



# RUTH PROWSE

## SCHOOL OF ART

### **POLICY ON FEES**

#### **For the full-time Diploma Programmes**

The School is committed to developing the full creative potential of each student and practical skills in conjunction with theory nurtured in a vibrant creative environment. Classes are kept small for individualized attention by a team of lecturers who are all practicing artists in their respective fields.

In setting fees, the policy needs to balance the ideologies of individualized broad based development with its core objective to design and conduct youth development and educational programmes, particularly for students from disadvantaged communities, aimed at promoting awareness, knowledge and appreciation for the Fine Arts, Design and Crafts, and developing talents and skills leading to employment or self-employment opportunities.

Fees need to cover the cost of the individualised attention and small classes but should be accessible to the communities in which it attracts students from. The School is a non-profit private entity and therefore students studying at the School do not qualify for NSFAS loans or free tertiary education provided by Government, nor does the School receive any financial assistance from Government.

This policy sets out the Board's policy in determining and reviewing fees.

#### **FEES FOR PROGRAMMES**

Tuition fees for all programmes are set at the same level. Specific requirements for materials and equipment are determined by the individual programme's requirements.

Fees are reviewed annually and determined by the Board of Directors.

The total fees include the registration fee.

#### **GUARANTEE**

Funds are lodged in a dedicated account to cover the re-imburement of fees paid in advance as required by the Department of Higher Education and Training. Refunds are guaranteed by Standard Bank of South Africa Limited.

#### **FEE INCREASES**

Fees are increased annually effective from 1 January. In determining fee increases, the Board considers factors such as inflation, fees charged by comparative institutions (both Government and private institutions) as well as the costs that it expects to incur for the forthcoming year. The School is a non-profit organisation and targets a break-even budget.

#### **THE REGISTRATION FEE**

No application fees are payable. On notification of the acceptance of an application, a non-refundable registration fee is payable by the commencement of formal classes.

If the registration fee is not paid by the due date, registration may be cancelled without further notice.

Every year, the Board determines the non-refundable registration fee for each academic year.



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#### **FOREIGN STUDENTS**

##### **NON-SADC**

Fees for foreign students are subject to an additional administration levy of 10% which also covers the transaction fees on foreign payments.

##### **SADC STUDENTS**

SADC students pay the same fees as South African students but are responsible for the transaction fees on forex payments.

##### **STUDY VISAS**

Foreign students including students from SADC, who require documents to be generated in order to apply for a Study Visa, are required to pay a deposit of 50% of their academic fees.

In the event that Visa is not granted, the School will refund the deposit less the Registration Fee.

The School will notify the Department of Home Affairs in writing, within 7 days, of any foreign student that has withdrawn from their studies.

#### **PAYMENT OF FEES**

Student fees are required to be settled in full by the 30 May annually.

All students (first, second and third) are required to pay the Registration fee before the commencement of classes each year.

50% of fees are required in advance by students who have taken an academic break between years of study.

#### **MODES OF PAYMENT**

Student fees may be paid via EFT or directly in person to the admin office with cash or credit card. Students are liable for any bank fees for cash deposits directly to the school's account.

All EFT payments must clearly identify the student name.

Students are liable for any bank fees for cash deposits into the School's bank account.

#### **DISCOUNTS**

The following discounts are granted for the full settlement of the fees less the Registration fee received in the School's bank accounts.

A discount of 10% if paid in full by the 15 of January of the balance of fees less the Registration Fee

A discount of 5% if paid in full by the 15 of February of the balance of fees less the Registration Fee

There are no discounts for pro rata or reduced fees due to CAT or RPL.

#### **EXTENDED PAYMENT PLANS**

Extended payment plans, whereby fees may be settled in equal monthly instalments from February to October (9 Months) may be granted by the Board of Directors. The Registration fee is payable in January.

All final year students are required to have their fees settled by the end of October.



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Written applications must be submitted to the School at the beginning of each academic year. Applications for extended settlement will not be considered after the end of January. Should a monthly payment on an agreed payment date not be met then the total fees balance shall immediately become due. No student will be permitted to graduate or progress to the following academic year if the total fees are not settled by the end of October.

No payment plans may be awarded in the following year if these have not been adhered to in the previous year of study.

Whilst the fees do not attract interest, a 10% levy on outstanding fees referred to below will apply.

#### **SCHOLARSHIPS**

The School grants scholarships and financial assistance to deserving students.

Details are contained in the School's policy on scholarships.

Students who are granted a scholarship or financial assistance and who do not meet the conditions of their scholarships may have a portion or tranche of the scholarship withdrawn.

In such an event the student will be liable for the outstanding fees if they wish to continue with the programme.

The Board of Directors may, under exceptional circumstances, award scholarship support to enable a student to continue with their studies in the following year.

#### **OVERDUE ACCOUNTS AND PENALTIES**

All fees are payable by the end of May annually.

Students will be required to recuse themselves from class if accounts are more than 60 days overdue.

A 10% levy will be added to fees that are outstanding on 1 June.

The 10% levy will also apply to any monthly payment plan that is in arrears. A student may apply to the Board to have this withdrawn if fees are settled.

Accounts that are more than 90 days overdue with no agreed settlement plan in place will be handed over for collection and the student and guardian/ parent shall be liable for all costs incurred in the collection process.

Students may not commence studies in the following year if fees are still due in respect of the preceding year.

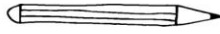
The final academic transcript will not be released to final year students if there is a fee balance outstanding.

The final year students will not receive their certificates or participate in the Graduate Show if there are fees outstanding after 31 October that year and there is no agreed settlement plan in place.

All settlement plans are subject to Board approval.

#### **PARTICIPATION IN CLASSES**

Participation in classes is dependent on the payment of fees. The School reserves the right to request that a student recuses him/herself from classes in the second semester (after the June moderation) if fees are unpaid or overdue in terms of an approved monthly payment plan.



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#### **WITHDRAWAL AND FEES**

Though a student may cease coming to class and the school receives a formal discontinuance in writing, they will still be liable for the fees unless a rebate has been awarded based on unforeseen health or proven adverse financial constraints.

#### **APPLICATION FOR REBATES ON WITHDRAWAL**

Though Registration commits the student to the programme and to pay the applicable fees for the academic year, RPSA has a policy of considering upon application academic rebates for students who formally discontinue due to unforeseen **health reasons** or **proven financial constraints**.

RPSA has 2 semesters. A student may be awarded a rebate for the second semester if they withdraw in the first semester.

The student or guardian must submit the withdrawal in writing.

The student or guardian must submit the application for a rebate in writing.

Should a student have paid more fees than they are liable for after a rebate may have been awarded by the Board of Directors then a rebate will be paid into the account of the person that originally paid the fees. The rebate payment into another account requires the written consent of the person that originally paid the fees.

The Board of Directors may, at its discretion and having regard to exceptional circumstances of the individual, grant a refund of the registration fee.

Note that any discounts are reversed before calculating the rebates.

The Registration Fee is non-refundable and excluded from the rebate.

#### **WITHDRAWAL AT THE REQUEST OF RPSA AND ACADEMIC REBATES**

If RPSA requests the academic withdrawal of the student then an academic rebate will be awarded to the student without an application by the student or guardian/parent.

#### **WITHDRAWAL AND REPEAT YEARS BY FOREIGN STUDENTS**

The school will notify the Department of Home Affairs in writing that the student has discontinued their studies and the student study visa will be withdrawn and student must return to their country of origin. If the student decides to reregister for the same year of study in the following academic year, they would have to re-apply for a study visa from their country of origin.

The student would be liable for the fees of all unsuccessful or incomplete studies, including the registration fee for the following year. The parent/ guardian of a student under the age of 21 must write the letter to discontinue studies.

The maximum time to achieve success in the programmes is six years, thus a student may only be unsuccessful and repeat a particular year of study once. The student, upon repeating a year, is liable for fees for the following academic year's registration fee. Any successfully completed and passed subjects need not be repeated and the student is not liable for the pro rata fees applicable to that subject.

#### **RE-REGISTRATION AFTER WITHDRAWAL**



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Once the withdrawal has been accepted by the school and the student removed from the class schedule, the student may not re-register for the studies later the same year as the programmes of the school are based on whole year programmes and are not modular. The student may re-register for the same year of study in the following academic year.

The student would be liable for the fees of subjects which due to withdrawal are incomplete, including the registration fee for the following year.

#### **REPEAT YEARS BY STUDENTS**

In the event of needing to repeat an academic year due to not successfully passing some subjects, pro rata fees will be levied for the subjects that are to be repeated and not for the subjects which were passed.

All students regardless of the subjects taken are required to pay the registration fee amount in January.

#### **SUPPLEMENTARY FEES**

Final Year students will be charged a fee of R2 000 for each Supplementary Assessment for their Practical Major and Extended Essay subjects if they were unsuccessful in the November examination.

#### **DEBT**

Outstanding student fees will be forwarded to a debt collection agency after 60 days. The parent/guardian or the student, if over the age of 21 years, will be liable for full settlement of the outstanding fees. The signing of the registration form acts as proof of acceptance of the policies and procedures regarding fees.