



Fee Schedule : June - December 2010

PAY NO INTEREST - ONLY VALID WITH DEBIT ORDER PAYMENTS

Description	Registration Fee	Monthly Instalment	Months	Total Study Fee
Diploma Qualification - Full Payment: <i>First Year AND Second Year</i>	NONE	R 18,900	1	R18,900
Diploma Qualification - Monthly Debit Order Instalment: Option 1 Debit Order over 36 months <i>First Year AND Second Year enrolment</i>	NONE	525	36	R 18,900
Diploma Qualification - Full Payment per year: <i>First Year or Second Year</i>	NONE	R 9,450	1	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 2 Debit Order over 12 months: <i>First Year or Second Year enrolment</i>	R 1,890	R 630	12	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 3 Debit Order over 18 months <i>First Year or Second Year enrolment</i>	R 1,890	R 420	18	R 9,450
Diploma Qualification - Monthly Debit Order Instalment: Option 4 Debit Order over 18 months <i>First Year or Second Year enrolment</i>	NONE	R 525	18	R 9,450
Human Resources Management, Project Management and Business Administration				
Certificate Qualification - Full Payment	NONE	R 6,420	1	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 1 - (12 months)	NONE	R 535	12	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 2 - (12 months)	R 1,290	R 427.50	12	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 3 - (18 months)	R 1,290	R 285	18	R 6,420
Professional Certificates (Credit Bearing - SCB):				
Conduct Outcomes-based Assessment (COBA) ^(SCB)	NONE	R1,850	1	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 1	NONE	R 370	5	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 2	NONE	R 185	10	R 1,850
Professional Certificate: Labour Relations - Disciplinary Procedure ^(SCB)	NONE	R 2,850	1	R 2,850
Disciplinary Procedure - Monthly Debit Order Instalment: Option 1	NONE	R 570	5	R 2,850
Disciplinary Procedure - Monthly Debit Order Instalment: Option 2	NONE	R 285	10	R 2,850
Professional Certificate: Team Supervisor ^(SCB)	NONE	R 2,850	1	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 570	5	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 2	NONE	R 285	10	R 2,850
Professional Certificate: Productivity Management ^(SCB) and	NONE	R 4,850	1	R 4,850
Productivity Management - Monthly Debit Order Instalment: Option 1	NONE	R 485	10	R 4,850
Professional Certificate: Project Management ^(SCB)	NONE	R 4,850	1	R 4,850
Project Management - Monthly Debit Order Instalment: Option 1	NONE	R 485	10	R 4,850
Professional Certificate: Advanced Supervisor ^(SCB)	NONE	R 5,850	1	R 5,850
Advanced Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 585	10	R 5,850

If you wish to make Debit Order arrangements other than those listed year, do not hesitate to contact the College for your **PERSONALISED DEBIT ORDER OPTION**.





Fee Schedule : June - December 2010

MANUAL MONTHLY PAYMENTS - NON DEBIT ORDER OPTION (DEPOSIT IN ACCOUNT)

Description	Registration Fee	Monthly Instalment	Months	Total Study Fee
Diploma Qualification - Full Payment per year: First Year or Second Year	NONE	R 9,450	1	R 9 ,450
Diploma Qualification - Monthly Debit Order Instalment: Option 1 Debit Order over 12 months: First Year or Second Year enrolment	R 1,890	R 756	12	R 10,962
Diploma Qualification - Monthly Debit Order Instalment: Option 2 Debit Order over 18 months First Year or Second Year enrolment	R 1,890	R 546	18	R 11,718
Human Resources Management, Project Management and Business Administration				
Certificate Qualification - Full Payment	NONE	R 6,420	1	R 6,420
Certificate Qualification - Monthly Debit Order Instalment: Option 2 - (12 months)	R 1,290	R 513	12	R 7,446
Certificate Qualification - Monthly Debit Order Instalment: Option 3 - (18 months)	R 1,290	R 370.50	18	R 7,959
Professional Certificates (Credit Bearing - SCB):				
Conduct Outcomes-based Assessment (COBA) ^(SCB)	NONE	R1 ,850	1	R 1,850
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 1	NONE	R 416	5	R 2,080
Conduct Outcomes-based Assessment (COBA) - Monthly Debit Order Instalment: Option 2	NONE	R 208	10	R 2,080
Professional Certificate: Labour Relations - Disciplinary Procedure ^(SCB)	NONE	R 2,850	1	R 2,850
Labour Relations - Disciplinary Procedure - Monthly Debit Order Instalment: Option 1	NONE	R 627	5	R 3,135
Labour Relations - Disciplinary Procedure - Monthly Debit Order Instalment: Option 2	NONE	R 313.50	10	R 3,135
Professional Certificate: Team Supervisor ^(SCB)	NONE	R 2,850	1	R 2,850
Team Supervisor - Monthly Debit Order Instalment: Option 1	NONE	R 627	5	R 3,135
Team Supervisor - Monthly Debit Order Instalment: Option 2	NONE	R 313.50	10	R 3,135
Professional Certificate: Productivity Management ^(SCB)	NONE	R 4,850	1	R 4,850
Productivity - Monthly Debit Order Instalment: Option 1	NONE	R 533.50	10	R 5,335
Professional Certificate: Project Management Certificate ^(SCB)	NONE	R 4,850	1	R 4,850
Project Management - Monthly Debit Order Instalment: Option 1	NONE	R 533.50	10	R 5,335
Professional Certificate: Advanced Supervisor ^(SCB)	NONE	R 5,850	1	R 5,850
Advanced Supervisor Certificate - Monthly Debit Order Instalment: Option 1	NONE	R 643.50	10	R 6,435



Please note: BMT College is obligated to inform you that:

**IF YOU CHOOSE TO PAY BY DEBIT ORDER YOU WILL NOT BE PAYING INTEREST.
YOU CAN SAVE UP R2,268* IN INTEREST CHARGES**

***Interest charged on the Diploma in Human Resources paid over 18 months.**





A: 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

1. Student Number or Pre-Registration Number must be used as a reference when making payments.
2. Advise BMT College of any payments made by electronic transfer or bank deposits.
3. Fax the deposit slip or payment confirmation to: 011 708 0170.
4. Payment details will be entered directly into the learner records database and will reflect on the next statement.
5. Monthly deposits are subject to an annual interest charge of 20%.

B: Paying by Debit Order:

1. Ensure that your bank account details are correct.
2. Ensure that the bank account nominated is active.
3. If any banking details are omitted or incorrect your application will be delayed.
4. 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.
5. 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.*

C: Interest Charges:

1. Applicable interest is included in monthly payments.
2. If you intent to pay your study fee in instalments and NOT make use of the Debit Order, ENSURE TO REQUEST THE REVISED STUDY FEE THAT WILL INCLUDE THE RELEVANT INTEREST CHARGES.

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 above and the Interest Charges table to the right. In terms of the Act, a Credit Provider, in this case BMT College, is compelled by law to determine if a person can afford to get credit. A form for this purpose is compulsory and must be completed together with the other enrolment documentation. (Section F of the application form)

D: Charges:

1. **Study Extensions:** Registration fee applicable at time of requested extension.
2. **Default Debit Order Payment:** R 55.00\occasion. (Unpaid Debit Order)
3. **Replacing Lost or Damaged Qualification (Certificate):** R 165.00
4. **Postage:** Priority Mail can be arranged through the College and will be charged to the learner's account.
5. **Foreign Learner Levy:** Learners outside the borders of South Africa, including South African citizens, will be levied an additional R 850.00

E: No Charges:

1. **Lectures and Study Material:** All the required lectures, and guides are included in the Study Fee. *Textbooks are not included in the study fee and need to be bought separately.*
2. **Study Related Documentation:** Documentation pertaining to your studies can be requested at no additional cost. BMT College will ensure that you have free access to your records at all times. If you've lost a results letter, need a statement or want to replace an Assignment Cover, it will be provided free of charge, given that your account is up to date.
3. **RPL (Recognition of Prior Learning) Assessment:** Enrolled BMT College students can apply for assessment of their experience.
4. **Assessment** of the Portfolio of Evidence per module is included in the study fee.

F: Dispatch of Lectures:

Modules for the programme are not dispatched together . Modules will be dispatched if:

1. Payments are up to date **AND**
2. Current Module is completed successfully (pass mark has been achieved).
3. Module 1 will be dispatched within 21 days after receipt of the full registration fee.

G: Refund policy:

1. The learner will have an opportunity to cancel his/her enrolment contract with the College within 14 days of enrolment in writing that need to reach BMT College before this date either through fax, post or e-mail.
2. No cancellations will be accepted after 14 days of enrolment as study material has been prepared.
3. The registration fee is non-refundable.
4. In the event that you do not complete your studies or wish to cancel the registration for whatever reason, you will not be entitled to any refund of study fees or the registration fees.
5. In the event that you do not complete your studies or wish to cancel the registration for whatever reason, you will still be held liable for full payment of the study fees, as indicated on the enrolment contract.



PRESCRIBED TEXTBOOKS

The following textbooks are required for your studies with BMT College. Please refer to the programme you will be doing and the relevant textbook you need to acquire.

Qualification	Prescribed Textbook	ISBN	Publisher
Diploma in Human Resources	South African Human Resource Management	070258453	JUTA
Certificate in Project Management	Project Management for Success	0796201374	Heinemann
Certificate in Business Administration	Business Management- A Value Chain Approach	062702582X	Van Schaik
Professional Certificate: Project Management	A Guide to Project Management	9780702786876	JUTA
Professional Certificate: Disciplinary Procedures Professional Certificate: Productivity Management Professional Certificate: Advanced Supervisor	South African Human Resource Management	070258453	JUTA

List of textbook suppliers:

Adams & Co Website: www.adamsuniversitybooks.co.za

341 West Str, DURBAN Tel: 0861 341341 Fax: 031 3047308 email: west@adamsbooks.co.za	33 Victoria Street, DURBAN Tel 031 3194400 Fax 031 3077356 education@adamsbooks.co.za	Musgrave Centre, Musgrave Road, DURBAN Tel 031 3194450 Fax 031 2013735 Musgrave@adamsbooks.co.za	230 Church Str, PIETERMARITZBURG Tel: 033 3946830 Fax: 033 3943096 email: pmb@adamsbooks.co.za	Shop 3, Nedbank Building, Heerengracht, CAPE TOWN Tel: 021 4212462 Fax: 021 4182060 e-mail: capecity@adamsbooks.co.za
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Armstrong Booksellers (New 2nd hand books) Website: www.armstrongs.co.za

1 st Floor, Pine Park Place, Cnr 1 st Ave & 6 th Street LINDEN Tel: 011 8886732 / 6129 Fax: 011 8884429 email: info@armstrongs.co.za	Cnr 11 th St & Louis Botha Ave, ORANGE GROVE Tel: 011 4851337 Fax: 011 4851338 email: info@armstrongs.co.za	Ground Floor, 1066 Building, Cnr Harrison & Kerk Street JOHANNESBURG Tel : 011 8360124 Fax: 011 8342684 email: info@armstrongs.co.za
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Juta & Co Website: www.jutabookshops.co.za

Shop 231, Lower level, Carleton Centre, JOHANNESBURG Tel: 011 3315140 Fax: 011 331 5079 email: jhbbooks@juta.co.za	1 st Floor Hatfield Plaza, 1122 Burnett St, HATFIELD Tel: 012 3625799 Fax: 012 3625744 email: ptabooks@juta.co.za	Ground Floor, Sunclare Building, 21 Dreyer St, Claremont, CAPE TOWN Tel : 021 6706680 Fax: 021 6706795 email: claremontbooks@juta.co.za	Shop 45, Shoprite Park Shopping Centre, PAROW Tel: 021 9306202 Fax: 021 9307962 email: pabooks@juta.co.za website
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Van Schaik Bookstore Website: www.vanschaik.com

Protea Hotel Building, Burnett Street, HATFIELD Tel: 012 3625701/ 5669 / 5698 Fax: 012 362-5673 Email: vshat@vanschaik.com	Shop 1, 235 Church Street, PRETORIA Tel: 012 3212442 Fax: 012 3257832 email: vskerk@vanschaik.com	Braamfontein Centre, Jorissen Street, BRAAMFONTEIN Tel: 011 3391711 Fax: 011 3397267 email: vsbraam@vanschaik.com	Shop 10, K90 Centre, Cnr. K90 and North Rand Road, BOKSBURG Tel: 011 8262045 / 3850 Fax: 011 8263663 e-mail: vsboks@vanschaik.com	North West University Grounds, Building Nr. 4, Hendrik van Eck Boulevard, VANDERBIJLPARK Tel: 016 9851144 Fax: 016 9851126 email: vsnwu@vanschaik.com
Shop 242, Maponya Mall, SOWETO Tel: 011 9383460 / 3462 Fax: 011 9383486 email: Soweto@vanschaik.com	Shop 3, Momentum House, Cnr. of Stalwart Simelane and Bram Fisher Streets, DURBAN Tel: 031 332-2009 / 2049 Fax: 031 3322029 email: vsdurban@vanschaik.com	University of KwaZulu-Natal, Golf Road, Scottsville, PIETERMARITZBURG Tel: 033 3869308/9 Fax: 033 3869633 email: Pietermaritzburg@vanschaik.com	KwaDlangezwa Campus, Library Building Basement, KwaDlangezwa Reserve, UNIVERSITY OF ZULULAND Tel: 035 9026103 Fax: 035 9026101 email: vsunizul@vanschaik.com	Parow Centre, Voortrekker Road, PAROW Tel: 021 9302480 Fax: 021 9393767 email: vsparow@vanschaik.com
26 Main Road, RONDEBOSCH Tel: 021 6894112 Fax: 021 6863404 email: vsrbosch@vanschaik.com	22 Long Street, Shop No 1, Cnr Strand & Long Street, CAPE TOWN Tel: 021 4180202 Fax: 021 4180212 email: capetown@vanschaik.com	Sanlam Student Village, Nelson Mandela Metropolitan University, Summerstrand, PORT ELIZABETH Tel: 041 5833171 Fax: 041 5832418 email: vspe@vanschaik.com	31B Caxton House, 35 Terminus Street, EAST LONDON Tel: 043 7225926/34 Fax: 043 7226117 email: vsel@vanschaik.com	49B Schoeman Street, POLOKWANE Tel: 015 2959040 / 9090 / 9306 Fax: 015 295-9099 email: vspol@vanschaik.com
Shop 52, The Promenade, NELSPRUIT Tel: 013 7527623 / 7860 Fax: 013 752-7659 email: vsnel@vanschaik.com	19 O R Thambo Avenue, EMALAHLENI Tel: 013 6902796 Fax: 0880 136 902 978 email: vswitbank@vanschaik.com	Cachetpark Centre, Steve Biko Avenue, POTCHEFSTROOM Tel: 018 2948875 Fax: 018 2944445 email: vspotch@vanschaik.com	9 Park Road, Willows, BLEOMFONTEIN Tel: 051 4476685 Fax: 051 4477837 email: vsbloem@vanschaik.com	Ou William Pescott, Room B.2, 31 Scanlan Street, New Park, KIMBERLEY

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