



ACADEMY OF
TECHNOLOGY
AND INDUSTRY
by UCT ONLINE HIGH SCHOOL

ACADEMY OF TECHNOLOGY AND INDUSTRY FEES HANDBOOK



OVERVIEW

Purpose	This handbook provides an overview of the principles, processes and requirements for learner fees for programmes offered by the Valenture Institute through its division, the Academy of Technology and Industry
Custodian	Head of Finance
SME	
Approval Authority	Chief Financial Officer
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Definitions

Account Payer: the person responsible for meeting the terms and conditions for enrollment for a qualification offered through the Academy of Technology and Industry. For a learner who is under the age of 18 at the point of registration, the Account Payer must be a parent or legally recognised guardian.

External Integrated Summative Assessment (EISA): a comprehensive and integrated assessment designed to evaluate competence against the overall exit-level outcomes of the qualification, requiring a learner to draw on knowledge, practical skills, and workplace experience simultaneously. The EISA is administered by the Quality Partner assigned to the qualification by the QCTO.

Final Integrated Supervised Assessment (FISA): the formal assessment administered by an accredited Skills Development Provider, that evaluates the extent to which a learner is able to integrate the combined outcomes of a course's Knowledge Modules, Skills Modules and Work Experience Modules.

Offer to Study: a formal response to an application for admission to a course offered by the Academy of Technology and Industry, admitting a learner to a specified course or courses, subject to the payment of course fees and any other stipulated conditions.

Online campus: the digital learning environment where the Valenture Institute provides course materials and learner services via the Internet, allowing learners to complete coursework from remote locations without physically attending a traditional, brick-and-mortar school.

Placement Fee: A placement fee is a fee that is payable upon receiving an Offer to Study, which outlines the conditions for final placement. Paying the placement fee confirms that an applicant accepts the conditional offer of a place at the Academy of Technology and Industry.



Quality Partner: an organisation accredited by the QCTO to oversee the work of a Skills Development Practitioner and to serve as the Assessment Quality Partner for the administration of the External Integrated Summative Assessment.

Recognition of Prior Learning (RPL): the formal, rigorous, and evidence-based assessment of a learner's existing competence against the specific learning outcomes of the modules within a registered qualification.

Statement of Results (SoR): the certificate issued by a Skills Development Provider to document the outcome of the Final Integrated Supervised Assessment.

Tuition Fees: The payment of tuition fees entitles a learner to access the Academy of Technology and Industry's online campus and the provision of study materials, learning support and other services and resources as stipulated in the terms and conditions for specified courses. Tuition fees do not cover the costs of the External Integrated Summative Assessment offered by the designated Quality Partner for a course.



1. Introduction

In addition to the information and terms and conditions contained on the Academy of Technology and Industry website, the following terms and conditions are also applicable to account payers with respect to the payment of fees.

Any further reference to “learners” in the context of paying fees also refers to the account payer if the learner is under the age of 18. Learners over the age of 18 are responsible for the payment of their own fees.

The fee administration service for the Academy of Technology and Industry will be levied and invoiced by, and payable to, Valenture Institute (Pty) Ltd.

This policy should be read in conjunction with the Academy of Technology and Industry’s Admission Policy.



2. Pricing, payment & delivery

2.1. Responsibility to pay remains with the account payer

If an Academy of Technology and Industry learner elects a third party payer to make payment on their behalf, the account payer will remain responsible for the payment of all fees levied. Failure to settle the outstanding account will result in suspension of the learner, as outlined in the suspension section below.

2.2. Placement fees

A placement fee is a fee that is payable upon receiving an Offer to Study, which outlines the conditions for final placement. In paying the placement fee, you confirm your acceptance of the conditional offer of a place at the Academy of Technology and Industry.

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 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 Academy of Technology and Industry learner. In paying the placement fee, you also acknowledge the other conditions that must be met prior to enrolment. Placement fees are paid via credit or debit card through the application portal. Refer to Annexure A for applicable fees.



2.3. Tuition Fees

When an account payer accepts an Offer to Study at the Academy of Technology and Industry, they then agree to pay the applicable tuition fees and any other amounts that are due by them arising from their participation in course(s) by the stipulated deadlines.

Account payers are required to set up their payment method to confirm placement in Academy of Technology and Industry course(s). If this is not done before the commencement date of the course(s), the learner will not be enrolled in their studies.

All Tuition Fee payments are payable in advance, and account payers must pay their tuition fees monthly. The following billing cycle applies to all invoices:

- Invoices are due and payable by the 1st of the month.
- Accounts in arrears for more than 30 days will be suspended.

The following fees are included in tuition fees:

- Dynamic digital learning content
- Access to our online campus and all of our digital tools
- Access to the Support Team for administrative support and accountability
- Peer-to-peer learner forums
- Recommended weekly plans

The following fees are excluded from tuition fees:

- Examination registration fees and any other fees levied by the designated Quality Partner.
- Stationery/network books, software and computer equipment outlined on the Academy of Technology and Industry website.
- Travel and accommodation costs incurred in travelling to the designated Assessment Centre for the External Integrated Summative Assessment



Learners may be eligible for credits towards their qualification, awarded in terms of the Valentre Institute's Recognition of Prior Learning Policy. Learners receiving RPL credits are not eligible for fee reductions.

2.4. Qualified promotional offers

Any qualified promotional offers will be indicated on the Valentre Institute's fee invoice. Learners are only eligible for one (1) promotional offer/ discount on their tuition fees.

2.5. Learner Withdrawals

Three calendar_months notice is required for withdrawals. An account payer will be charged the full three months of tuition following the month in which notice was given.

2.6. Changes to Fees & Charges

Tuition fees, and other charges for Academy of Technology and Industry learners, will be subject to an annual fee increase, effective 1 January each year.

In deciding the annual level of increase for tuition fees, the Valentre Institute will take into account a range of factors, including inflationary measures, projected increases in costs, costs of provision of facilitation, supervision and course-related facilities, admissions statistics, and access considerations, including the availability of learner support. Increases will be communicated in writing to enrolled learners.

2.7. Tax Invoices in electronic format

In accepting an Offer to Study, account payers 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 course(s) that they wish to study. All invoices shall reflect the methods of payment that will be accepted in payment of such invoice.

The Valenture Institute does not accept responsibility for incorrect addresses or blocked emails resulting in statements of account not being received. It is the responsibility of the account payer to make enquiries should they 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 course fees by the due date.

2.8. Bank charges

If bank charges and/or fees are levied on, or added to, a payment made by the account payer to the Valenture Institute from any country or jurisdiction, the account payer shall be liable for all such bank charges and additional costs.

2.9. Payment of VAT & other Taxes

Any VAT or other applicable taxes charged in addition to the course fees will be identified on the invoice or in the information pack and these amounts are payable by the fee payer.

2.10. Payment reference

When making a direct payment to the Valenture Institute, the account payer must ensure that their invoice number (to which the payment relates), and the learner's full name, is reflected on their payment. The Valenture Institute will not be held liable if they are unable to locate the account payer's payment, and as a result, the learner is suspended from participation in a course.

3. Financial Suspension and Withdrawal

3.1. Suspension for non-payment

The Valenture Institute is a private online learning provider, as such tuition fees must be paid according to payment terms. An account payer enjoys the benefit of informed consent at the point of application. Consequently the Valenture Institute is within its rights to suspend, and ultimately terminate if necessary, the enrolment of the learner where the fees have not been paid.

If an account 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 account payer's invoice), then the Valenture Institute will suspend the learner from participation in the course(s) and ultimately withdraw them from the course(s) if the account remains in arrears, at its sole discretion at any time.

If a learner is suspended from participation, they will not be permitted to access the online campus until they commence payment again.

3.1.1 Suspension process

Strict 30 days payment terms are enforced for all learners. Any outstanding balances overdue by 30 days or more will be suspended immediately.

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 learners.

3.1.2. Reinstatement process

For a learner to be reinstated payment of the full outstanding account balance is required. Upon receipt of notification of payment for both the outstanding



invoice, and the advance fees invoice, the account will be reinstated within 24 to 48 hours.

If a learner is suspended from the course, they will not be eligible to sit for the Final Integrated Supervised Assessment or eligible to receive a Statement of Results from the Valentre Institute. To complete the course and be eligible to write the External Integrated Summative Assessment, the learner will need to reapply and be accepted into the course again. Readmission is at the sole discretion of the Academy, as places cannot be guaranteed for non-payment suspensions, and catching up work missed is the sole responsibility of the learner.

4. Contact

The account payer acknowledges and consents to us contacting them concerning payments due for a course or in terms of these Terms, by way of email, text message, telephone calls, or other means as determined by the Valentre Institute.

5. Consent to credit checks

When accepting the Offer to Study at the Academy of Technology and Industry, you consent to the processing of credit information for the purposes of debt collection.

6. 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).



After an account has been referred to a debt collection agency, interest may be applied to all remaining balances.

7. Refunds

Refund requests will be reviewed and processed on a weekly basis.

Refunds will only be processed where a verified credit balance exists on the account resulting from payments received by Valenture Institute. Payments made by credit or debit card will be refunded to the same card from which the original payment was received, subject to the rules and requirements of the applicable payment provider.

Where payment was made by a third party, including but not limited to a sponsor, employer, parent, or other account payer, any refund due will be paid to the original payer unless Valenture Institute receives explicit written authorisation instructing that the refund may be paid to the account payer instead.

Valenture Institute reserves the right to verify all credit balances and supporting information prior to processing any refund request. Valenture Institute also reserves the right to delay the processing of refunds during periods of high operational volume or where additional verification is required.

Valenture Institute accepts no responsibility for delays or failed refund payments resulting from incorrect or incomplete banking details provided by the account payer. It remains the responsibility of the account payer to ensure that all banking details provided are accurate and valid.

8. Disputes



If there is a dispute between the Valenture Institute and the account payer relating to the payment of any course fee, or the way in which the Academy of Technology and Industry online campus or the website have been used, the Valenture Institute may, at its sole discretion, suspend the learner's participation in the course for the period of the dispute.

9. Fee implications for cancellation of enrolment

9.1. Fees paid in full and upfront for the academic year

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

Fees are treated as an advance, and are held in accordance with the Consumer Protection Act. Any interest earned on fees paid in advance will therefore be income for the school. Refunds will not include any interest earned on these deposits.

9.2. Fees paid through monthly instalments

Three calendar months notice is required for cancellation of enrolment, and no tuition will be charged after completion of the notice period.

9.3. Where a learner is suspended/expelled due to misconduct

In the event of a learner being suspended/expelled from the Academy of Technology and Industry due to misconduct, the account payer will still be liable for the balance of fees due for the month following suspension.

The Valenture Institute reserves the right to set the suspension/expulsion date of any learner as a result of misconduct.

9.4. Insufficient demand

The Valenture Institute reserves the right to cancel the offering of a course if there is insufficient demand, as determined by Valenture Institute at its sole and absolute discretion.

In this case, account 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: 2026 Fee Structure

Placement Fees

	Once Off	Qualified promotional offers
Placement Fee	R599	<i>None granted</i>

Tuition Fees

Course	Course Duration	Tuition Fees	Monthly Installments
Cloud Computing Administrator	17 months	R2,985 / month	17



Design Thinking Innovation Lead	17 months	R2,985 / month	17
Media Graphic Designer	17 months	R2,985 / month	17

Qualified promotional offers on Tuition Fees

Discount	Discount Percentage
Siblings of existing enrolled learner	5%