

STUDENT FEES 2019

CORRESPONDENCES

Please address all correspondences to the Director: Finance, and always quote your student number.

**Postal Address: University of Venda
Private Bag X5050
THOHOYANDOU
0950**

CALENDARS

THE CALENDAR IS OBTAINABLE IN THE FOLLOWING SEPARATE PARTS:

- | | | |
|-----|---|---------|
| 1. | GENERAL INFORMATION | PART 1 |
| | Academic Year Plan | |
| | Mission Statement | |
| | Officers of the University | |
| | Council of the University | |
| | Senate | |
| | Academic Staff and Departments | |
| | Administrative Staff | |
| | Colours and Hoods for Degrees | |
| | Admission and Registration | |
| | Library | |
| | General Rules for Degrees, Diploma and Certificates | |
| 2. | SCHOOL OF AGRICULTURE, RURAL DEVELOPMENT AND FORESTRY | PART 2 |
| 3. | SCHOOL OF ENVIRONMENTAL SCIENCES AND ENGINEERING | PART 3 |
| 4. | SCHOOL OF HUMAN AND SOCIAL SCIENCES | PART 4 |
| 5. | SCHOOL OF HEALTH SCIENCES | PART 5 |
| 6. | SCHOOL LAW | PART 6 |
| 7. | SCHOOL OF MANAGEMENT SCIENCES | PART 7 |
| 8. | SCHOOL OF MATHEMATICS AND NATURAL SCIENCES | PART 8 |
| 9. | SCHOOL OF EDUCATION | PART 9 |
| 10. | STUDENT FEES | PART 10 |

STUDENT ACCOUNTS

ENQUIRIES AND PAYMENTS

1. HOW TO MAKE ENQUIRIES AND PAYMENTS:

1.1 Personally

Student Financial Enquiries Counter: Student Administration Building

Telephones : (015) 962 8000
Facsimile : (015) 962 4777 Or 962 8094
Fees Enquiry : (015) 962 8957, 962 8467
Office Hours : Monday to Friday
08h00-16h45 (Payments and Enquiries)

1.2 By Post

The Director
Department of Finance
University of Venda
Private Bag X5050
THOHOYANDOU
0950

1.3 Electronic Bank Transfer to Univen account:

Bank : ABSA BANK
Branch : LOUIS TRICHARDT
Branch Code : 334-149
Account number : 1 000 000 589

Deposits can be made at any ABSA Group Branch. Always quote a student number in the "reference" space provided on the deposit slip when making payment.

2. METHODS OF PAYMENT

Cash, bank guaranteed cheques, money orders, bank orders, payments by credit cards, electronic payments and direct electronic transfers are all acceptable. Students may make payments by means of any of the methods mentioned below:

2.1 Cash

Cash payments up to R2000.00 per day will be accepted at any official University of Venda payment venue. Any amounts in excess of R2000.00 will have to be paid at ABSA bank.

2.2 Cheques

All cheque payments should be paid directly at any ABSA bank and the services will be rendered as soon as the cheque is cleared. In the event of a cheque being dishonoured ("refer to drawer"), a R250.00 penalty will be added to the student fee account. Repayment of fees preceded by a dishonoured cheque will be acceptable only in cash or bank guaranteed cheque.

2.3 Credit cards

Payments by credit card (Visa or MasterCard) are acceptable. For postal payments by credit card, students should complete the applicable forms (refer to annexure A1 and A2). These forms (or copies thereof) can also be used for future payments (installments) by credit card.

2.4 Debit Card payments and Debit Order arrangements

All students carrying a Maestro ATM card can pay their fees at any payment venue with their debit card. All transactions are online and PIN-based (the same PIN student use at the ATM). For further details about this payment facility, contact the Finance Department of the University.

Parents or guardians of students may also make arrangements with their banks to make payments through monthly debit orders. In this process the University's bank account is credited with the agreed upon amount on a monthly basis.

2.5 Telegraphic money orders

Payment via telegraphic money order is accepted but not recommended. Students are reminded to retain their stubs as proof of payment. Payment should be made out to the **University of Venda**. The telegraphic address is Thohoyandou Post Office. Students must provide their student numbers and the purpose of payment in the message column.

2.6 Letters of authority and bursaries

If a sponsor has undertaken to pay the student's study fees, the sponsor must provide an original official letter, on a letterhead, signed by the appropriate authorized person on behalf of the sponsor. In order to be registered, the student must present this letter at the University on the day of registration. The letter must indicate the following:

- full names
- surname
- identification number
- student number
- the academic cycle and year for which a student is registering
- the amount of study fees that the sponsor commits to pay on behalf of the student

In the event that a sponsor does not pay, a student will be held liable for the fees and penalties. Payments (installments) by sponsors should include a detailed list of the distribution of the total payment.

2.7 Direct deposits and Internet payments

A student can make a deposit at any branch of ABSA Bank (refer to 1.3 above) on condition that the minimum requirements are met.

If a student transfers funds directly (electronically) via a student bank ATM or whatever method, it is a student's responsibility to confirm/verify the student number and University's bank particulars.

If sponsors make bulk payments for various students via the Internet or electronic transfer, the following information must be entered for each individual student:

- student name
- amount payable
- student number

Without this information the individual student's account cannot be credited, and this creates various practical problems, such as non-entrance to facilities and problems relating to the examinations, etc.

A list of these students will be kept by the Student Debtors division, which should be contacted to clear these credits to students' account. The telephone number is (015) 962-8413.

2.8 Electronic payments

Students can make use of this system to pay their accounts online by supplying a credit card number, card holders name, expiry date and CVV number.

Steps to be followed:

1. Log using your student number and pin
2. Click on "My Gate Online Payment"
3. Click on "Process Online Payment"
4. Enter the amount
5. Click the "Pay Now" button to continue with the transaction.

2.9 Edu-Loan

All government employees and their dependents who enrolled with the University and have stop order facilities with Persal, may apply for the Edu-Loan study facility to do so a student/guardian will have to:

- complete and sign a salary deduction instruction
- provide two latest salary slips/advice
- provide a certified copy of his/her identity document

The conditions of Edu-Loan are as follows:

- Ten percent interest will be charged against study fees. The study fees Include the registration fee and the cost of the subjects for which a student has enrolled at the **University** for the period concerned.
- Repayment takes place over a period of ten (10) months via a salary deduction facility, administered by Edu-Loan.
- If a student wants to register for additional subjects after the initial registration has taken place, a student will have to do so by means of a cash payment. The salary deduction facility cannot be used for this purpose.

Students may direct enquiries to any Financial Aid Division office or to Edu-Loan's client services on telephone (**015) 962-8000**).

2.10 NSFAS loans and bursaries

Students who wish to apply for financial assistance must do so **as soon as Possible**.

A National Means Test for NSFAS loans will determine the amount payable by each student. The expected family contribution will differ for individual students, depending on his/her unique circumstances. The National Means Test will take the following into consideration:

- academic performance during the year
- annual family income - supportive documentation needs to be submitted in this regard
- actual cost of study for the academic year

Applicants will know about the outcome of their applications by the second week after reopening for the first term. Students whose applications are not successful should register with the normal initial amount payable by all other students.

3. LATE PAYMENT OR NON PAYMENT OF FEES

All fees must be paid by the dates stipulated in section 4. Failure to do so will result in the following:

- Student's examination results will not be released.
- Students will not be allowed to enroll for the next registration cycle.
- Students will be held liable for outstanding fees.
- Outstanding debts will be handed over to the University's legal collections department.
- Student diploma/degree certificate will not be issued.

Any applicant whose fees are outstanding or whose fee account has been handed over for debt collection will be prohibited from registration. Any fee defaulter from previous years wishing to re-register must comply with the following conditions:

- all arrears must be paid in full on the day of registration, in cash or by bank guaranteed cheque.
- No letter of authority, debit orders, bursary or loan documents will be accepted in these instances. Sponsors assisting these students are required to pay the arrears in full before the current registration will be considered.

The non-receipt of statements/invoices due to incorrect addresses will not be an acceptable reason for the non-payment of fees. Statements/Invoices will be posted to students on a regular basis once the students have registered.

It is at all times the student's responsibility to inform the University of any change of address (change of address supplied at the date of registration), thereby ensuring that statements are sent to correct addresses.

4. RULES FOR FEES, PAYMENTS AND REFUNDS

Fees are determined by Council from time to time and are subject to review without notice.

4.1 Payment Schedule

- Registration fee, SRC levy and late registration fee (where applicable) plus a R1 460.00 of tuition contribution for non NFSAS student upon registration and /or residence fees is payable upon registration.
- 10% of balance payable by 21st January
- 30% of balance payable by 31st March
- 50% of balance payable by 31st May
- 70% of balance Payable by 31st July
- 90% of balance payable by 30th September
- Balance of 10% payable by 31st October

NOTE:

- Minimum amounts payable during registration do not include amounts owed for the previous year(s).
- It is the responsibility of students to pay the balances by the due date, and to inform their sponsors of any outstanding balances on their accounts.
- A late registration fee will be levied on students who fail to register by the final date of registration.

4.2 Outstanding Fees

- 4.2.1 A student may not renew his/her registration unless fees for the preceding year/s have been paid in full.
- 4.2.2 Students who have outstanding fees, fines or dues will not be awarded degrees, diploma or certificates.
- 4.2.3 A student whose fees are not paid by the due dates, and who has not produced evidence of receipt of a bursary/scholarship/loan will be excluded from class attendance, residence and admission to examination. Interest will be levied on overdue student accounts.
- 4.2.4 A student must check his/her account on a regular basis. Student accounts may be debited with other charges such as library fines, student health charges, and residence damage cost and residence key deposit.
- 4.2.5 No examination results will be released until all fees have been paid. A student or past student will not be issued with a transcript of his/her academic record until all fees have been paid.

4.2.6 Any case which is not being provided for in these rules will be subject to the ruling of Executive Management, Finance and Budget Committee and / or Council.

5. RESIDENCE

- 5.1** The University operates a central catering facility and it is not compulsory for a student to take meals. The cost of meals is optional and is not included in the residence fees.
- 5.2** Students who have not been living in the student housing during the first semester and who are accepted into the residence for the second semester will be required to pay half of the annual residence fees.
- 5.3** Student who vacates the residences during the 1st term will be liable for 50 percent of the first semester residence fees. However, should an acceptable replacement be made, a student's liability will be calculated on a *pro rata* basis. *Pro rata* calculation includes the date of official notification of the intention to vacate the residence.

6. CANCELLATION AND REFUND STRUCTURE

- 6.1** Upon cancellation of registration a student must submit a formal application to the Deputy Dean, Executive Dean or Registrar in the relevant form which must be completed and duly signed.

Students who fail to comply with the above procedure will be held liable for the full outstanding fees, finance charges and collection cost in the event of legal action.

The date of cancellation will be the official University date stamp reflecting the date of receipt of the cancellation form.

- 6.2** Fees will be refunded to students or sponsors only if the student's account is in credit.

Note : Refunds must be requested in writing, with proper explanations. Credit balances on Student accounts will be refunded only on written request.

- (a) Students who wish to cancel their registration for a course/s for any reason whatsoever must notify the office of the Registrar immediately in writing on the official cancellation form, failing which the registration shall be treated in terms of paragraph(c) below.

Cancellation forms, which are available from respective School officers, must

be completed in triplicate.

- (b) Students who wish to vacate the hostels must notify the Hostel Superintendent immediately in writing.
- (c) Students failing to cancel courses and /or residence remain responsible for the full fees for that particular academic year.
- (d) Registration fees, late registration fee and SRC levy will under **NO** Circumstances be refunded.

6.3 Year and first semester courses/modules

- 6.3.1 Cancellation of courses within 60 days (From the first day of the first term) a student will get 100% refund on tuition. Note that a refund is not calculated on the basis of amount paid, but on the amount payable for the year.
- 6.3.2 Cancellation of courses between 60-90 days, 50% refund.
- 6.3.3 Cancellation of courses after 90 days, **NO REFUND**. (The full amount is payable).

6.4 Second semester courses/modules

- 6.4.1 Cancellation of courses within 60 days, (From the first day of the third term) 100% refund.
- 6.4.2 Cancellation of courses between 60-90 days, 50% refund.
- 6.4.3 Cancellation of courses after 90 days, **NO REFUND**. (The full amount is payable).

6.5 Withdrawal from individual modules

When students withdraw from individual modules, any fee reduction is Dependent Upon whether the notice to withdraw is received before the dates cited in 6.3 and 6.4 above.

NO reduction will be granted if the notice to withdraw is received after the due dates.

A student's registration is not transferable between any registration cycles. A student needs to formally apply for cancellation of studies.

Note that refunds must be requested in writing, with proper explanations.

Similarly, credit balances on a student's account will be refunded only on written request, as no credits are refunded automatically.

7. REBATES

Should a family have two or more dependent children, under the age of 26 years studying simultaneously at the University, the second and any further children qualify for the following discount on tuition fees.

7.1 Second student: 15% discount.

7.2 Third and successive students: 20% discount.

A written request must be submitted to the Director: Finance (see annexure C).

The closing date for application of rebate is 30 September in the year of registration. A rebate will be granted based on tuition and residence fees at the rate determined by Council from time to time.

ANNEXURE A2

CREDIT CARD PAYMENT (MASTERCARD / VISA) IN FAVOUR OF A STUDENT

I, the undersigned,
 hereby authorize the University of Venda to debit my credit card account in respect of
 the amount indicated below:

Information: Student

Surname:	
Initials:	
Student number:	
Qualification enrolled for:	

Information: Credit card holder

Surname:																
Initials:																
ID number:																
Bank:																
Credit card number (16 digits):																
Expiry date of card:	Y	Y	M	M	D	D										
CVC number (last 3 numbers on back of card):																
Amount:	R															
Budget:	Yes / No		(Delete whichever is not applicable)													
6 months			(Mark appropriate period)													
12 months																
18 months																
24 months																

Signature of credit card holder

Date

ANNEXURE C

APPLICATION: REBATE

To:

Director: Finance
University of Venda
Private Bag X5050
THOHOYANDOU
0950

I, the undersigned, hereby apply
for a rebate (parent)

Relevant information in support of the application: (attach I.D. copies or birth certificates)

The family members (brothers/sisters) listed below are:

- dependents (no income of their own)
- under the age of 26 years and
- registered students at the University of Venda

Student Information

Surname:	
Initials:	
ID number:	
Student number:	
Qualification enrolled for:	

Surname:	
Initials:	
ID number:	
Student number:	
Qualification enrolled for:	

Surname:	
Initials:	
ID number:	
Student number:	
Qualification enrolled for:	

I declare that the preceding information is true and correct.

.....
Signature of guardian/parent

.....
Date

Details of guardian/parent:

Surname:	
Initials:	
ID number:	
Telephone no:	
Residential address:	

Note: The application will apply to both semester registration periods.

Approved / Not Approved :.....
Director: Finance

Date :.....

FEES FOR 2019

RESIDENCE FEES

Single room	33 070.00
The Initial amount payable per semester	3 190.00
Daily rate	120.00
Double room	30 065.00
The Initial amount payable per semester	3 190.00
Daily rate	120.00
Meals	27 760.00

OTHER FEES

(a)	Registration Fee	2 180.00
(b)	Tuition Fee deposit for non bursary students	2 090.00
(c)	Late Registration Fee	3 690.00
(d)	SRC Levy	920.00
(e)	Supplementary\Special\Aegrotat Examinations	250.00
(f)	Re-submission of Dissertation	7 350.00
(g)	Re-submission of Thesis	8 060.00
(h)	Remarking of Examination Scripts	690.00
(i)	Viewing of Scripts	690.00
(j)	Academic Record: Alumni	350.00
	Academic Record: Current Students	140.00
(k)	Statement of Results	610.00
(l)	Graduation in Absentia	980.00
(m)	Exemption fees per year module	580.00
(n)	Exemption fees per semester module	300.00
(o)	Status Recognition Fee	1 000.00
(p)	Student Card Replacement Fee	85.00
(q)	Laboratory Deposit (Refundable)	570.00
(r)	Lost Room Key Fee	650.00

Application fees: 2020

NOTE

1. Application fees are not refundable under any circumstances.
2. Applications submitted without the prescribed fee will not be processed.

The closing date of application for enrolment is **27 September 2019**.

Application fee	120.00
Late application fee	120.00