



# BUSINESS MANAGEMENT TRAINING COLLEGE

PROSPERITY THROUGH KNOWLEDGE

FEE SCHEDULE  
January - June 2012



### A: Payment Option:

You have two basic options to repay the study fee.

- You can pay the study fee in one full payment.
- You can finance the study fee.

### B: Financing the study fee:

By financing the study fee, the College extends you *credit* or a *study loan* to repay the study fee. You agree to repay the full study fee when choosing to finance the study fee, irrespective of whether you complete the programme or not.

- If you choose to repay the financed study fee through debit order, there will be no financing or interest charges.
- If you repay the financed study fee in any other manner, 20% annual financing/ interest charges will be applicable.

Applicable interest or finance charges are included in monthly payments.

*BMT College is duly registered with the National Credit Regulator in terms of Act 34 of 2005 as a Credit Provider. Registration Nr. NCRCP473. The rates and terms of repayment of monthly instalments are set out in the Study Fees table.*

### C: Direct Payments: (Full Payments, Deposits or Registration Fees)

Direct deposits and electronic payments must be paid into BMT College's bank account:

**Bank** : Nedbank  
**Account number** : 1984 388 606  
**Branch code** : 1984 05

- Student Number must be used as a reference when making payments.
- Advise BMT College of any payments made by electronic transfer or bank deposits.
- Fax the deposit slip or payment confirmation to: 086 639 4687

### D: Paying by Debit Order:

- Note that the monthly debit order deductions for repayment of your study loan will be effected on the **last working day, 15th or 25th** of every month. If the 15th or 25th falls on a week-end, the Debit Order will be effected on the Friday before the occurrence of that date.
- Always ensure that funds are available when a debit order is presented for payment. The banks charge exorbitant fees when a debit order is reversed (not paid). *The cost will be levied to your account.*

### E: Other Charges:

- **Study Extensions:** Registration fee applicable at time of requested extension.
- **Default Debit Order Payment:** R55.00 \occasion. (Unpaid Debit Order)
- **Replacing Lost or Damaged Qualification (Certificate):** R165.00
- **Postage:** Priority Mail can be arranged through the College and will be charged to the learner's account.
- **Foreign Learner Levy:** Learners outside the borders of South Africa, including South African citizens, will be levied an additional R850.00
- **Additional Assessment:** The assessment of the first two attempts of a specific summative assignment are included in the study fee. The remaining two attempts for that specific assignment will be charged at R185 per attempt.
- **Textbooks:** Prescribed Textbooks are not included in the study fee. A list of textbook suppliers is included in this document.
- **Finance Charges:** If applicable finance or interest charges will appear as a separate entry on your statement.

### PLEASE NOTE:

You can view a mini-statement on the virtual campus or contact the College for a detailed statement,

**FREE OF CHARGE.**

If you change your payment method from Debit Order to any other form of payment (e.g. EFT or Deposit in account), the applicable interest will be charged to your account.

**Diploma Study Fee Payment Options for one academic year  
(first OR second OR third year enrolment)**

CODE	Repayment Period (Months)	Registration Fee	Monthly Installment	Interest	Total Study Fee	Payment Method Rating
DA	1 month	R1890	R8640	R0	R10530	★★★
<b>DB: Financing by Debit Order (no finance/interest charges)</b> ONLY applicable for signed valid debit orders.						
DB1	12 months	financed	R877.50	R0	R10530	★★★★
DB2	18 months	financed	R585	R0	R10530	★★★★★
DB3	1 month (reg fee) + 12 months	R1890	R720	R0	R10530	★★★★
DB4	1 month (reg fee) + 18 months	R1890	R480	R0	R10530	★★★★
<b>DC: Financing by monthly EFT/Deposit or Credit/Debit Card</b>						
DC1	12 months	R1890	R864	R1728	R12258	★★
DC2	18 months	R1890	R624	R2592	R13122	★

**NOTE:**

*The NQF 5 Diplomas consist of 2 Academic Years*

*The NQF 6 Diplomas consist of 3 Academic Years.*

**HRM FET Certificate Fee for one academic year**

CODE	Repayment Period (Months)	Registration Fee	Monthly Installment	Interest	Total Study Fee	Payment Method Rating
CA	1 month	R1290	R5640	R0	R6930	★★★
<b>CB: Financing by Debit Order (no finance/interest charges)</b> ONLY applicable for signed valid debit orders.						
CB1	12 months	financed	R577.50	R0	R6930	★★★★
CB2	18 months	financed	R385	R0	R6930	★★★★★
CB3	1 month (reg fee) + 12 months	R1290	R470	R0	R6930	★★★★
CB4	1 month (reg fee) + 18 months	R1290	R313.33	R0	R6930	★★★★
<b>CC: Financing by monthly EFT/Deposit or Credit/Debit Card</b>						
CC1	12 months	R1290	R585.50	R1386	R8316	★★
CC2	18 months	R1290	R428.83	R2079	R9009	★

**Skills Programmes Fee Options**

SKILLS PROGRAMME	FULL PAYMENT	DEBIT ORDER FINANCING (monthly installments)	EFT/DEPOSIT FINANCING (monthly installments)
Conduct Outcomes-based Assessment	R2450 X 1 month ★★★	R490 X 5 months = R2450 ★★★★★	R539 X 5 months = R2695 ★
Labour Relations OR Team Supervisor	R2850 X 1 month ★★★	R285 X 10 months = R2850 ★★★★★	R313.50 X 10 months = R3135 ★
Productivity OR Project Management	R5500 X 1 month ★★★	R550 X 10 months = R5500 ★★★★★	R605.00 X 10 months = R6050 ★
Advanced Supervisor	R5850 X 1 month ★★★	R585 X 10 months = R5850 ★★★★★	R643.50 X 10 months = R6435 ★

## PRESCRIBED TEXTBOOKS

The following textbooks are required for your studies with BMT College.

Qualification	Prescribed Textbook	ISBN	Publisher
<b>NQF 6 Diploma</b> 1st year Textbooks (Business Management and Human Resources Management)	Introduction to Business Management - Eighth Edition	978 0 195 99251 9	Oxford University Press
	Management Principles - Fifth Edition	978 0 70217 281 6	JUTA
	Administrative Management - Second Edition	978 0 70217 752 1	JUTA
	Basics of Entrepreneurship - Second Edition	978 0 70218 859 6	JUTA
<b>National Diploma:</b> Human Resources Management and Practices	South African Human Resource Management	978-0-70217-750-7	JUTA
<b>National Diploma:</b> Productivity	Personal Assistance	978-1-77025-416-9	Pearson
	Focus on Operational Management	0-7021-6655-3	JUTA
	Business Management A Value Chain Approach	0-627-02582-X	Van Schaik
<b>Professional Certificate:</b> Project Management	A Guide to Project Management	978-0-7021-7687-6	JUTA
<b>Professional Certificate:</b> <ul style="list-style-type: none"> <li>• Disciplinary Procedures</li> <li>• Productivity Management</li> <li>• Advanced Supervisor</li> </ul>	South <u>African Human Resource Management</u>	978-0-70217-750-7	JUTA



**MINDMATTERS**  
Educational Bookstore

Tel: 086 111 6184 - Fax: 086 683 1716 - e-mail: [order@mind-matters.co.za](mailto:order@mind-matters.co.za)

Visit [www.mind-matters.co.za](http://www.mind-matters.co.za) and order directly on-line.

Click on the *BMT College* link.

Also accessible through the *Virtual Campus*.

### OTHER TEXTBOOK SUPPLIERS:

**Adams & Co**

Website: [www.adamsuniversitybooks.co.za](http://www.adamsuniversitybooks.co.za)

**Armstrong Booksellers**

(New and 2nd hand books)

Website: [www.armstrongs.co.za](http://www.armstrongs.co.za)

**Juta & Co**

Website: [www.jutabookshops.co.za](http://www.jutabookshops.co.za)

**Kalahari.com**

Website: [www.kalahari.com](http://www.kalahari.com)

**Van Schaik Bookstore**

Website: [www.vanschaik.com](http://www.vanschaik.com)

**PLEASE NOTE:** If you are unable to find a specific textbook, do not hesitate to contact the College for assistance.

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