



# UCT ONLINE HIGH SCHOOL

POLICIES

## **Fees Handbook**

### Cambridge International Curriculum



in collaboration with

**VALENTURE INSTITUTE**



**Cambridge Assessment  
International Education**

Cambridge International School

UCT Online High School is a registered  
online Cambridge International School



## OVERVIEW

<b>Purpose</b>	This Fees Handbook provides an overview of the rules about high school 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 1, 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 “high school 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 Valenture Institute and payable into Valenture Institute's stipulated account.*

## Pricing, payment, & delivery

### **Responsibility to pay remains with the register 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 child'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.

## Tuition Fees

- When a fee payer accepts an offer for an applicant to study a Qualification 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 Qualification (tuition) fees and any other amounts that are due by them arising from their participation in the Qualification(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
  - Every four months (3 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 are **included** in tuition 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 Assignments
- Online Internal Examinations
- Maximum number of subjects included in tuition fees outlined below:

Qualification	No. of subjects included in tuition fees
<b>IGCSE - Y10/11 (24 months)</b>	<b>6</b>
<b>AS Levels - Y12/13 (18 months)</b> <i>*Coming 2025</i>	<b>4</b>
<b>A Levels - Y12/13 (24 months)</b> <i>*Coming 2025</i>	<b>3</b>

- The following are **excluded** from tuition fees:
  - Additional subjects over and above the required number listed above.
  - Stationery/Language networks, software and computer equipment outlined on the UCT Online High School website.
  - External in-person examination fees (Cambridge IGCSE, AS Level and A Level qualifications).
  - Any costs associated with a high school learner's Access Arrangements.

## Examination Fees

- The tuition fees are **not** inclusive of external examination fees levied by the external examining body (Cambridge Assessment International Education).



The schedule of fees for examinations are released annually and will be made available as a resource to Guardians/parents.

- Guardians/parents must register their child as private candidates at their nearest approved Cambridge Examination Centre or British Council to write in-person external examinations for IGCSE, AS and A-Levels.
- Examination Centre fees will vary depending on the specific Cambridge Examination Centre or British Council the Guardian/parent chooses to register their child with.

## Qualified promotional offers

- Any qualified promotional offers will be indicated on the Qualification (Tuition) fee invoice.
- Refer to Annexure A for applicable promotional offers.
- High School Learners are **only eligible for 1 qualified 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.
  - **4 Monthly offer:** customers receive a reduction in tuition fee if paying tuition fees upfront every 4 months.
  - **Siblings offer:** If more than 1 high school learner is enrolled in the Cambridge International Curriculum, the second high school learner 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 (this only applies to South African residents).
- **Smarfunder offer:** customers paying via the Smarfunder platform receive a reduction in tuition fee (this only applies to South African residents).





- Refer to Annexure A for applicable promotional offers.

## 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.

## Withdrawals

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

## **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 instruction, 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 Qualification.
- 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 Qualification (tuition) 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 Qualification (tuition) 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 Qualification.

## **Suspension 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 Qualification or withdraw them from the Qualification, 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 Qualification, and they will not be entitled to any refund.

### **Suspension process**

- Strict 30 days payment terms are enforced for all guardians/parents/fee payers.
- All customer accounts overdue by 30 days will be suspended at the close of each academic semester.
- 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 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 the full duration of the school holidays following suspension at the close of each academic semester (i.e. the guardian has not paid the full outstanding account balance by the start of the next semester), they will be permanently withdrawn from the school following any schedule deferred examinations, 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.
- If there is an intent for a high school learner to reapply for a Qualification where enrolment has been terminated due to non-payment, then it is necessary to apply for readmission.

## **Examinations registration & certification**

- Guardians and adult matric learners have a responsibility to register with the Department of Basic Education to write their adult matric examinations. UCT Online High School will not be held accountable for the guardians' failure to register the learners for their final adult matric examinations.

## **Contact**

- The fee payer acknowledges and consents to us contacting them concerning payments due for a Qualification 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 Qualification (Tuition) 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 high school learner's participation in the Qualification 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**

- Four months notice is required for cancellation of enrolment. Any fees paid upfront for the period after completion of your notice period will be refunded.

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

- Four months 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 high school learner as a result of misconduct.

## **Insufficient demand**

- UCT Online High School reserves the right to cancel the offering of a Subject or Qualification 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

Type of Fee	Once Off	Qualified promotional offers
<b>Application Fee</b>	ZAR 790	None granted
<b>Placement Fee</b>	ZAR 4 200	None granted

#### Tuition Fees (South African Residents)

	Per month	Per 4 months	Annual
<b>Tuition fees</b>	<b>12 instalments</b>	<b>3 instalments 2.5% off promotional offer</b>	<b>5% off promotional offer</b> (for payment received by the due date)
Upper secondary (IGCSE) * And soon to be added Advanced Level (AS & A-Level)	ZAR 3 300	ZAR 12 870	ZAR 37 620
<b>Additional subject</b> (No promotional offers applicable)	ZAR 500	ZAR 2 000	ZAR 6 000



<b>Qualified promotional offers</b>	<b>12 instalments</b>	<b>3 instalments 2.5% off promotional offer</b>	<b>5% off promotional offer</b> (for payment received by the due date)
Sibling (5% on 2nd learner attending lower-priced offering)	ZAR 3 135	N/A	N/A
Capitec (5%)	ZAR 3 135	N/A	N/A
Smart funder ( 5 -10% first year of enrolment, 5% second year onwards)	ZAR 2 970 - ZAR 3 135	N/A	N/A

*\*See policy document for exclusions.*

### Tuition Fees (Non-South African Residents)

	Per month	Per 4 months	Annual
<b>Tuition fees</b>	<b>12 instalments</b>	<b>3 instalments 2.5% off promotional offer</b>	<b>5% off promotional offer for payment received by the due date</b>
Upper secondary (IGCSE) and advanced level (AS & A-Level)	US\$230	\$897	\$2622
<b>Additional subject</b> (No promotional offers applicable)	\$35	\$140	\$420
<b>Qualified promotional offers</b>	<b>12 instalments</b>	<b>3 instalments 2.5% off promotional offer</b>	<b>5% off promotional offer for payment received by the due date</b>
Sibling (5% off fees of 2nd learner attending lower-priced offering)	\$219	N/A	N/A

*\*See policy document for exclusions.*

## External Examination Fees

Guardians/parents need to be aware that each Cambridge Examination Centre or British Council will have different fees for private candidates and may bill in a different currency than indicated below. The fees presented below are an estimate and are based on 6 subjects at IGCSE, 4 subjects at AS Levels, and 3 subjects at A Levels. Additional subjects will incur additional examination fees.

Description	Amount per Qualification
Estimate International Examination Fees (per examination sitting) for each qualification (IGCSE, AS & A Levels)  <i>*This fee estimate includes Cambridge paper fees and examination venue fees</i>	<b>ZAR 20 000 - ZAR 30 000</b>  <b>or</b>  <b>US\$1250 - US\$1875</b>

### Please note the following:

- In order for a high school learner to be registered for Cambridge Examinations, Guardians will need to register their learner as a private candidate at their nearest approved Cambridge Examination Centre or British Council.
- The Cambridge Examination Centre or British Council will bill guardians directly for the full examination fees. Guardians will need to consult directly with the Cambridge Examination Centre or British Council to confirm when examination fees need to be settled prior to examination registration.



- Guardians are responsible for all external examination fees including any additional fees that an Examination Centre may charge. These could include fees for Access Arrangements.
- Please note that should you not meet the Cambridge Examination Centre or British Council registration deadlines, the guardian will be liable for associated late registration fees.
- The examination fees outlined above are an estimate and exclude any additional services required after writing your exams. This includes remarks, name change requests. For further detail please refer to the Cambridge International Appeals Policy.

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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/parents/fee payers and high school 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.