

Fees Payment Record

Payment Requirement

The **Phase 1** Ministry programme costs **R3,700** — This includes textbooks, not postage.

Here is a list of the payments:

Find out where to pay first

- 1. Registration** — First payment which covers the whole year's textbooks: **R1,470**
- 2. Postage/PostNet** — Under 6 Kg at the post office: **R76** PostNet: **R90**
- 3. Monthly Fees** — Total of R2,200 payable over 10 months: **R220 x 10** Stop order
- 4. Certificate** — A final payment of **R200**, unless there are other costs outstanding

You must give proof of the 10 payments under point 3 when you ask for the Certificate.

First Payment — Registration — Textbooks

When you make your first payment at registration it is your choice to include postage if you do not pick up the books in Sinoville. So the books will be sent when you pay.

Pick Up — Post Office — PostNet Courier

The Post Office has a tracking number and takes about 6 days. Postnet takes 2 to 3 working days and you also have to pick up the parcel at the PostNet branch you nominate (Cities have multiple branches). PostNet needs your cell number to notify.

Arranging a Stop Order — Your ref.: **CAP No** first, then **Surname**

You have to arrange for a stop order **at your own bank** which is payable to "**Calvary**" at Capitec (always branch 470010) **135 115 7378** for R220 over 10 months. You may choose on which day the payment comes off your account. Costs are about R7.

Replace with your **Bible School's** Acc number.

Certification — Give separate proof of payment for Certificate

When you are finished with your studies you apply for the certificate **and make a payment of R200**. We have your marks on the CAP anyway. We only need proof of payment of your 10 **study fee** payments. Do not send proof 10 times when you pay. Only once when you ask for the Certificate. Give us proof by giving the dates here:

Proof of Payments — If your 10 payments show, we'll send Certificate!

Student Name: _____ **CAP No:**

Use the blocks below to report on the payments as your proof. At the bottom is an **example** of how yours may look like. Fill in the numbers 1 to 10 at the right months. Give us the **day number** of your payment — between 1 and 30, as was the case:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Example: (Before the number one, write the starting year — e.g. 2017>)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
7	8	9	10		2017>	1	2	3	4	5	6
26	26	26	26			26	26	26	26	26	26