

UNIVERSITY OF JOHANNESBURG
STUDENT FEES 2020

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UNIVERSITY OFFICE

January 2020

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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.
- 1.2 Credit card and debit cards are accepted. 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 (except for 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 within 15 minutes. Electronic Fund Transfers (EFTs) from banks other than FNB might take up to two days to reflect on the student account. EFTs 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 is set up as a predefined beneficiary at all major bank and you therefore do not 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:

Account name:	University of Johannesburg	Branch:	Client services
	UJ Tuition fee account	Branch Code:	210-554
Account number:	62615873199	Swift Code:	FIRNZ AJJ
Account type:	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, or emailed to studentaccounts@uj.ac.za. Students must also keep a copy for their own records for at least two years.

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 by using their valid credit/cheque card.
2. Student account enquiries
- a. In the case of modules reflected incorrectly on accounts, students should contact the relevant faculty directly. Students should enquire directly with the relevant faculty in

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instances where the modules registered for are reflected incorrectly in the fee statement.

- b. Enquiries about tuition fees and incorrect account debits or credits should be directed to 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 emailed to 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 Web applications - No fee	R200.00
3.2	Residence deposit - applicable only to students applying for residence at the University for the first time in 2020 Residence deposit - 2020	R1 220.00
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 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 accounts for all students, excluding students whose full 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) (All students not residing in the residences)	R3 870.00
<input type="checkbox"/>	Residence students (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.)

- 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

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4.3 Amount payable by students for the lodging of a re-submission of a dissertation, minor dissertation or thesis 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 In addition to normal tuition fee, all students are liable to pay the non-refundable ICT levy, the registration fee and 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: Extracurricular/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
 - Island Programmes R33 000.00
 - Short Learning Programmes R33 000.00
 - Exchange Students R17 000.00

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- 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

- Postdoctoral 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 In addition to normal tuition fee, all students are required to pay the non-refundable ICT levy, registration fee 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

HUMANITIES	37,733	-	46,618
Specialized Practical training	49,169	-	63,156
COLLEGE OF BUSINESS ECONOMICS	21,122	-	47,514
SCIENCE			
Non-laboratory modules	39,514	-	46,945
Laboratory modules	59 266	-	65 928
LAW	38,176	-	43,836
EDUCATION	38,176	-	43,836
HEALTH SCIENCE			
Non-laboratory modules	46,840	-	47,946
Laboratory modules	44,616	-	79,124
ENGINEERING AND THE BUILT ENVIRONMENT	44,616	-	55,156
ART, DESIGN & ARCHITECTURE	46,587	-	57,243

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

5.4 Honours degrees and Postgraduate Diplomas

The fees for the complete programme amount between R34 845.00 and R60 974.00. 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 R37 389.00 and R93 385.00 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 R18 698

5.7 Doctoral degrees

Average fees per year R18 698

5.8 Extended 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:	R29 860.00 - R 46 840.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT levy	R430.00
5.8.2	Faculty of Engineering and the Built environment:	R26 860.00 - R32 860.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT levy	R430.00
5.8.3	College of Business & Economics:	R29 230.00 - 39 230.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT levy	R430.00
5.8.4	Faculty of Humanities	
	Degree Programmes	R27 580.00 - R36 580.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT levy	R430.00
5.8.5	Faculty of Health Science:	
	Diploma Programmes:	R29 250.00 - R41 350.00
	Non-refundable registration fee	R610.00

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Non-refundable ICT levy R430.00
Degree Programmes R35 130.00 - R48 560

5.8.6 Faculty of Education:

The Faculty of Education does not offer extended degree programmes.

5.9 The cost for programmes per year offered 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 R6 000 - R9 000 depending on the programme.

Architecture:			
Dip	R40 160.00	-	R54 480.00
BTech	R41 180.00	-	R54 340.00
B Arch	R50 260.00		R53 090.00
MTech (Research)	R19 775.00		per year
Master of Technology (Professional) coursework	R53 140.00	-	R53 140.00
BA Hons (Architecture)	R65 490.00	-	Per year
Clothing Management:			
BTech	R33 945.00		
Fashion:			
BA	R48 600.00		R52 520.00
BTech	R28 840.00		
BA Hons	R38 680.00		Per year
Master's (Design)	R19 795.00		Per year
Fashion Production:			
Dip	R42 630.00	-	R45 200.00
Fine Art:			
BTech	R31 820.00		
MTech	R18 835.00		per year
BA	R47 820.00		R50 276.00
PhD in Art History	R18 846.00		per year
Graphic Design:			
BA	R46 587.00	-	R55 314.00
BA Hons	R38 682.00		
Master's	R19 794.00		
PhD in Art & Design	R20 258.00		Per year

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Interior Design:			
BA	R44 730.00		R49 359.00
BTech	R33 876.00		
BA Hons	R37 965.00		Per year
Master's	R19 794.00		Per year
Jewellery Design and Manufacture:			
Dip	R43 372.00	-	R45 311.00
BTech	R39 557.00		
Multimedia:			
BA	R47 757.00		R54 028.00
BTech	R43 056.00		
BA Hons	R38 682.00		Per year
Master's	R19 794.00		Per year
Industrial Design:			
BA	R51 087.00	-	R57 243.00
BA Hons (Industrial Design)	R49 053.00		
Master's	R19 794.00		per year

5.9.2 College of Business & Economics

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

Business Administration:			
BTech	R64 252.00		
Food and Beverage Operations:			
Dip	R39 557.00	-	R53 944.00
Hospitality Management:			
Dip	R38 355.00	-	R55 130.00
BTech	R34 760.00		per year
Human Resources Management:			
Dip	R23 620.00	-	R33 820.00
BTech	R43 910.00		
Information Technology:			
Dip	R32 126.00	-	R59 450.00
Advanced Diploma	R33 210.00		

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Logistics:			
Dip	R22 640.00	-	R33 560.00
BTech	R29 570.00		
Marketing:			
Dip	R20 374.00	-	R33 560.00
BTech	R33 559.00		
Retail Business Management			
Dip	R22 420.00	-	R31 390.00
Advanced Diploma	R38 850.00		
Small Business Management:			
Dip	R23 860.00	-	R33 080.00
Tourism Management:			
Dip	R19 180.00	-	R28 770.00
BTech	R35 970.00		
Transportation Management:			
Dip	R24 010.00	-	R33 560.00
BTech	R41 700.00		
All Diplomas (Not Mentioned above):			
	R37 490.00	R43 150.00	
Advanced Diplomas (Not Mentioned above):			
	R32 970.00	R40 560.00	

National Diplomas/Diplomas	R22 556	R39 325
Extended Diplomas	R32 463	R35 836
Advanced Diplomas	R31 188	R61 712
BTech Programmes	R27 625	R42 740
3-year Degrees	R21 122	R47 514
Extended Degrees	R29 227	R39 230

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 are for Theory. For the cost of Experiential Learning, the different departments can be contacted.

(Approximate amount per year per qualification)

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Operations Management:			
NDip	R23 490.00	-	R32 485.00
BTech	R47 580.00		
			per year
Quality:			
BTech	R64 250.00		
Management Services:			
NDip	R29 620.00	-	R30 450.00
BTech	R48 190.00		
Chemical Engineering:			
NDip	R37 750.00	-	R45 069.00
BTech	R51 309.00		
Mechanical Engineering:			
NDip	R40 160.00	-	R47 950.00
BTech	R51 309.00		
Industrial Engineering:			
NDip	R39 799.00	-	R47 114.00
BTech	R51 309.00		
Civil Engineering:			
NDip	R46 271.00	-	R53 100.00
BTech	R51 309.00		
Construction Management & Quantity Surveying:			
NDip	R23 620.00	-	R41 840.00
BTech	R51 309.00		
Town & Regional Planning:			
NDip	R20 017.00	-	R40 400.00
BTech	R51 310.00		
Electrical Engineering:			
NDip	R43 160.00	-	R47 600.00
BTech	R48 550.00		
Computer Systems:			
NDip	R39 470.00	-	R56 330.00
Mine Surveying:			
NDip	R42 300.00	-	R43 870.00
BTech	R40 050.00		
Mine Engineering:			
NDip	R43 878.00		R48 190.00

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BTech R64 020.00

Metallurgy Engineering:

NDip	R46 870.00	-	R51 060.00
BTech	R51 670.00		

Extraction Metallurgy:

NDip	R52 270.00	-	R55 370.00
BTech	R54 180.00		

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.

Biomedical Technology:

NDip	R23 970.00	-	R49 150.00
BTech	R26 371.00		
MTech	R38 350.00		
DTech	R38 350.00		

Chiropractic:

NDip	R40 750.00	-	R92 300.00
BTech	R99 480.00		
MTech	R85 100.00		

Emergency Medical Care:

NDip	R33 560.00	-	R38 350.00
BTech	R44 540.00		

Environmental Health:

NDip	R27 570.00	-	R32 350.00
BTech	R39 560.00		
MTech	R38 350.00		
DTech	R38 350.00		

Homoeopathy:

NDip	R40 760.00	-	R49 150.00
BTech	R77 920.00		
MTech	R42 550.00		
DTech	R20 140.00		

Nursing:

BCur	R44 350.00	-	R45 550.00
FND Nursing	R16 780.00	-	R22 740.00
BCur Ed Et Admin	R23 960.00	-	R41 949.00
MCur	R38 350.00	-	R43 050.00
DCur	R38 350.00		

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Optometry:			
BOptom	R44 350.00	-	R80 320.00
PG Dip Sport Vision	R16 780.00		
MPhil	R38 350.00		
DPhil	R38 350.00		
Podiatry:			
BTech	R31 170.00	-	R37 150.00
MTech	R38 350.00		
Radiography (Diagnostic):			
NDip	R25 180.00	-	R41 950.00
BTech	R33 560.00		
MTech	R38 350.00		
DTech	R38 350.00		
Radiography (Therapy):			
NDip	R23 970.00		
BTech	R33 560.00		
Radiography (Nuclear Medicine):			
BTech	R17 980.00		
Radiography (Introduction to Ultrasound):			
BTech	R16 780.00		
Somatology:			
NDip	R30 700.00	-	R35 960.00
BTech	R23 970.00		
MTech	R38 350.00		
Sport & Movement Studies:			
NDip	R30 080.00	-	R46 510.00
BA Sport Psychology	R41 950.00	-	R56 780.00
BA Communication	R31 840.00	-	R44 350.00
BA Sport Development	R35 120.00	-	R47 950.00
BCom Sport Management	R46 750.00	-	R64 730.00
Hons Sport Degrees	R23 970.00	-	R34 760.00
Master's Degrees	R38 350.00		
Doctoral Degrees	R38 350.00		

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:

NDip	R28 290.00	-	R61 375.00
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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:

NDip (4 year programme)	R36 450.00	
MTech	R18 700.00	per year
Master of Applied Chemistry	R19 930.00	per year

Biotechnology:

NDip (4 year programme)	R29 970.00	
BTech	R43 640.00	per year
MTech	R18 700.00	per year
Master of Biotechnology	R19 930.00	per year

Food Technology:

NDip (4 year programme)	R29 970.00	
BTech	R43 280.00	per year
MTech	R18 700.00	per year
Master of Food Technology	R19 930.00	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 residences

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:
 - o Self-catering; and
 - o Shopping Centre/Student 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)

<input type="checkbox"/> Complex A: (Double rooms) Cornerstone and Oppierif Men's Residences Magnolia and Moshate Heights Women's Residences	R29 930.00
<input type="checkbox"/> Complex B: (Double rooms) Maqhawe Men's Residence Impumelelo and Karibu Jammii Women's Residences	R31 390.00
<input type="checkbox"/> Afslaan Men's Residence (Single rooms)	R35 040.00

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<input type="checkbox"/>	Lebone Women's Residence (Single rooms)	R35 040.00
<input type="checkbox"/>	Thomas Sankara Phase 2 (Senior accommodation)	R35 040.00
<input type="checkbox"/>	Thomas Sankara Phase 3 (Senior accommodation)	R35 770.00
<input type="checkbox"/>	Faranani (Postgraduate accommodation)	R39 420.00
<input type="checkbox"/>	APK - postdoc Flats	R51 465.00
	Sophia Town (off Campus)	R47 815.00 (Single rooms) per annum
6.2	Residence fees Doornfontein Campus	
	o Gauta, Phumlani and Takalani Women's Residences	R33 490.00 (Single rooms) per annum R29 120.00 (Double rooms) per annum
	o Lesedi and Akanani Men's Residence	R33 215.00 (Single rooms) per annum R29 200.00 (Double rooms) per annum
	o Robin Crest Men's Residence	R33 215.00 (Single rooms) per annum R29 200.00 (Double rooms) per annum
	o Kopano and Habitat Men's Residence	R39 420.00 (Single rooms) per annum R33 215.00 (Double rooms) per annum
	o DFC postdoc flats	R51 465.00 per annum
6.3	Residence fees Bunting Road Campus	
	o Horizon and Ndlovukazi Women's Residence Kilimanjaro Men's Residence	R33 215.00 (Single rooms) per annum R29 200.00 (Double rooms) per annum
	o Mayine - Mixed Residence	R34 675.00 (Single rooms) per annum R29 930.00 (Double rooms) per annum
	o Goudstad Flats Postgraduate Accommodation	R44 530.00 (Single rooms) per annum
	o APB Post Doc Flats	R44 530.00 Per annum
6.4	Residence fees Soweto Campus	
	o YMCA - Mixed Residence	R29 930.00 (Single rooms) per annum
	o YWCA	R29 930.00 (Single rooms) per annum
	o Hector Peterson (on Campus)	R39 055.00 (Single rooms) per annum
	o Ulwazi	R43 800.00 (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	

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- 7.1 Examination fees:
- All undergraduate, postgraduate, extracurricular 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 extracurricular 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)
- 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).

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- 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 15 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 Vice-Chancellor 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 must 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 Senior Director 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 online:

- 8.8.1 The application and refund requirements document are available online link <https://student.uj.ac.za/proforma/>
- Students must upload copies of all the required documents;
 - The refund process is completed within 14 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;
- 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 UJ's legal costs; and
- Qualifications (degrees certificates/diplomas) will not be awarded;

- 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**

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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 regarding 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 can 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. These regulations also apply to students who have been awarded bursaries from this University (see paragraph 15 regarding full scholarships).
- 9.3 NFSAS Funded students will be allowed to register without an upfront payment of registration fee.
- 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

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

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- On or before 15 February:
Total remission of tuition fees except for 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 2 August: No fees payable
- Cancellation after 2 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 2 August: 50% credit is granted
- Cancellation after 2 August: No credit is granted

12. Non-refundable fees

The following fees are not refundable under any circumstances:

- 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.**

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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 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 practise in your chosen profession (e.g. LLB or HDE); Bursaries are **not** granted for Access, Pre-Tech, Certificate or any non-subsidised vocational courses;
- Able to demonstrate potential for academic success – first-year students must comply with minimum entrance requirements of a particular academic programme;
- A NSFAS Bursary may be used to pay tuition fees, books, meals & university accommodation fees.
- NSFAS applications are available online www.nsfas.org.za

15. **Students receiving full scholarships**

15.1 All students whose fees are paid by sponsors/employers will be allowed registration without 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