION FOR EDUCATION  
SOUTH AFRICAN COUNCIL FOR ARTS AND CREATIVE INDUSTRIES



## OVERVIEW

<b>Purpose</b>	This Fees Handbook provides an overview of the rules about learner fees that all fee payers are expected to comply with.
<b>Custodian</b>	Chief Financial Officer
<b>Approval Authority</b>	Vice-Chancellor of UCT Executive Head of School and Chief Academic Officer
<b>Version History</b>	Version 2, Effective 14 July 2023

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## Introduction

In addition to the information and terms and conditions contained on the UCT Online High School website, the following terms and conditions are also applicable to high school learners/parent(s)/guardian(s)/fee payer(s) with respect to the payment of fees at UCT Online High School.

*Please note: any further reference to “learners” in the context of paying fees also refers to their parent(s), guardian(s), or any other fee payer.*

*Please note further: any fees owing to UCT Online High School will be levied by and payable to Valentre Institute.*



## **Pricing, payment, & delivery**

### ***Responsibility to pay remains with the registered guardian/parent:***

- If a registered guardian/parent elects a third party payer to make payment on their behalf, the guardian/parent will still remain responsible for the payment of all fees levied. Should payment not be received from the elected payer, the registered guardian/parent will be contacted as the liable party. Failure by the guardian/parent to settle the outstanding account will result in suspension of the high school learner, as outlined in the suspension process.

### ***Application fees:***

- A non-refundable and non-transferrable application fee is paid during the application process, allowing applicants to proceed with the process and complete an application, and progress to writing a discretionary admissions assessment test.
- Refer to Annexure A for applicable fees.
- Application fees are paid via credit or debit card through the application portal.
- Fee payers acknowledge and understand that the submission of an application in no way guarantees or automatically entitles the applicant to be offered a place of study at UCT Online High School.
- If a high school learner's application has been successful, UCT Online High School requires the payment of a placement fee.

### ***Placement fees:***

- A placement fee is a fee that is payable upon receiving a conditional offer letter, which outlines the conditions for final placement. In paying the



placement fee, you confirm your acceptance of the conditional offer of a place at UCT Online High School.

- The placement fee is non-refundable and non-transferrable, and is due within 7 days from receipt of notification of acceptance. This payment will not be offset against tuition fees.
- The placement fee covers the cost of processing a high school learner's final placement and their anticipated enrolment, which includes, but is not limited to the costs associated with pre-onboarding, record verification and the purchase of technology licences on behalf of the high school learner. In paying the placement fee, you also acknowledge the other conditions that must be met prior to enrolment.
- Refer to Annexure A for applicable fees.
- Placement fees are paid via credit or debit card through the application portal.
- The placement fee is to cover the cost of a high school learner's anticipated enrolment, which includes, but is not limited to, the costs associated with pre-onboarding, record verification and the purchase of technology licences on behalf of the high school learner.

### ***Tuition fees:***

- When a fee payer accepts an offer for an applicant to study a Programme at UCT Online High School on behalf of a high school learner, by paying the requisite placement fee, they then agree to pay the applicable Programme (tuition) fees and any other amounts that are due by them arising from their participation in the Programme(s), by the stipulated deadlines.
- Refer to Annexure A for applicable fees.
- Each feepayer must make their first Tuition fee payment before the commencement of their child's studies. If payment is not received on or before the due date, the high school learner will not be permitted to commence their studies.
- All subsequent tuition fee payments are payable in advance.



- Guardians/parents can elect to pay their tuition fees in the follow instalments:
  - Annually
  - Quarterly (4 instalments)
  - Monthly (12 instalments)
- The following billing cycle applies to all invoices:
  - Invoices are sent on the 20th of each month, in advance of the next following period of study.
  - Invoices are due and payable by the 1st of the month.
  - Debit orders will run on the 16th, 26th or 1st of the month, as elected by the guardian/parent.
  - Accounts in arrears for more than 30 days will be suspended.
  - Payment methods for fees are as per Annexure A.
- The following fees are **included** in tuition fees:
  - 9 subjects for Grades 8 - 9 and 7 subjects for Grades 10 - 12
    - No discounts are provided for taking less than the number of subjects included in the fees
  - Digital textbooks (except setwork books for language subjects)
  - Digital learning content
  - Access to our Online Campus & all of our digital tools
  - Support Coach
  - Learning Facilitator time
  - Virtual clubs
  - Cycle Tests and School Based Assessments (SBAs)
  - Online Internal Examinations (except for Grade 12 final in person examinations)
- The following fees are **excluded** from tuition fees:
  - Additional subjects over and above 9 subjects for Grades 8 - 9 and 7 subjects for Grades 10 - 12
  - Stationery/language setworks, software and computer equipment outlined on the UCT Online High School website



- FET (SACAI registration) costs for Grades 10 and 11
- Grade 12 external SACAI examination registration fees
- Concession fees for a phase

### ***SACAI Examination fees:***

- The tuition fees are **not inclusive** of Grade 12 examination registration fees levied by the examining body (SACAI). The schedule of fees for examinations are released annually and will be made available to fee payers.
- SACAI Examination fees are to be paid by the 31st March of the year the high school learner is registered for grade 12.
- Refer to Annexure A for *estimated* external examination fees.

### ***SACAI Registration fees:***

- UCT Online High School is obliged to register all the high school learners with the examination body ("SACAI"). As part of this process, SACAI requires a registration fee for each learner. The registration fee for Grade 10 and 11 learners is not refundable.
- Guardians/parents are responsible for the payment of the SACAI registration fee even if the high school learner is withdrawn from the school for whatever reason.
- Refer to Annexure A for applicable fees.

### ***Qualified promotional offers:***

- Any qualified promotional offers will be indicated on the Programme fee invoice.
- Refer to Annexure A for applicable promotional offers.
- High school Learners are only eligible for 1 promotional offer on their tuition fees.
- The following promotional offers are available:





- **Annual offer:** customers receive a reduction in tuition fee if paying a full year upfront. This is only available to high school learners who join in term 1 of the academic year.
- **Quarterly offer:** customers receive a reduction in tuition fee if paying tuition fees upfront every 3 months.
- **Siblings offer:** If more than 1 child is enrolled, the second child receives a reduction in tuition fee .
- **Capitec offer:** Capitec customers receive a reduction in tuition fee if paying their fees via debit order from their Capitec account.
- **Smarfunder offer:** customers paying via the Smarfunder platform receive a reduction in tuition fee.
- Refer to Annexure A for applicable promotional offers.

### ***Withdrawals:***

- Three calendar months (one term) notice is required for withdrawals.
- A guardian will be charged the full three months of tuition following the month in which notice was given. This approximates a full term's notice.

### ***UCT Online High School scholarship programme:***

- The UCT Online High School's **Learning Liberated Scholarship programme** was launched to invest in the education of talented and deserving UCT Online High School learners from economically disadvantaged families, who demonstrate academic potential, tertiary education aspirations and are unable to access high-quality education as a result of financial constraints. The scholarship programme aims to connect scholarship candidates with corporate sponsors and caters for high school learners only. Where possible, the Learning Liberated Scholarship programme aims to offer deserving candidates either full or partial scholarships in either the CAPS or Cambridge high school curriculum offerings and is dependent upon the availability of corporate sponsors each



year. Scholarship candidates do not necessarily become a scholarship recipient.

- Interested high school learners who are not yet enrolled at UCT Online High School are encouraged to apply via the UCT Online High School application portal, while existing UCT Online High School learners must visit the guardian portal. Applications will be open in the year preceding the year of intended study. For more information, please refer to the **Learning Liberated Scholarship Policy** accessible on the school's website.

### ***External scholarships:***

- If a high school learner is joining UCT Online High School on a full or partial scholarship, the tuition fees payable and duration of the scholarship will be outlined in the confirmation letter.
- Scholarship learners are required to pay application and placement fees, plus all additional costs, including but not limited to, SACAI examination and registration fees and equipment, as outlined in Annexure A.

### ***Changes to Fees & Charges:***

- Tuition fees, and other charges for high school learners will be subject to an annual fee increase.
- In deciding the annual level of increase for tuition fees, UCT Online High School will take into account a range of factors, including inflationary measures, projected increases in school costs, costs of provision of teaching, supervision and course-related facilities, admissions statistics, and access considerations, including the availability of student support.
- The percentage increase of fees and other charges is considered on an annual basis by the UCT Online High School Oversight Committee.
- Increases will be communicated in writing to the guardians/parents by 30 September of each year.



### ***Tax Invoices in electronic format:***

- Fee payers hereby consent to the receipt of an invoice, which shall be sent to them in electronic format, to the email address that they provided when they submitted an application for the Programme.
- All invoices shall reflect the methods of payment that will be accepted in payment of such invoice.
- UCT Online High School does not accept responsibility for incorrect addresses or blocked emails resulting in statements of account not being received. It is the responsibility of the parent(s)/guardian(s)/fee payer(s) to make enquiries should he/she not receive a statement of account. The fact that no statement of account has been received will not be accepted as a valid reason for the failure to pay the Programme fees by the due date.

### ***Bank charges:***

- If bank charges and/or fees are levied on or added to a payment made by the fee payer to UCT Online High School from any country or jurisdiction, the fee payer shall be liable for all such bank charges and additional costs.

### ***Payment of VAT & other Taxes:***

- Any VAT or other applicable taxes charged in addition to the Programme fees will be identified on the invoice or in the information pack and these amounts are payable by the fee payer.

### ***Payment reference:***

- When making a direct payment to UCT Online High School, the fee payer must ensure that their invoice number (to which the payment relates), and the high school learner's full name, is reflected on their payment. UCT Online High School will not be held liable if they are unable to locate the fee payer's payment, and as a result, the high school learner is suspended from participation in a Programme.



## ***Suspension and withdrawal for non-payment:***

- UCT Online High School is a private online learning experience, as such tuition fees must be paid according to payment terms. A fee payer enjoys the benefit of informed consent at the point of application. Thus, UCT Online High School is within its right to suspend, and ultimately terminate if necessary, the enrolment of the high school learner where the fees have not been paid.
- If a fee payer fails to make payment for any outstanding fees by the due date for payment (as agreed during the admissions process, and recorded in the fee payer's invoice), then UCT Online High School may suspend the high school learner from participation in the Programme or withdraw them from the Programme, at its sole discretion at any time.
- If a high school learner is suspended from participation, they will not be permitted to access the UCT Online High School Online Campus until the outstanding payment has been made, and the fee payer will be given a period within which to rectify non-payment.
- If the fee payer fails to make payment within the given additional time, then UCT Online High School will be entitled to cancel the high school learner's enrolment and withdraw them from the Programme, and they will not be entitled to any refund.

### **Suspension process:**

- Strict 30 days payment terms are enforced for all guardians/parents/fee payers.
- Any outstanding balances overdue by 30 days or more will be suspended at the close of each academic term.
- Invoices are due on the 1st of the month in advance of that month's studies. As such, payment reminders which are intended to avoid suspension are sent to defaulting fee payers.



## Unsuspension process:

- Readmission is at the sole discretion of the school, as places cannot be guaranteed for non-payment suspensions.
- For a high school learner to be unsuspended, payment of the full outstanding account balance is required. The guardian will also need to pay the next month's tuition in advance.
- Upon receipt of notification of payment for both the outstanding invoice, and the advance fees invoice, the customer account is reinstated within 24 to 48 hours.
- Should a high school learner remain suspended for two calendar months, they will be permanently withdrawn from the school, and are required to reapply for a place. Readmission is at the sole discretion of the school, as places cannot be guaranteed for non-payment suspensions.
- High school learners who have been suspended are still able to access the UCT Open Educational Resources (OER), however all UCT Online High School services will no longer be available and progress on the OER will not be tracked nor count towards progress in the Online Campus (should a learner get reaccepted to UCT Online High School).
- If there is an intent for a high school learner to reapply for a programme where enrolment has been terminated due to non-payment, then it is necessary to apply for readmission.
- In the case of a suspension or cancellation due to non-payment, where the fee payer can no longer afford to pay the fees, the fee payer may apply for a scholarship. A pending application for a scholarship in no way changes the suspension or termination status of the enrollment, and an application for a scholarship does not guarantee the reversal of the suspension or removal. Application for any scholarship must meet the requirements and be approved.



## **Effects of non-payment on examinations & certification**

- If fees have not been settled in accordance with the agreed payment terms, high school learners will not have the opportunity to sit for UCT Online High School examinations
- High school Learners will need to apply for access to their issued report cards outside of the learner portal, by emailing UCT Online High School.

## **Contact**

- The fee payer acknowledges and consents to us contacting them concerning payments due for a Programme or in terms of these Terms, by way of email, text message, telephone calls, or other means as determined by UCT Online High School.

## **Debt collection**

- If you still have not paid the total amount payable for any invoice after we send you a warning, we can refer your debt to a debt collection agency, and if we do so, you must pay any costs that we incur in connection with the recovery of the unpaid bill (including the agency's fees and any legal fees).

## **Disputes**

- If there is a dispute between UCT Online High School and the fee payer relating to the payment of any Programme fee, or the way in which the UCT Online High School Campus or the Website have been used, UCT Online High School may, at its sole discretion, suspend the learner's participation in the Programme for the period of the dispute.



## Fee implications for cancellation of enrolment:

### ***Where fees have been paid in full and upfront for the academic year:***

- Three calendar months notice is required for cancellation of enrolment. Any fees paid upfront for the period after completion of your notice period will be refunded.
- Fees are treated as an advance, and we hold it in accordance with the Consumer Protection Act. Any interest earned on fee paid in advance will therefore be income for the school. Any refunds will therefore not include any interest earned on these deposits.

### ***Where fees are paid through monthly instalments:***

- Three calendar months (one term) notice is required for cancellation of enrolment, and no tuition will be charged after completion of the notice period.

### ***Where a high school learner is suspended/expelled from UCT Online High School due to misconduct:***

- In the event of a high school learner being suspended/expelled from UCT Online High School due to misconduct, the fee payer will still be liable for the balance of fees due for the month following suspension.
- Where fees are paid in full and upfront for the calendar year and a high school learner is suspended/expelled from UCT Online High School due to misconduct, the fee payer will still be liable for tuition for the month following suspension. The remainder of the upfront fees paid will be refunded.
- UCT Online High School reserves the right to elect the suspension/expulsion date of any learner as a result of misconduct.



***Insufficient demand:***

- UCT Online High School reserves the right to cancel the offering of a Programme if there is insufficient demand, as determined by UCT Online High School in its sole and absolute discretion.
- In this case, fee payers will receive a full refund, but no interest will accrue on any amounts refunded to them. Any applicable bank charges will be offset against the refunded amount.





## Annexure A:

# 2023 Fee Structure

### Application and Placement Fees:

	Once Off	Qualified promotional offers
<b>Application Fee</b> <i>(confirmed for 2024)</i>	R50	<i>None granted</i>
<b>Placement Fee</b> <i>(confirmed for 2024)</i>	R525	<i>None granted</i>

### Tuition Fees:

	Qualified promotional offer %	Including qualified promotional offer
<b>Monthly (12 instalments)</b>	0%	R2,195/month
<b>Quarterly (4 instalments)</b>	2.5%	R6,420/quarter
<b>Annually (1 instalment)</b>	5%	R25,023/annum



### Other Fees:

	Monthly	Annual
<b>Additional Subject</b>	R315	R3,780
<b>SACAI Registration Fees, annual</b> <i>(Grades 10 and 11)</i>	N/A	R250
<b>SACAI Registration and Examination Registration Fees</b> <i>(Grade 12)</i> <i>Payable by the 31st March</i>		
Registration fee: GR12 candidates	N/A	R410.31 <i>per learner</i>
Registration fee: GR 12 : Non-language and non practical subjects	N/A	R897.48 <i>per subject</i>
Registration fee: GR 12 : Language and practical subjects	N/A	R1,102.70 <i>per subject</i>
Placement fee: GR 12 : Non-language and non practical subjects	N/A	R453.13 <i>per subject</i>
Placement fee: GR 12 : Language and practical subjects	N/A	R517.85 <i>per subject</i>
<b>Concession Fees</b>	N/A	R555



### Qualified promotional offers on Tuition Fees:

Discount	Discount Percentage
Annual offer	5%
Quarterly offer	2.5%
First sibling offer	0%
Second sibling offer	5%
Capitec Discount	5%
SmartFunder	5-10% first year of enrolment, 5% second year onwards

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UCT Online High School has made every effort to ensure the accuracy of the information in our handbooks. However, we reserve the right at any time, if circumstances dictate, to:

(i) make alterations or changes to any of the published details of the substance and opportunities on offer or;

(ii) add to or withdraw any of the provisions, and opportunities on offer.

Guardians and learners are given every assurance that changes will only be made as and when appropriate and you will be fully informed as soon as possible.