

REQUEST FOR APPROVAL OF GUIDELINES TO BE ADOPTED IN THE 2022 UPCOMING
REGISTRATION PROCESS WHERE STUDENT FINANCES ARE CONCERNED
For the approval of: Dr NB Nthambeleni, Vice-Chancellor and Principal and EMC
Prepared by: Ms T Ramulondi: Manager Income
Recommended by LB Kraziya: Chief Financial Officer
Date: 18 January 2022

1. Purpose

To provide guidance on the 2022 registration process where finances are concerned.

2. Background

Financial exclusion has always caused academic disruptions in the past, so the finance department seek to present a proposal to the EMC and student body on the percentage of tolerable debt before allowing a non-funded student to register.

3. Discussion

Students who do not receive a bursary or sponsorship are classified as self-funded. If such students do not have cumulative debt, they will be required to pay an upfront fee for tuition and housing, as outlined in the 2022 fees booklet.

If they have a cumulative debt, the finance office will unblock them for registration provided they comply with the following guidelines:

Amount Owing	Minimum Payment
R1 to R20,000	50% of debt plus registration fee for tuition and accommodation
R20,001 to R50,000	35% of debt plus registration fee for tuition and accommodation
R50,001 to R100,000	25% of debt plus registration fee for tuition and accommodation
>R100,000	20% of debt plus registration fee for tuition and accommodation

- Returning students who were funded the previous year but lost funding due to poor academic performance must pay an upfront fee as outlined in the fees booklet.
- Missing middle students and other financially disadvantaged students with debt less than R50,000 are all expected to pay an upfront payment of R5,000, but such students will not be assigned rooms on or off campus accredited residence because room assignment result in over indebtedness.
- Postgraduate students will not be considered poor and deserving students under any circumstances. Postgraduate students will be allowed to register if they follow the following guidelines:

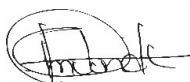
Amount Owning	Minimum Payment
R1 to R20,000	50% of debt plus registration fee for tuition and accommodation
R20,001 to R50,000	35% of debt plus registration fee for tuition and accommodation
R50,001 to R100,000	25% of debt plus registration fee for tuition and accommodation
>R100,000	20% of debt plus registration fee for tuition and accommodation

7. All first entering international students are expected to pay a registration fee equal to at least 30% of their quotation fees or pro-forma invoice after having complied with all requirements to be met with the international office. The Finance office will assist with such quotation and pro-forma invoices.
- 7.1 All international returning students with outstanding balances will be allowed to register if they pay 50% of their outstanding balance and upfront registration for tuition and housing allocation. The remaining debt should be paid in accordance with the University's payment guidelines.
8. Payments for prior year debt will be paid in compliance with the University payment guidelines.
9. The above does not apply to currently private and government sponsored and NSFAS sponsored students.
10. Failure to honour such arrangements will lead to deregistration of the qualification at the discretion of management.
11. 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.

12. Recommendations

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

Signed: _____




Date: 18 January 2022 _____

Recommended for submission by: Mr LB Kraziya
Chief Financial Officer

Signed:  _____ Date: 20 January 2022

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

Signed:  _____ : Date: 20 January 2022

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NOT APPROVED	<input type="checkbox"/>
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