

1. Purpose

To provide guidance on the 2021 registration process where finances are concerned.

2. Background

Financial exclusion always caused academic disruptions in the past and with the adjusted academic year, the institution may not afford wasteful days caused by students protest due to financial exclusion. The Finance Division therefore seeks to propose to the EMC and student body on the percentage of tolerable debt before a non-funded student will be allowed to register.

3. Discussion

All first entering students with no bursaries or sponsorships are categorized as self-funded and are therefore expected to make an upfront payment of R5,000 to register for 2021 academic year. However, students who are in the category of poor and deserving will be granted a concession to appeal through submission of documents as follows:

- Proof of income – 3 months bank statement of both living parents or legal guardian,
- Death certificates for deceased parents,
- Complete affidavit designed by the university,
- Motivation letter supporting why the university must enroll such students without paying a fee,
- Certified copies of both parents or legal guardian identity document and identity document of a student.

Both the University and student body will strive to secure funding for such students.

3.1 Post graduate students will under no circumstances be considered in the category of poor and deserving students. Therefore national or local self-funded students at post and undergraduate level, who do not fall in the category of poor and deserving will be allowed to register with outstanding balances once they comply with the following guidelines:

- ✓ If you owe R1 to R20,000 you must pay 50% plus registration fee of R5,000
- ✓ If you owe R20,001 to R50,000 you must pay 35% plus registration fee of R5,000
- ✓ If you owe R50,001 to R100,000 you must pay 25% plus registration fee of R5,000
- ✓ If you owe R100,001 and above must pay 20% plus registration fee of R5,000

- 3.2 The database of students who signed Debt Acknowledgement forms in prior years but failed to honour their financial commitment will be considered and used as an exclusion as the University cannot enter into a new agreement whereas the previous one was defaulted.
- 3.3 All first entering international students are expected to pay the registration fee of R5,000 after having complied with all requirements to be met with the international office.
- 3.4 All international returning students with outstanding balances will be allowed to register on condition that they pay 50% of their outstanding balances plus the registration fee of R5,000 prior registration and settle the remaining debt in line with University payment guidelines.
- 3.5 Payments for 2021 debt will be paid in compliance with the University payment guidelines.
- 3.6 The above does not apply to sponsored and NSFAS funded students.
- 3.7 Failure to honour such arrangements will lead to deregistration of the student at the discretion of management.
- 3.8 Acknowledgement of Debt (AoD) forms and University affidavits will be available on the website. Students must duly complete the forms and attach all necessary documents and scan them to email address that will be provided on such forms. Incomplete forms will not be considered and will cause delay on your registration.

4. Recommendations

The Executive Management Committee to approve the adoption and implementation of the above guideline.

Signed: _____ 

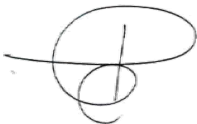
Date: 24 February 2021 _____

Recommended for submission by: Mr. LB Kraziya
Chief Financial Officer

Comments:

Signed:  _____ Date: 25 February 2021

Approved for submission to : Dr NB Nthambeleni
EMC by Vice-Chancellor and Principal

Signed:  _____ : Date: 05 March 2021

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