

UNIVERSITY OF JOHANNESBURG
STUDENT FEES 2018

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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 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:

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, e-mailed to 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 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

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 - 2019 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 2018. | R1220.00 |
| | Residence deposit - 2019 | 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.
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)
(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.)

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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 R860.00

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:	R34 000.00 - R42 000.00
Specialized practical training	R44 300.00 - R56 900.00
<input type="checkbox"/> College of Business & Economics	R34 400.00 - R51 700.00
<input type="checkbox"/> Science:	
Non-laboratory modules	R35 600.00 - R42 300.00
Laboratory modules	R53 400.00 - R59 400.00
<input type="checkbox"/> Law	R34 400.00 - R39 500.00
<input type="checkbox"/> Education	R34 400.00 - R39 500.00
<input type="checkbox"/> Health Science:	
Non-laboratory modules	R42 200.00 - R43 200.00
Laboratory modules	R40 200.00 - R71 300.00
<input type="checkbox"/> Engineering and Built Environment	R40 200.00 - R49 700.00

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Art, Design & Architecture R40 200.00 - R48 500.00

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 R31 400.00 and R54 900.00. Fees may vary depending on the composition of particular honours 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.

5.5 Coursework master's degrees

The fees for the complete programme amount average between R33 680.00 and R45 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 R16 840.00

5.7 Doctoral degrees

Average Fees per year R16 840.00

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:	R26 900.00 - R 42 200.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.2 Faculty of Engineering and build environment programmes:	R24 200.00 - R29 600.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.3 College of Business & Economics:	R26 250 - R36 500.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00

5.8.4 Faculty of Humanities programmes Degree Programmes	R24 850.00 - R32 950.00
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:	R26 350.00 - R37 260.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00
Degree Programmes	R31 650.00 - R43 750.00

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.

Architecture:			
Dip	R34 680.00	-	R44 300.00
B Tech	R36 100.00	-	R46 050.00
B Arch	R44 830.00		R45 600.00
M Tech (Research)	R16 840.00		per year
Master of Technology (Professional) coursework	R46 890.00	-	R46 940.00

Clothing Management:			
B Tech	R21 940.00		
M Tech	R16 840.00		per year

Fashion:			
N Dip	R36 940.00	-	R45 150.00
BA	R42 770.00		R46 340.00
B Tech	R25 000.00		
M Tech	R16 840.00		per year

Fashion Production:			
Dip	R37 420.00	-	R39 740.00

Fine Art:			
N Dip	R33 450.00	-	R36 360.00
B Tech	R29 140.00		
M Tech	R16 840.00		per year
BA	R44 340.00		R54 330.00

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PhD in Art History	R17 280.00		per year
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Graphic Design:

BA	R38 960.00	-	R42 760.00
BA Hons	R33 850.00		
Masters	R16 840.00		
PhD in Art & Design	R17 280.00		

Interior Design:

Dip	R40 680.00	-	R44 910.00
BA	R41 490.00		R43 500.00
B Tech	R29 530.00		
M Tech	R16 840.00		per year
Masters	R16 840.00		per year

Jewellery Design and Manufacture:

Dip	R38 110.00	-	R39 860.00
B Tech	R34 660.00		

Multimedia:

N Dip	R44 120.00	-	R44 200.00
BA	R41 120.00		R45 680.00
B Tech	R37 820.00		

Industrial Design :

BA	R45 060.00	-	R51 560.00
BA Hons (Industrial Design)	R43 200.00		
B Tech	R30 030.00		
M Tech	R16 840.00		per year
Masters	R16 840.00		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	R57 890.00		
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Food and Beverage Operations:

Dip	R35 640.00	-	R48 600.00
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Hospitality Management:

Dip	R34 560.00	-	R49 680.00
B Tech	R31 320.00		

per year

Human Resources Management:

Dip	R21 280.00	-	R30 460.00
B Tech	R39 560.00		

Information Technology:

Dip	R28 950.00	-	R53 570.00
Advanced Diploma	R31 540.00		

Logistics:

Dip	R21 500.00	-	R30 240.00
B Tech	R28 080.00		

Marketing:

Dip	R18 360.00	-	R30 240.00
B Tech	R30 240.00		

Retail Business Management

Dip	R20 200.00	-	R29 810.00
Advanced Diploma	R35 100.00		

Small Business Management:

Dip	R21 500.00	-	R29 700.00
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Tourism Management:

Dip	R17 280.00	-	R25 920.00
B Tech	R32 400.00		

Transportation Management:

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Dip	R20 520.00	-	R30 240.00
B Tech	R35 640.00		

All Diplomas (Not Mentioned above):

	R31 970.00		R38 880.00
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Advanced Diplomas (Not Mentioned above):

	R28 190.00		R34 670.00
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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	R21 170.00	-	R29 270.00
B Tech	R42 880.00		
			per year

Quality:

B Tech	R57 890.00		
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Management Services:

N Dip	R26 680.00	-	R27 440.00
B Tech	R43 420.00		

Chemical Engineering:

N Dip	R34 020.00	-	R40 610.00
B Tech	R46 230.00		

Mechanical Engineering:

N Dip	R36 180.00	-	R43 200.00
B Tech	R46 230.00		

Industrial Engineering:

N Dip	R35 860.00	-	R42 450.00
B Tech	R46 230.00		

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Civil Engineering:			
N Dip	R41 690.00	-	R47 850.00
B Tech	R46 230.00		
Construction Management & Quantity Surveying:			
N Dip	R21 280.00	-	R37 700.00
B Tech	R46 230.00		
Town & Regional Planning:			
N Dip	R26 140.00	-	R36 400.00
B Tech	R46 230.00		
Electrical Engineering:			
N Dip	R38 890.00	-	R42 880.00
B Tech	R43 740.00		
Computer Systems:			
N Dip	R37 480.00	-	R50 760.00
Mine Surveying:			
N Dip	R38 130.00	-	R39 530.00
B Tech	R44 180.00		
Mine Engineering:			
N Dip	R39 530.00		R43 420.00
B Tech	R57 680.00		
Metallurgy Engineering:			
N Dip	R42 230.00	-	R46 010.00
B Tech	R46 550.00		
Extraction Metallurgy:			
N Dip	R47 090.00	-	R49 900.00
B Tech	R48 820.00		

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:			
N Dip	R21 600.00	-	R44 280.00
B Tech	R23 760.00		
M Tech	R34 560.00		

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D Tech	R34 560.00		
Chiropractic:			
N Dip	R36 720.00	-	R83 160.00
B Tech	R89 640.00		
M Tech	R76 680.00		
Emergency Medical Care:			
N Dip	R30 240.00	-	R34 560.00
B Tech	R40 400.00		
Environmental Health:			
N Dip	R24 840.00	-	R29 160.00
B Tech	R35 640.00		
M Tech	R34 560.00		
D Tech	R34 560.00		
Homoeopathy:			
N Dip	R36 720.00	-	R44 280.00
B Tech	R70 200.00		
M Tech	R38 340.00		
D Tech	R18 150.00		
Nursing:			
B Cur	R39 960.00	-	R41 040.00
FND Nursing	R15 120.00	-	R21 600.00
B Cur Ed Et Admin	R21 600.00	-	R37 800.00
M Cur	R34 560.00	-	R38 800.00
D Cur	R34 560.00		
Optometry:			
B Optom	R39 960.00	-	R72 360.00
PG Dip Sport Vision	R15 120.00		
M Phill	R34 560.00		
D Phill	R34 560.00		
Podiatry:			
B Tech	R28 080.00	-	R33 480.00
M Tech	R34 560.00		
Radiography (Diagnostic):			
N Dip	R22 680.00	-	R37 800.00
B Tech	R30 240.00		
M Tech	R34 560.00		
D Tech	R34 560.00		
Radiography (Therapy):			
N Dip	R21 600.00	-	R36 720.00
B Tech	R30 240.00		
Radiography (Nuclear Medicine):			
B Tech	R16 200.00		

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Radiography (Introduction to Ultrasound):

B Tech	R15 120.00		
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Somatology:

N Dip	R29 160.00	-	R32 400.00
B Tech	R21 600.00		
M Tech	R34 560.00		

Sport & Movement Studies:

N Dip	R27 100.00	-	R41 910.00
BA Sport Psychology	R37 800.00	-	R52 920.00
BA Communication	R30 240.00	-	R39 960.00
BA Sport Development	R32 400.00	-	R43 200.00
B Com Sport Management	R42 120.00	-	R58 320.00
Hons Sport Degrees	R21 600.00	-	R31 320.00
Masters Degrees	R34 560.00		
Doctoral Degrees	R34 560.00		

5.9.5 Faculty of Humanities*

*Fees subject to change without prior notice

Minimum payment on date of registration: R3 870

Public Relations and Communication:

N Dip	R25 920.00	-	R55 300.00
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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)	R32 840.00		
M Tech	R16 840.00		per year
Master of Applied Chemistry	R17 950.00		per year

Biotechnology:

N Dip (4 year programme)	R27 000.00		
B Tech	R39 320.00		per year
M Tech	R16 840.00		per year
Master of Biotechnology	R17 950.00		per year

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Food Technology:		
N Dip (4 year programme)	R27 000.00	
B Tech	R38 990.00	per year
M Tech	R16 840.00	per year
Master of Food Technology	R17 950.00	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:
 - o Self-catering; and
 - o 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)

<input type="checkbox"/> Complex A: (Double rooms) Cornerstone and Oppierif Men's Residences Magnolia and Moshate Heights women's Residences	R26 208.00
<input type="checkbox"/> Complex B: (Double rooms) Maqhawe Men's Residence Impumelelo and Karibu Jammii Women's Residences	R27 300.00
<input type="checkbox"/> Afslaan Men's Residence (Single rooms)	R30 576.00
<input type="checkbox"/> Lebone Womans Residence (Single rooms)	R30 576.00
<input type="checkbox"/> Thomas Sankara Phase 2 (Senior accommodation)	R30 576.00
<input type="checkbox"/> Thomas Sankara Phase 3 (Senior accommodation)	R31 304.00
<input type="checkbox"/> Faranani (Post graduate accommodation)	R34 216.00

Sophia Town (off Campus) R41 496.00 (Single rooms) per annum

6.2 Residence fees Doornfontein Campus

- o Gauta, Phumlani and Takalani Women's Residences

R28 756.00 (Single rooms) per annum
R25 480.00 (Double rooms) per annum
- o Lesedi and Akanani Men's Residence

R28 756.00 (Single rooms) per annum
R25 480.00 (Double rooms) per annum

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- Robin Crest Men's Residence R28 756.00 (Single rooms) per annum
R25 480.00 (Double rooms) per annum
 - Kopano and Habitat Men's Residence R34 216.00 (Single rooms) per annum
R28 756.00 (Double rooms) per annum
- 6.3 Residence fees Bunting Road Campus**
- Horizon and Ndlovukazi Women's Residence
Kilimanjaro Men's Residence R28 756.00 (Single rooms) per annum
R25 480.00 (Double rooms) per annum
 - Mayine - Mixed Residence R30 212.00 (Single rooms) per annum
R26 208.00 (Double rooms) per annum
 - Goudstad Flats Postgraduate Accommodation R38 584.00 (Single rooms) per annum
- 6.4 Residence fees Soweto Campus**
- YMCA - Mixed Residence R26 208.00 (Single rooms) per annum
 - YWCA R26 208.00 (Single rooms) per annum
 - Hector Peterson (on Campus) R33 852.00 (Single rooms) per annum
 - Ulwazi R37 856.00 (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

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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	R580.00

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)

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.

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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;
- 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.**

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- 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

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 16 February:

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- 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 16 February:
Rebate is calculated as mentioned in paragraph 11.2.

11.2 Cancellation of modules

First semester modules:

- ❑ Cancellation on or before 16 February: No fees payable
- ❑ Cancellation on or before 30 March: 50% credit is granted
- ❑ Cancellation after 30 March: No credit is granted

Second semester modules:

- ❑ Cancellation on or before the 3rd of August: No fees payable
- ❑ Cancellation after the 3rd of August: No credit is granted

Year modules:

- ❑ Cancellation on or before 16 February: No fees payable
- ❑ Cancellation on or before 30 March: 75% credit is granted
- ❑ Cancellation on or before the 3rd of August: 50% credit is granted
- ❑ Cancellation after 3rd of 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.

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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

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.

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UNIVERSITY OFFICE
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