

Course Fees Policy

a. Purpose

The purpose of this policy is to provide information to learners, employers or sponsors on the criteria utilized by the company to with regard to course fee payment.

b. Scope

The policy describes the requirements to be met by sponsors, learners, guardians with regards to payments for enrolments into learning programmes with the company.

c. References

None

d. Definition

None

e. Policy: Course Fee Policy

Terms of payments

A registered learner (or legal guardian, employer or sponsor) is liable for all course fees, not with standing any pledges that they may have received. It should be noted that the contract which forms part of the application form for admission into a learning programme at **KTRC** and which to that end was signed by learner or employer or sponsor or guardian legally binds those parties to pay the full course fess and any other fees for a particular learning programme enrolled for as determined by the organization. This liability is not affected nor reduced through ignorance on the part of the learner /sponsor/guardian/employer regarding rules and regulations the rules and regulations as outlined by **KTRC**.

Since a learner's fees account is based on his/her records and choices it is the learner's responsibility to verify the correctness of this information.



Change in Basis of Fee Charge

KTRC may adjust or make changes with regard to learning programmes fees without notifying customers should a need arise to change course fees. Every effort will be made to ensure that a learner already enrolled for learning program or who are continuing with their learning programmes are not inordinately adversely affected by the changes.

Method of Payment

The preferred payment method is by direct deposit at the Bank which can be done to ensure prompt credit of payment to the learner fees account. Cheques should be crossed and made payable to **"KHANIMAMBA TRAINING AND RESOURCE CENTRE"** and the learner name number must be written on the back of the cheque.

Postdated cheques will not be accepted.

Direct deposits/internet transfers can be made in **KHANIMAMBA TRAINING AND RESOURCE CENTRE** bank account. The learner's name and surname should be used as a reference number.

Foreign learners, payment must be made into **KHANIMAMBA TRAINING AND RESOURCE CENTRE** bank account. A copy of the deposit slip/transfer from should be faxed/ posted or hand delivered to **KHNIMANBA TRAINING AND RESOURCE CENTRE**.

Payments Received

All payments received will be applied in the first instance to any amount outstanding from previous enrolments. Thereafter payments made will be applied against current debt.

Outstanding Payments

Learners with outstanding balances on their fees account will not:

- Be permitted to graduate
- Received their assessment results
- Receive learning programme statement of results
- Permitted to enroll for new programmes

Interest will be charged monthly on outstanding course fees at the prime rate charged by commercial banks.

A learner has the obligations of checking his/her fee account on a regular basis.



Cancellation or Drop-out fees

A learner may withdraw for a learning programme before commencement of learning, which **KHANIMAMBA TRAINING AND RESOURCE CENTRE** must be notified seven (7) days before commencement of learning. No cancellation fee or fee reduction will be made once the learner has commenced with the programme.

Payment for course fees with only be deposited at the Bank. No cash or cheque payments will be accepted. A copy of the deposit slip should be faxed, handed to the programme facilitator or posted to KHANIMAMBA TRAINING AND REASOURCE CENTRE after a bank deposit has been made.

Signed at: _____ on this ____ day of _____ 2025

Management signature
signature

Board of Directors' representative