

**UNIVERSITY OF JOHANNESBURG**  
**STUDENT FEES 2019**

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## STUDENT FEES

### 1 How payment can be effected

- 1.1 Payments may be made at the official cashiers of the University of Johannesburg (UJ). Office hours are from 08:30 to 15:30 Monday to Friday and on Wednesday from 08:30 to 14:00.
- 1.2 Credit Card and Debit Cards are accepted. Unfortunately, no postal or money order payments, Cheques or any cash payments will be accepted.
- 1.3 Students and parents can use the debit order system whereby the outstanding balance (with the exception of the first minimum payment), can be paid in eight equal instalments from 1 March to 1 October. This method of payment has the following advantages:
- Payments can be made over an eight-month period, leaving the student/parent with a better cash-flow situation;
  - No interest is levied as long as the debit order is honoured;
  - Payments cannot go astray; and
  - It saves time.
- 1.4 Payments can also be made at any FNB branch.

Direct payments made at FNB and FNB ATM to the UJ bank account will reflect on the student account in 15 minutes. Electronic Fund Transfers (EFT's) from other banks than FNB might take up to two days to reflect on the student account. EFT's from outside the country take longer and students must allow at least 10 days for allocation of the funds.

The FNB Student Fee Account of the University has been set up as a predefined beneficiary at all major banks and you therefore don't need the actual bank account number to make a payment, just select the UJ Tuition Fee Account as a beneficiary. The banking details are as follows:

<b>Account name:</b>	University of Johannesburg	<b>Branch:</b>	Client services
	UJ Tuition fee account	<b>Branch Code:</b>	210-554
<b>Account number:</b>	62615873199	<b>Swift Code:</b>	FIRNZ AJJ
<b>Account type:</b>	Cheque Account		

*Students must write their names and student numbers clearly in block letter on the deposit slip. A copy of the slip must be either faxed to (011) 559-2866, e-mailed to [studentaccounts@uj.ac.za](mailto:studentaccounts@uj.ac.za) or handed in at Student Finance. Students must also keep a copy for their own records for at least a year.*

**IMPORTANT NOTE:** *The University encounters numerous problems with bank transfers. Therefore, students and parents are requested to provide the University with copies or faxes of the bank deposit slips when bank transfers are made.*

### 1.5 E-Payments

Students and parents can pay their tuition fees online through the website: [www.uj.ac.za](http://www.uj.ac.za) by using their valid credit/cheque card.

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**2 Student account enquiries**

- 2.1 In the case of modules reflected incorrectly on accounts, students should contact the relevant faculty directly.
- 2.2 Enquiries about tuition fees and incorrect account debits or credits should be addressed to the staff in Student Finance call centre at the following telephone numbers:  
(011) 559-7300  
(011) 559-7301  
(011) 559-7302  
(011) 559-7303

Queries can also be e-mailed to [studentaccounts@uj.ac.za](mailto:studentaccounts@uj.ac.za)

**3 Fees payable prior to registration and registration fees payable**

**The University reserves the right to change fees without prior notice or without providing reasons thereof.**

- |     |  |           |
|-----|--|-----------|
| 3.1 | Application fee - 2020 Manual applications   | R200.00   |
|     | Web applications - No fee  |           |
| 3.2 | Residence deposit - applicable only to students applying for residence at the University for the first time in 2019. | R1220.00  |
|     | Residence deposit - 2020   | R1220.00  |
| 3.3 | A non-refundable registration fee of per registration process  | R610.00   |
| 3.4 | A non-refundable additional late registration fee of per registration process  | R2 250.00 |
| 3.5 | ICT-levy.<br>Payable per registration process and is non-refundable  | R430.00   |

**4 Fees payable at registration (All full-time, part-time, extra-curricular and semester programmes)**

- 4.1 First instalment on University account all students, including students whose fees are paid by sponsors or employers, have to pay the following minimum amounts prior or on the date of academic registration.

- |                          |   |           |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Day students (tuition fees)<br>(All students not residing in the residences)  | R3 870.00 |
| <input type="checkbox"/> | Residence students<br>(only students with acceptance letters from residences) | R6 470.00 |
|                          | Tuition fees:   | R3 870.00 |
|                          | Residence fees:   | R2 600.00 |

(In the case of total cancellation, the non-refundable ICT-levy and registration fee is forfeited. Residence fees are charged on a sliding scale according to actual days in residence.)

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4.2 Students registering after the dates prescribed in the calendar are responsible to pay a late-registration fee in addition to the normal registration fee. They will furthermore be liable for full payment of the ICT levy, registration, late-registration and tuition fees if they register after the dates mentioned in par. 8.3

4.3 Amount payable by students for the lodging of a re-submission of a dissertation, minor dissertation or theses R900.00

**5 Tuition fees**

Tuition fees are determined yearly per module, except in the case of dissertations or thesis where fees are levied per semester per degree programme until such time as the dissertation or thesis is lodged in its final form at the faculty concerned.

5.1 Undergraduate students from foreign countries

5.1.1 *Tuition fees are payable as follows:*

- An upfront payment of 30% of tuition fees to be paid at registration.
- 65% of the tuition fees to be paid by 30 April.
- 100% of the tuition fees to be paid by 31 July.
- The University will offer a 5% discount should all fees be paid at registration

5.1.2 All students pay the non-refundable ICT-levy and registration fee plus normal tuition fees plus the non-refundable international levy as follows:

- SADC - & African Countries: non-refundable ICT-levy and registration fee plus normal tuition fees plus non-refundable international levy of R2 000.00
- Other countries: non-refundable ICT-levy and registration fee plus normal tuition fees plus non-refundable international levy of R17 000.00
- SADC & African countries: non-degree purposes/occasional/practical training: non-refundable ICT-levy and registration fee plus normal tuition fees plus a non-refundable international levy of R2 000.00
- Other Countries: Non-degree purposes/occasional/practical training: non-refundable ICT-levy and registration fee plus normal tuition fees plus a non-refundable international levy of R8 000.00
- All countries: extra-curricular/short courses and non-subsidised courses): non-refundable ICT-levy and registration fee plus normal tuition fees plus a non-refundable international levy of R1 000.00
- Affiliate students: non-refundable ICT-levy and registration fee plus normal tuition fees plus non-refundable international levy of R2 000.00
- Asylum seekers/Refugees/Diplomat students: Remission of International levy.
- Study Abroad  
Free moving/ fee paying R33 000.00

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Island Programmes	R33 000.00
Short Learning Programmes	R33 000.00
Exchange Students	R17 000.00
<input type="checkbox"/> Approved special International programmes	Charges at fees that are governed by UJ partnership agreement.
ISEP Direct	R33 000.00
IDEP short collaborative programmes	R10 000.00
<input type="checkbox"/> Post-Doctoral students: Waiving of the international levy.	

5.2 Postgraduate students from foreign countries

5.2.1 Tuition fees are payable as follows:

- An upfront payment of 30% of tuition fees to be paid at registration.
- 65% of the tuition fees to be paid by 30 April.
- 100% of the tuition fees to be paid by 31 July.
- The University will offer a 5% discount should all fees be paid at registration.

5.2.2 All students pay the non-refundable ICT-levy and registration fee plus normal tuition fees plus the non-refundable international levy of R2 000.00

5.3 Undergraduate programmes (including LLB and PGCE)

The average cost for degrees per year in the different faculties if the prescribed programmes are followed is as follows: Fees may vary depending on the composition of the particular degree

<input type="checkbox"/> Humanities:	R35 800.00 - R44 230.00
Specialized practical training	R46 650.00 - R59 920.00
<input type="checkbox"/> College of Business & Economics	R20 040.00 - R45 080.00
<input type="checkbox"/> Science:	
Non-laboratory modules	R37 490.00 - R44 540.00
Laboratory modules	R56 230.00 - R62 550.00
<input type="checkbox"/> Law	R36 220.00 - R41 590.00
<input type="checkbox"/> Education	R36 220.00 - R41 590.00
<input type="checkbox"/> Health Science:	
Non-laboratory modules	R44 440.00 - R45 490.00
Laboratory modules	R42 330.00 - R75 070.00
<input type="checkbox"/> Engineering and Built Environment	R42 330.00 - R52 330.00

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Art, Design & Architecture R44 200.00 - R54 310.00

Fees can amount to more or less than this, per year, depending on the composition of the programmes.

5.4 Honours degrees and Post Graduate Diplomas

The fees for the complete programme amount between R33 060.00 and R57 850.00. Fees may vary depending on the composition of particular qualification. Students doing a programme over a period of more than one year must bear in mind that the normal annual increase in fees is applicable to the second and subsequent years of study.

5.5 Coursework master's degrees

The fees for the complete programme amount average between R35 470.00 and R88 600.00 Fees may vary depending on the composition of the particular master's degrees. Students doing a programme over a period of more than one year must bear in mind that the normal annual increase in fees is applicable to the second and subsequent years of study.

(MCom Business Management, Strategic Management, Master of Technology Architectural Technology (Professional) and LLM excluded - information about curricula, tuition fees, etc. is supplied by the relevant departments.)

5.6 Dissertation-based master's degrees (non-tutored)

Average Fees per year R17 740.00

5.7 Doctoral degrees

Average Fees per year R17 740.00

5.8 Four year programmes:

The average cost for first year students for the four year programmes in the different faculties are as follows: Fees may vary depending on the composition of the particular degree.

5.8.1 Faculty of Science programmes:	R28 330.00 - R 44 440.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.2 Faculty of Engineering and build environment programmes:	R25 480.00 - R31 170.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.3 College of Business & Economics:	R27 730.00- R37 220.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.4 Faculty of Humanities programmes Degree Programmes	R26 170.00 - R34 700.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

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5.8.5 Faculty of Health Science:	
Diploma Programmes:	R27 750.00 - R39 230.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00
Degree Programmes	R33 330.00 - R46 070.00

5.8.6 Faculty of Education:  
The faculty of education does not offer extended degree programmes.

5.9 The cost for programmes per year being followed on the Doornfontein, APB (Bunting) and Soweto Campuses are as follows: Fees may vary depending on the composition of the particular programmes

5.9.1 *Faculty of Art, Design and Architecture\**

- Annual tuition fees subject to change without prior notice
- Minimum payment on date of registration: **R3 870**
- Registration fee and ITC levy should be added annually to tuition fees.
- Start-up equipment would be required for students registering for the first time ranging from R5 000 - R8 000 depending on the programme.

<b>Architecture:</b>			
Dip	R38 100.00	-	R51 690.00
B Tech	R39 070.00	-	R51 550.00
B Arch	R50 260.00		R53 090.00
M Tech (Research)	R18 760.00		per year
Master of Technology (Professional) coursework	R50 420.00	-	R50 460.00
BA Hons ( Architecture)	R62 130.00	-	Per year
<b>Clothing Management:</b>			
B Tech	R32 200.00		
<b>Fashion:</b>			
BA	R46 110.00		R49 830.00
B Tech	R27 360.00		
BA Hons	R36 700.00		Per year
Masters (Design)	R18 780.00		Per year
<b>Fashion Production:</b>			
Dip	R40 440.00	-	R42 880.00
<b>Fine Art:</b>			

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B Tech	R30 190.00		
M Tech	R17 870.00		per year
BA	R45 370.00		R47 700.00
PhD in Art History	R17 880.00		per year

**Graphic Design:**

BA	R44 200.00	-	R52 480.00
BA Hons	R36 700.00		
Masters	R18 780.00		
PhD in Art & Design	R19 220.00		Per year

**Interior Design:**

BA	R44 730.00		R46 830.00
B Tech	R32 140.00		
BA Hons	R36 020.00		Per year
Masters	R18 780.00		per year

**Jewellery Design and Manufacture:**

Dip	R41 150.00	-	R42 990.00
B Tech	R37 530.00		

**Multimedia:**

BA	R45 310.00		R51 260.00
B Tech	R40 850.00		
BA Hons	R36 700.00		Per year
Masters	R18 780.00		Per year

**Industrial Design :**

BA	R48 470.00	-	R54 310.00
BA Hons ( Industrial Design)	R46 540.00		
Masters	R18 780.00		per year



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5.9.2 *College of Business & Economics*

- \*Fees subject to change without prior notice
- Minimum payment on date of registration: R3 870

***Business Administration:***

B Tech	R60 960.00		
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***Food and Beverage Operations:***

Dip	R37 530.00	-	R51 180.00
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***Hospitality Management:***

Dip	R36 390.00	-	R52 310.00
B Tech	R32 980.00		

per year

***Human Resources Management:***

Dip	R22 410.00	-	R32 080.00
B Tech	R41 660.00		

***Information Technology:***

Dip	R30 480.00	-	R56 410.00
Advanced Diploma	R33 210.00		

***Logistics:***

Dip	R22 640.00	-	R31 840.00
B Tech	R29 570.00		

***Marketing:***

Dip	R19 330.00	-	R31 840.00
B Tech	R31 840.00		

***Retail Business Management***

Dip	R21 270.00	-	R31 390.00
Advanced Diploma	R36 860.00		

***Small Business Management:***

Dip	R22 640.00	-	R31 270.00
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**Tourism Management:**

Dip	R18 200.00	-	R27 290.00
B Tech	R34 120.00		

**Transportation Management:**

Dip	R21 610.00	-	R31 840.00
B Tech	R37 530.00		

**All Diplomas (Not Mentioned above):**

R33 660.00                      R40 940.00

**Advanced Diplomas ( Not Mentioned above):**

R29 680.00                      R36 510.00

CBE FEES 2019		
Different Programmes	Minimum ( 2019)	Maximum (2019)
National Diplomas/Diplomas	R21 400.00	R37 310.00
Extended Diplomas	R30 800.00	R34 000.00
Advanced Diplomas	R29 590.00	R58 550.00
B-tech Programmes	R26 210.00	R40 550.00
3 Year Degrees	R20 040.00	R45 080.00
Extended Degrees	R27 730.00	R37 220.00

5.9.3 Faculty of Engineering and the Built Environment

- \*Fees subject to change without prior notice
- Minimum payment on date of registration: **R3 870**
- The fees mentioned is for Theory. For the cost of Experiential Learning, the different Departments can be contacted.

(Approximate amount per year per qualification)

**Operations Management:**

N Dip	R22 290.00	-	R30 820.00
B Tech	R45 150.00		

per year

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<b>Quality:</b>			
B Tech	R60 960.00		
<b>Management Services:</b>			
N Dip	R28 100.00	-	R28 890.00
B Tech	R45 720.00		
<b>Chemical Engineering:</b>			
N Dip	R35 820.00	-	R42 760.00
B Tech	R48 680.00		
<b>Mechanical Engineering:</b>			
N Dip	R38 100.00	-	R45 490.00
B Tech	R48 680.00		
<b>Industrial Engineering:</b>			
N Dip	R37 760.00	-	R44 700.00
B Tech	R48 680.00		
<b>Civil Engineering:</b>			
N Dip	R43 900.00	-	R50 390.00
B Tech	R48 680.00		
<b>Construction Management &amp; Quantity Surveying:</b>			
N Dip	R22 410.00	-	R39 700.00
B Tech	R48 680.00		
<b>Town &amp; Regional Planning:</b>			
N Dip	R27 530.00	-	R38 330.00
B Tech	R48 680.00		
<b>Electrical Engineering:</b>			
N Dip	R40 950.00	-	R45 160.00
B Tech	R46 060.00		
<b>Computer Systems:</b>			
N Dip	R39 470.00	-	R53 450.00
<b>Mine Surveying:</b>			
N Dip	R40 150.00	-	R41 630.00
B Tech	R46 520.00		
<b>Mine Engineering:</b>			
N Dip	R41 630.00		R45 720.00
B Tech	R60 740.00		
<b>Metallurgy Engineering:</b>			
N Dip	R44 470.00	-	R48 450.00
B Tech	R49 020.00		

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<b>Extraction Metallurgy:</b>			
N Dip	R49 590.00	-	R52 540.00
B Tech	R51 410.00		

5.9.4 *Faculty of Health Sciences\**

- \*Fees subject to change without prior notice
- Minimum payment on date of registration: **R3 870**

Tuition fees (approximate amount per year per qualification)

**Note:** some programmes charge levies for practical subjects. Complete information on levies is available at the relevant department.

<b>Biomedical Technology:</b>			
N Dip	R22 750.00	-	R46 630.00
B Tech	R25 020.00		
M Tech	R36 390.00		
D Tech	R36 390.00		

<b>Chiropractic:</b>			
N Dip	R38 670.00	-	R87 570.00
B Tech	R94 390.00		
M Tech	R80 740.00		

<b>Emergency Medical Care:</b>			
N Dip	R31 840.00	-	R36 390.00
B Tech	R42 540.00		

<b>Environmental Health:</b>			
N Dip	R26 160.00	-	R30 700.00
B Tech	R37 530.00		
M Tech	R36 390.00		
D Tech	R36 390.00		

<b>Homoeopathy:</b>			
N Dip	R38 670.00	-	R46 630.00
B Tech	R73 920.00		
M Tech	R40 370.00		
D Tech	R19 110.00		

<b>Nursing:</b>			
B Cur	R42 080.00	-	R43 220.00
FND Nursing	R15 920.00	-	R22 740.00
B Cur Ed Et Admin	R22 740.00	-	R39 800.00
M Cur	R36 390.00	-	R40 860.00
D Cur	R36 390.00		

<b>Optometry:</b>			
B Optom	R42 080.00	-	R76 200.00
PG Dip Sport Vision	R15 920.00		
M Phill	R36 390.00		

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D Phill	R36 390.00		
<b>Podiatry:</b>			
B Tech	R29 570.00	-	R35 250.00
M Tech	R36 390.00		
<b>Radiography (Diagnostic):</b>			
N Dip	R23 890.00	-	R39 800.00
B Tech	R31 840.00		
M Tech	R36 390.00		
D Tech	R36 390.00		
<b>Radiography (Therapy):</b>			
N Dip	R22 740.00	-	R19 460.00
B Tech	R31 840.00		
<b>Radiography (Nuclear Medicine):</b>			
B Tech	R17 060.00		
<b>Radiography (Introduction to Ultrasound):</b>			
B Tech	R15 920.00		
<b>Somatology:</b>			
N Dip	R30 700.00	-	R34 120.00
B Tech	R22 740.00		
M Tech	R36 390.00		
<b>Sport &amp; Movement Studies:</b>			
N Dip	R28 540.00	-	R44 130.00
BA Sport Psychology	R39 800.00	-	R56 780.00
BA Communication	R31 840.00	-	R42 080.00
BA Sport Development	R34 120.00	-	R45 490.00
B Com Sport Management	R44 350.00	-	R61 410.00
Hons Sport Degrees	R22 740.00	-	R32 980.00
Masters Degrees	R36 390.00		
Doctoral Degrees	R36 390.00		

5.9.5 Faculty of Humanities\*

\*Fees subject to change without prior notice

Minimum payment on date of registration: **R3 870**

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**Public Relations and Communication:**

N Dip	R27 290.00	-	R58 230.00
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5.9.6 Faculty of Science\*

- \*Fees subject to change without prior notice
- Minimum payment on date of registration: **R3 870**

**Analytical Chemistry:**

N Dip (4 year programme)	R34 580.00	
M Tech	R17 740.00	per year
Master of Applied Chemistry	R18 900.00	per year

**Biotechnology:**

N Dip (4 year programme)	R28 430.00	
B Tech	R41 400.00	per year
M Tech	R17 740.00	per year
Master of Biotechnology	R18 900.00	per year

**Food Technology:**

N Dip (4 year programme)	R28 430.00	
B Tech	R41 060.00	per year
M Tech	R17 740.00	per year
Master of Food Technology	R18 900.00	per year

- 5.9.7 Faculty of Education:  
Refer to page 3, 5 and 6 of this brochure for information on the fees.

**6 Fees payable for University residence**

Students must first have been accepted for academic enrolment before they may register for residence accommodation. If students do not register for the academic year or semester by the last official date of registration, they forfeit the right to accommodation on campus and must vacate the room immediately.

**Meals**

- All campuses provide alternative venues regarding meals:
  - Self-catering; and
  - Shopping Centre / Students Canteen
- The cost of meals is not included in the tariffs.
- Each student should determine his/her own meal quota for the year in order to budget a sufficient amount for meals.

6.1 Residence fees Kingsway Campus (per full year)

- Complex A: (Double rooms) R28 028.00  
Cornerstone and Oppierif Men's Residences  
Magnolia and Moshate Heights women's Residences

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<ul style="list-style-type: none"> <li>❑ Complex B: (Double rooms)               <ul style="list-style-type: none"> <li>Maqhawe Men's Residence</li> <li>Impumelelo and Karibu Jammii Women's Residences</li> </ul> </li> <li>❑ Afslaan Men's Residence (Single rooms)</li> <li>❑ Lebone Womans Residence(Single rooms)</li> <li>❑ Thomas Sankara Phase 2 (Senior accommodation)</li> <li>❑ Thomas Sankara Phase 3 (Senior accommodation)</li> <li>❑ Faranani (Post graduate accommodation)</li> <li>❑ APK - post Doc Flats</li> </ul>	<p>R29 484.00</p> <p>R32 760.00</p> <p>R32 760.00</p> <p>R32 760.00</p> <p>R33 488.00</p> <p>R36 764.00</p> <p>R48 048.00</p>
<p>Sophia Town (off Campus)</p>	<p>R44 408.00 (Single rooms) per annum</p>
<b>6.2 Residence fees Doornfontein Campus</b>	
<ul style="list-style-type: none"> <li>○ Gauta, Phumlani and Takalani Women's Residences</li> <li>○ Lesedi and Akanani Men's Residence</li> <li>○ Robin Crest Men's Residence</li> <li>○ Kopano and Habitat Men's Residence               <ul style="list-style-type: none"> <li>○ DFC Post Doc Flats</li> </ul> </li> </ul>	<p>R30 940.00 (Single rooms) per annum</p> <p>R27 300.00 (Double rooms) per annum</p> <p>R30 940.00 (Single rooms) per annum</p> <p>R27 300.00 (Double rooms) per annum</p> <p>R30 940.00 (Single rooms) per annum</p> <p>R27 300.00 (Double rooms) per annum</p> <p>R36 764.00 (Single rooms) per annum</p> <p>R30 940.00 (Double rooms) per annum</p> <p>R48 048.00 per Annum</p>
<b>6.3 Residence fees Bunting Road Campus</b>	
<ul style="list-style-type: none"> <li>○ Horizon and Ndlovukazi Women's Residence Kilimanjaro Men's Residence</li> <li>○ Mayine - Mixed Residence</li> <li>○ Goudstad Flats Postgraduate Accommodation</li> <li>○ APB Post Doc Flats</li> </ul>	<p>R30 940.00 (Single rooms) per annum</p> <p>R27 300.00 (Double rooms) per annum</p> <p>R32 396.00 (Single rooms) per annum</p> <p>R28 028.00 (Double rooms) per annum</p> <p>R41 496.00 (Single rooms) per annum</p> <p>R41 496.00 Per annum</p>
<b>6.4 Residence fees Soweto Campus</b>	
<ul style="list-style-type: none"> <li>○ YMCA - Mixed Residence</li> <li>○ YWCA</li> <li>○ Hector Peterson (on Campus)</li> </ul>	<p>R28 028.00 (Single rooms) per annum</p> <p>R28 028.00 (Single rooms) per annum</p> <p>R36 400.00 (Single rooms) per annum</p>

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- Ulwazi R40 768.00 (single rooms)per annum

6.5 Financial liability for students leaving University residences

- 6.5.1 **Once a student has registered in the residence and no longer wants to live there, there is a specific Residence Cancellation form that must be completed and the necessary adjustments will appear on the student account (if applicable).**

7 **Sundry fees**

7.1 Examination fees:

**All undergraduate, postgraduate, extra-curricular and diploma courses:**

- Re-marking of examination papers (June & November Examinations) R430.00
- 7.2 Substitute test and aegrotat - per paper/module: No fee
- 7.3 Academic record: No fee
- 7.4 Second proof of registration: No fee
- 7.5 Translation of degree certificates: R200.00
- 7.6 Re-issue of degree certificates: R300.00
- 7.7 Re-issue of university access card: R150.00
- 7.8 RPL R2 500.00
- 7.9 Transcript supplement ( For Collection) R400.00

8 **Rules in respect of fees payable**

- 8.1 The Council of UJ retains the right to alter any fees or other stipulations regarding fees payable, where specific circumstances justify it.

- 8.2 By signing and submitting the registration form, students accept responsibility for the payment of all prescribed fees and bind themselves to abide strictly by the regulations regarding the payment of fees. In the case of minors, parents accept co-responsibility.

- 8.3 University fees (including extra-curricular courses and residence fees) are payable as follows:

8.3.1 First payment:

Upon enrolment as a student: (refer to paragraph 4.1)

**Year Modules:**

- Second payment (latest by 15 April)  
60% of fees for the year (includes first payment)
- Third payment (latest by 15 August)  
Outstanding balance (100% of fees for the year)



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**First semester Modules:**

- Second payment (100% of fees - latest by 15 April)

**Second semester Modules:**

- Second payment (100 % of fees - latest by 15 August)
- Bursary students must note section 15 of this brochure

8.4 The University reserves its rights to claim interest on arrear amounts at the prescribed rate in terms of the Prescribed Rate of Interest Act. 1975 (as amended).

8.5 A student enrolling at UJ for the first time forfeits at least his/her non-refundable registration fee and ICT levy paid at registration (refer to paragraph 3.3 and 3.5) if his/her enrolment is cancelled because his/her matriculation or senior certificate is not lodged or if an extension is not obtained by the end of May of the relevant year. The certificates of students registering for the first time at the beginning of the second semester must be lodged by the 15th of August.

In cases where, without permission, these certificates are submitted later than the prescribed dates resulting in the student's registration being cancelled, enrolment may be renewed only with the special permission of the Rector or his appointed deputy.

8.6 Students are registered conditionally because they:

- have to fulfil certain admission requirements after official registration;
- are awaiting the results of a selection test or examinations; and
- their registration has to be cancelled because they failed to fulfil the set requirements, or their test or examination results were unsuccessful, then they will be liable only for the registration fees and ICT levy.

8.7 The Executive Director: Financial Governance and Revenue reserves the right to cancel any refund or granting of credit on cancellation as determined above.

8.8 Students must apply for refund of credits at Student Finance:

8.8.1 The application and refund requirements document is available:

- At student finance on all campuses;
- Student's may request documents via Email;
- Documents is available on the student portal;
- Student may submit the refund application for credit balance at student Finance, fax or email;
- Students must submit only copies of all the required documents;
- The refund process is completed within 21 working days;
- Refunds can only be transferred to a Cheque or savings account no Credit Card accounts.

8.9 In respect of students not fulfilling their financial obligations on time and as prescribed, the University retains the following rights:

- Students may be excluded from UJ residences;
- Students examination results will be withheld;

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- Students registration may be cancelled after the specified dates and they will be liable for payment of the outstanding amount; as agreed and signed in the special arrangement made with the UJ;
  - Students will not be allowed to register if the previous year's fees have not been paid in full;
  - A certificate of conduct will not be issued;
  - Legal action will be instituted against students, who will be liable for all the UJ's legal costs; and
  - Qualifications (degrees certificates/diplomas) will not be awarded;
  - To institute legal action against the student, who will be liable for all UJ' legal costs.
- 8.10 No rebate is payable to students not attending lectures or attending lectures only for part of a semester or not completing their thesis/dissertation after registering for it.
- 8.11 Students attending classes for which they are not registered will be identified by way of class lists and will be responsible for an additional payment of 50%, calculated on the tariff applicable to the specific subject.
- 9 General guidelines for the payment of fees**
- Given that a significant proportion of funds are derived from tuition and accommodation fees, the University is compelled to take precautions to ensure that the maximum amount of funds is recovered. Therefore, the following guidelines with regard to the collection strategy are applicable:
- 9.1 **Students who owe the University money in respect of tuition and accommodation fees will not be allowed to register at the beginning of the next academic year.**
- 9.2 Students who are allowed to register will have to remit the first minimum payment (which includes the ICT levy and registration fee) on the date of registration. Students who are awarded bursaries will have to make arrangements with their sponsors to make the first payment available to them. These regulations also apply to students who have been awarded bursaries from this University (see paragraph 15 with regard to full scholarships).
- 9.3 Students who have applied for a NSFAS loan will also have to pay the non-refundable registration fee. According to the rules and regulations of the Executive Council of NSFAS, the registration fee cannot be included in the amount of the loan for which a student applies.
- 9.4 All students, except those who have made the necessary arrangements to pay off the outstanding balance as well as those paying by debit order, will have to adhere to the payment dates for the second and final payments as set out in paragraph 8.3.1
- 9.5 As an alternative, students and parents may use the debit order system, which is highly recommended (see full particulars as per paragraph 1.4).
- 9.6 All other arrangements to pay the outstanding balance in monthly instalments must be made in writing and addressed to the staff of the Student Finance Division before 1 April.
- 9.7 Students who do not adhere to the payment dates, or whose cheques or debit orders are returned by the bank due to insufficient funds, will have their registrations cancelled forthwith.
- 10 Cancellation of studies and modules**
- 10.1 General

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Registered students are responsible for the full year's tuition and residence fees. According to the University's regulations, a rebate on tuition and residence fees can be considered depending on the date on which the University is notified of cancellation of studies.

**10.2 Total cancellation of studies**

Students wishing to cancel their studies must complete a cancellation form at the faculty concerned before leaving the University. Students wanting to cancel their studies after having left the University must notify the University of such cancellation in writing per registered post, addressed to the Dean of the faculty concerned. If the date of the cancellation is not officially confirmed, students will be liable for the full payment of fees and no credits will be considered.

**10.3 Cancellation of modules**

Students wishing to cancel a module must do so in writing at the faculty concerned.

**11 Financial liability upon total cancellation of studies or cancellation of certain modules**

The rebate on residence fees upon cancellation is calculated according to a sliding scale based on the actual days in residence. In respect of tuition fees, the following rules are applicable:

**11.1 Total cancellation of studies**

- On or before 15 February:  
Total remission of tuition fees with the exception of the registration fee and ICT levy as mentioned in paragraph 3.3 and 3.5.
- After 15 February:  
Rebate is calculated as mentioned in paragraph 11.2.

**11.2 Cancellation of modules**

**First semester modules:**

- Cancellation on or before 15 February: No fees payable
- Cancellation on or before 29 March: 50% credit is granted
- Cancellation after 29 March: No credit is granted

**Second semester modules:**

- Cancellation on or before the 2<sup>nd</sup> of August: No fees payable
- Cancellation after the 2<sup>nd</sup> of August: No credit is granted

**Year modules:**

- Cancellation on or before 15 February: No fees payable
- Cancellation on or before 29 March: 75% credit is granted
- Cancellation on or before the 2<sup>nd</sup> of August: 50% credit is granted
- Cancellation after 2<sup>nd</sup> of August : No credit is granted

**12 Non-refundable fees**

The following fees are not refundable under any circumstances:

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- 12.1 Application fees.
- 12.2 The registration fee payable upon registration (not residence fees). (Refer to paragraph 3.3)
- 12.3 Additional amounts payable in respect of late registration. (Refer to paragraph 3.4)
- 12.4 Examination fees (Refer to paragraph 7.1)
- 12.5 Amount payable by students registering for the lodging of dissertations, mini-dissertations and theses. (Refer to paragraph 4.3)
- 12.6 International levy (Refer to paragraph 5.1.1, 5.1.2, 5.2.1 and 5.2.2)
- 12.7 ICT levy. (Refer to paragraph 3.5)

13 Student cards

- 13.1 Student cards serve as admission to UJ campuses, buildings, lectures and libraries, and proof of identity during examinations. Students will only be issued with student cards once they have paid the required fees on the date of registration.
- 13.2 On cancellation of registration, student cards must be handed in with the cancellation forms.
- 13.3 Lost student cards will be replaced at a charge of R150.00 for the first replacement and a higher charge for any further replacements.

14 **The National Student Financial Aid Scheme (NSFAS)**  
(For further information refer to the NSFAS booklet).

NSFAS is a statutory body, funded primarily by South Africa's National Department of Education, providing study loans to academically able but financially needy students who wish to study at one of South Africa's public higher education institutions.

NSFAS has appointed the University Of Johannesburg (UJ) to administer funds on its behalf.

A student qualifies for a NSFAS loan if he/she is:

- A South-African citizen
- Registered at a South-African University
- An undergraduate studying for a first tertiary educational qualification, or
- Studying for a second tertiary qualification, if this is necessary to practice in your chosen profession (e.g. LLB or HDE). Loans are **not** granted for Access, Pre-Tech, Certificate or any non-subsidised vocational courses.
- Able to demonstrate potential for academic success. First year student must comply with minimum entrance requirements of a particular academic programme.
- Financially needy. Proof of income has to be submitted. A means test used by all institutions makes it possible to determine the exact value of the NSFAS loan and the expected family contribution.
- Has applied for NSFAS Funding in the prior year and has been approved.
- A NSFAS loan may be used to pay tuition fees, books & university accommodation fees.

15 Students receiving full scholarships

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- 15.1 All students whose fees are paid by sponsors/employers must pay the first minimum payment as specified in par. 4.1. On registration, they must hand in at the Bursaries department written proof of the bursary awarded for the year of study. Students will not be allowed to register if the previous year's fees have not been paid in full.
- 15.2 In the case of a student receiving a bursary, the amount of which is larger than the year's tuition and residence fees, such student will be allowed to register without the first payment, provided that satisfactory written proof of the bursary for the relevant year of study is submitted to the Division on time.
- 15.3 In the case of undergraduate students, the merit bursaries awarded are credited to the student's account in the second semester.
- 15.4 To ascertain the values and conditions of bursaries awarded, please refer to the brochure regarding bursaries.

**Important note:**

All recipients of bursaries should note that an amount of -

- R3 870 (day students); and
- R6 470 (residence students)

is payable upon registration.

UNIVERSITY OFFICE

November 2018