



University of Venda

Creating Future Leaders

5. **Faculty of Science, Engineering and Agriculture** PART 5
- Agriculture
 - Environmental Sciences
 - Mathematical and Natural Sciences
6. **STUDENT FEES** PART 6

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
Fees Enquiry: (015) 962 8957 / 8467 / 8956
Office Hours: Monday to Friday
08h00-16h45 (All financial related Enquiries)

1.2. By Email

studentfinancesupport@univen.ac.za

1.3. Electronic Bank Transfer to Univen account

Bank: Absa
Branch: LOUIS TRICHARDT
Branch Code: 334-149
Account number: 1 000 000 589
Reference: Student number



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NB! Direct cash deposits, electronic funds transfers, or any other means of payment MUST reflect the student number as the reference number.

2. METHODS OF PAYMENT

Direct bank deposits, ATM cash deposits, credit and debit card payments, and EFT payments are all acceptable.

2.1. Credit cards

Only Visa or MasterCard credit cards will be accepted.

2.2. Debit Card payments and Debit Order arrangements

Maestro debit cards will be accepted at all payment points. All transactions are online and PIN-based (the same PIN students use at the ATM).

Parents and guardians may also arrange to pay by monthly debit orders with their banks.

2.3. Letters of authority and bursaries

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

- Full name and surname (per student's official ID)
- Identification number
- Student number
- The academic cycle and year for which the student is registering.
- The amount of study fees that the sponsor commits to pay on behalf of the student.

NB! The student remains liable for the full payment of their Univen account.

2.4. Direct deposits and Internet payments

A student can deposit their payment at any branch of Absa branch (refer to 1.3



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above).

If a student transfers funds through EFT or makes a direct deposit, the student must confirm/verify the correct student number and Univen's bank details. Univen will not be responsible for the depositor's errors.

If a sponsor makes a batch payment for various students, the following information must be furnished in the remittance advice for each student:

- Full name and surname (per student's official ID).
- Amount being paid.
- Student number.

Without this information, the student's account cannot be credited, thus preventing the student's account from being updated. The Student Debtors department can be contacted at (015) 962-8467 / 8957 for enquiries.

2.5. Electronic payments

Students can use the MyGate system to pay their accounts online by supplying a credit card number, cardholder name, expiration date, and CVV number.

Steps to be followed for payments via MyGate:

1. Log in to MyAccess 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 the transaction.

2.6. FUNDI

All students enrolled at the university may apply for a Fundi study loan. To apply, a student, parent, or guardian must:

- Complete and sign a salary deduction instruction.
- Provide two latest salary slips/advice.
- Provide a certified copy of the responsible payer's identity document not older than six months.

The FUNDI conditions are:

- 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.



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- Repayment takes place over ten (10) months via a salary deduction facility administered by Fundi.
- If a student wants to register for additional subjects after initial registration, Fundi will not cover the cost of these subjects.

Students may direct enquiries to their Financial Aid office or Fundi's client services on 0860 55 55 44.

2.7. Bursaries

All students who successfully applied at NSFAS and other bursaries must provide proof of funding to register without paying a minimum fee.

Students with unsuccessful applications should register with a registration fee of R5,000.

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 enrol for the next registration cycle.
- Outstanding debts will be handed for legal collections.
- Academic transcripts will not be issued to the students.
- Student diplomas or degree certificates will not be issued.

Any applicant whose fees are outstanding or whose fee account has been handed over for debt collection may be prohibited from registration. Furthermore, any applicant whose fees were previously written off will be prohibited from registering until the outstanding fees are settled in full.

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.
- No letter of authority, debit orders, bursary or loan documents will be accepted in these instances. Sponsors assisting these students must pay the arrears in full before the current registration will be considered.

The non-receipt of statements/invoices due to incorrect email addresses will not



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be a valid reason for non-payment of fees. Statements/Invoices will be emailed to students regularly once they have registered.

NB: Statements will be sent to the student's university email. It is the student's responsibility to keep up with their email.

4. RULES FOR FEES, PAYMENTS, AND REFUNDS

University fees are subject to change at Univen's discretion.

4.1. Payment Schedule

- A registration fee, SRC levy and late registration fee (where applicable) plus a tuition contribution for non-sponsored students upon registration and residence fees deposit are payable before a room is allocated to the student.
- 10% of the balance payable by 31 January
- 30% of the balance payable by 31 March
- 50% of the balance payable by 30 May
- 70% of the balance Payable by 31 July
- 90% of the balance payable by 30 September
- Balance payable by 31 October

NOTE:

- *Minimum amounts payable during registration exclude prior year amounts owed.*
- *Students are responsible for paying the balances by the due date and informing 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 registration date as per the University Calendar.*

4.2. Outstanding Fees

- 4.2.1 A student may only renew their registration if fees for the preceding year/s have been paid in full.
- 4.2.2 Students with outstanding fees, fines or dues will not receive their degrees, diplomas, or certificates.
- 4.2.3 A student whose fees are not paid by the due dates and who has yet to produce evidence of receipt of a bursary/scholarship/loan will be excluded from class attendance, residence, and admission to examinations.



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- 4.2.4 A student must check their account regularly. Student accounts may be debited with other charges such as library fines, student health charges, residence damage costs, and residence key deposits.
- 4.2.5 A student or past student will be issued with a transcript of their academic record once all fees have been paid.
- 4.2.6 Any case not provided for in these rules will be subject to the Executive Management Committee, Finance Committee, or Council ruling.

5. RESIDENCES

- The University operates a central catering facility, and students do not need to take meals. The meal cost is optional and not included in the residence fees.
- Students who have not been living in the student housing during the first semester and are accepted into the residence for the second semester will be required to pay half of the annual residence fees.
- Students who vacate the residences during the 1st and the 3rd term will be liable for 50% of the semester residence fees. However, should an acceptable replacement be made, a student's liability will be calculated pro rata. Pro rata calculation includes the date of official notification of the intention to vacate the residence.
- NO REFUND for cancellation of residence during the 2nd and 4th term.

6. CANCELLATION AND REFUND STRUCTURE

6.1. Cancellations

- Upon cancellation of registration, a student must submit a formal application to the Faculty Administrators 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 total outstanding fees, finance charges and collection costs in case of legal action.
- The cancellation date will be the official University date stamp reflecting the date of receipt of the cancellation form.
- Fees for self-funding and sponsor funding will be refunded to students or sponsors only if the student's account is in credit.

Note: Refunds request must be applied online on MyAccess student portal.



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6.2. Cancellations

- Students who wish to cancel their registration for a course/s for any reason must notify the Registrar's office immediately in writing on the official cancellation form, failing which the registration shall be treated as continuing.
- Cancellation forms are available from respective Faculty administrators.
- Students who wish to vacate the residences must notify the Hostel Wardens immediately in writing.
- Students failing to cancel courses and residence remain responsible for the total fees for that academic year.
- Registration fees, late registration fees, and SRC levy will not be refunded.

6.3. Year and first-semester courses/modules

- Cancellation of courses within 60 days (from the first day of the first term) a student will get a 100% refund on tuition.
- Cancellation of courses between 60-90 days, 50% refund.
- Cancellation of courses after 90 days, **NO REFUND** is payable.

NB: A refund is calculated based on the amount payable for the year.

6.4. Second-semester courses/modules

- Cancellation of courses within 60 days (from the first day of the third term) will receive a full refund.
- Cancellation of courses between 60-90 days, 50% refund.
- Cancellation of courses after 90 days, **NO REFUND** is payable.

6.5. Withdrawal from individual modules

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

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

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



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7. REBATES

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

- Second child: 15% discount.
- Third and successive children: 20% discount.

A written request must be submitted to the Student Finance Office at studentfinancesupport@univen.ac.za

The closing date for the rebate applications is 30 September, in the year of registration. A rebate will be granted based on tuition and residence fees.



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ANNEXURE A

APPLICATION: REBATE

To:
Chief Financial Officer
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:	



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Student number:	
Qualification enrolled for:	

I declare that the preceding information is accurate 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:.....

Chief Financial Officer

Date:.....



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ON-CAMPUS RESIDENCE RATES

NAME OF RESIDENCE	ROOMS CATEGORY	2024 RATES
New Female Residence Block 1	SINGLE	40 270.00
New Female Residence Block 2	SINGLE	40 270.00
New Female Residence Block 3	SINGLE	40 270.00
New Female Residence Block 4	SINGLE	40 270.00
Mvelaphanda Female Residence Block 1	SINGLE	42 890.00
Mvelaphanda Female Residence Block 2	SINGLE	42 890.00
Mvelaphanda Female Residence Block 3	SINGLE	42 890.00
Mvelaphanda Female Residence Block 4	SINGLE	42 890.00
Mvelaphanda Female Residence Block 5	SINGLE	42 890.00
Mvelaphanda Female Residence Block 6	SINGLE	42 890.00
Mvelaphanda Female Residence Block 7	SINGLE	42 890.00
Mvelaphanda Female Residence Block 8	SINGLE	42 890.00
Mvelaphanda Male Residence (M1)	SINGLE	42 890.00
Mvelaphanda Male Residence (M2)	SINGLE	42 890.00
Mvelaphanda Male Residence (M3)	SINGLE	42 890.00
Mvelaphanda Male Residence (M4)	SINGLE	42 890.00
Mvelaphanda Male Residence (M5)	SINGLE	42 890.00
Mvelaphanda Male Residence (M8)	SINGLE	42 890.00
Mvelaphanda Male Residence (M9)	SINGLE	42 890.00
Mvelaphanda Male Residence (M10)	SINGLE	42 890.00
Mvelaphanda Male Residence (M11)	SINGLE	42 890.00
Carousel Male Residence	SINGLE	28 950.00
Carousel Male Residence	DOUBLE	26 400.00
Riverside Block A: Female Res	SINGLE	28 950.00
Riverside Block B: Male Res	SINGLE	28 950.00
Riverside Block C: Male Res	SINGLE	28 950.00



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NAME OF RESIDENCE	ROOMS CATEGORY	2024 RATES
Riverside Block D: Male Res	SINGLE	28 950.00
Riverside Block E: Male Res	SINGLE	28 950.00
Riverside Block F: Female Res	SINGLE	28 950.00
Riverside Block G: Female Res	SINGLE	28 950.00
Riverside Block H: Female Res	SINGLE	28 950.00
Lost City Girls Block 3: Female Res	SINGLE	26 470.00
Lost City Girls Block 4: Female Res	SINGLE	26 470.00
Lost City Boys Block 1: Male Res	SINGLE	26 470.00
Lost City Boys Block 2: Male Res	SINGLE	26 470.00
Mango Groove Female Res	SINGLE	28 950.00
Mango Groove Female Res	DOUBLE	26 400.00
F5 Female Res	SINGLE	40 270.00
F5 Female Res	DOUBLE	36 240.00
F3 Male Res	SINGLE	26 470.00
F3 Male Res	DOUBLE	24 140.00
F4 Female Res	SINGLE	26 470.00
F4 Female Res	DOUBLE	24 140.00
New Male Residence A East	SINGLE	40 270.00
New Male Residence B East	SINGLE	40 270.00
New Male Residence A West	SINGLE	40 270.00
New Male Residence B West	SINGLE	40 270.00
Bernard Ncube	SINGLE	31 040.00
Bernard Ncube	DOUBLE	28 310.00

The Initial amount payable per annum 8 800.00

The Initial amount payable per semester 4 400.00

Daily rate 170.00



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OTHER STUDENT FEES

(a)	Registration Fee	2 500.00
(b)	Late Registration Fee	4 100.00
(c)	SRC Levy	990.00
(d)	Supplementary\Special\Aegrotat Examinations	300.00
(e)	Room deposit	4 400.00
(f)	Re-submission of Dissertation	-
(g)	Re-submission of Thesis	-
(h)	Remarking of Examination Scripts	800.00
(i)	Viewing of Scripts	750.00
(j)	Academic Record	-
(k)	Duplicate Certificate reprint	700.00
(l)	Graduation in Absentia	1 050.00
(m)	Exemption fees per year module	700.00
(n)	Exemption fees per semester module	380.00
(o)	Status Recognition Fee	1 100.00
(p)	Student Card Replacement Fee	120.00
(q)	Laboratory Deposit (Refundable)	620.00
(r)	Lost Room Key Fee	750.00
(s)	Meals	36 000.00

Book allowances will be as per quotation from the bookshop and per the rate funded by each sponsor.

The upfront fee breakdown is as follows:

Description	Normal	Late
Registration fee	2 500	4 100
SRC levy	990	990
Tuition deposit	1 510	1 510
TOTAL	5 000	6 600



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NB! An upfront fee of R5000 is a fee payable by all new students before registration takes place. This excludes a residence fee deposit. Residence fee per semester is an additional fee at a rate of R4,400.

No application fee is payable for 2025 applications.

The closing date of application for enrolment is 31 October 2024.