

UNIVERSITY OF JOHANNESBURG
STUDENT FEES 2017

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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 or any cash payments will be accepted.

1.3 The student's name and student number should be stated clearly when payments are made.

If a bank dishonours a cheque, students will be liable for the bank administration fee of R200.00.

1.4 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.

1.5 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.

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.*

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- 1.6 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

- 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 - 2018 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 2017. | R1220.00 |
| | Residence deposit - 2018 | 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 |

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(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
- 4.3 Amount payable by students for the lodging of a re-submission of a dissertation, minor dissertation or theses R790.00

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

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International levy.

<input type="checkbox"/> 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
<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:	
Specialized practical training	R31 500.00 - R38 800.00 R41 000.00 - R50 700.00
<input type="checkbox"/> Economic and Financial Sciences	R35 000.00 - R40 000.00
<input type="checkbox"/> Management	R31 800.00 - R39 500.00
<input type="checkbox"/> Science:	
Non-laboratory modules	R33 000.00 - R39 100.00
Laboratory modules	R49 400.00 - R55 000.00
<input type="checkbox"/> Law	R31 800.00 - R36 500.00

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<input type="checkbox"/> Education	R31 800.00 - R36 500.00
<input type="checkbox"/> Health Science:	
Non-laboratory modules	R39 000.00 - R40 000.00
Laboratory modules	R37 200.00 - R66 000.00
<input type="checkbox"/> Engineering and Built Environment	R37 200.00 - R46 000.00
<input type="checkbox"/> Art, Design & Architecture	R37 200.00 - R44 900.00

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 R29 000.00 and R41 000.00. 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 to R31 160.00. 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)

<input type="checkbox"/> Average Fees per year	R15 580.00
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5.7 Doctoral degrees

<input type="checkbox"/> Average Fees per year	R15 580.00
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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:	R24 900.00 - R 39 100.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00
5.8.2 Faculty of Engineering and build environment programmes:	R22 400.00 - R27 400.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00
5.8.3 Faculty of Economic and Financial Sciences programmes:	R24 360 - R30 500.00
Non-refundable registration fee	R610.00
Non-refundable ICT-levy	R430.00
5.8.4 Faculty of Management Programmes:	R24 300.00 - R33 800.00

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	Non-refundable registration fee	R610.00
	Non-refundable ICT-levy	R430.00
5.8.5	Faculty of Humanities programmes	
	Degree Programmes:	R23 000.00 - R30 500.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT-levy	R430.00
5.8.6	Faculty of Health Science:	
	Diploma Programmes:	R24 400.00 - R34 500.00
	Non-refundable registration fee	R610.00
	Non-refundable ICT-levy	R430.00
	Degree Programmes	R29 300.00 - R40 500.00
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	<i>Faculty of Art, Design and Architecture*</i>	
	<input type="checkbox"/> Annual tuition fees subject to change without prior notice <input type="checkbox"/> Minimum payment on date of registration: R3 870 <input type="checkbox"/> Registration fee and ITC levy should be added annually to tuition fees. <input type="checkbox"/> 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	R31 400.00	-	R41 900.00
B Tech	R33 400.00	-	R42 600.00
B Arch	R42 600.00		R43 300.00
M Tech (Research)	R15 580.00		per year
Master of Technology (Professional) coursework	R43 400.00	-	

Clothing Management:

B Tech	R20 300.00		
M Tech	R15 580.00		per year

Fashion:

N Dip	R34 190.00	-	R41 700.00
B Tech	R23 100.00		
M Tech	R15 580.00		per year

Fashion Production:

Dip	R34 600.00	-	R36 700.00
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Fine Art:			
N Dip	R30 900.00	-	R33 600.00
B Tech	R26 900.00		
M Tech	R15 580.00		per year
Graphic Design:			
BA	R36 000.00	-	R39 600.00
BA Hons	R31 300.00		
Masters	R15 580.00		
Interior Design:			
Dip	R36 500.00	-	R41 500.00
B Tech	R27 300.00		
M Tech	R15 580.00		per year
Jewellery Design and Manufacture:			
Dip	R35 200.00	-	R36 800.00
B Tech	R32 000.00		
Multimedia:			
N Dip	R40 800.00	-	R40 900.00
B Tech	R35 000.00		
Industrial Design :			
BA	R41 600.00	-	R43 800.00
B Tech	R27 800.00		
M Tech	R15 580.00		per year

5.9.2 Faculty of Economic and Financial Sciences*

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

All Diplomas:			
	R29 600.00	-	R36 000.00
Advanced Diplomas:			
	R26 100.00		R32 100.00

5.9.3 Faculty of Management*

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

Business Administration:			
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B Tech R53 600.00

Food and Beverage Operations:

Dip	R33 000.00	-	R45 000.00
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Hospitality Management:

Dip	R32 000.00	-	R46 000.00
B Tech	R29 000.00		per year

Human Resources Management:

Dip	R19 700.00	-	R28 200.00
B Tech	R51 900.00		

Information Technology:

Dip	R26 800.00	-	R49 600.00
Advanced Diploma	R29 200.00		

Logistics:

Dip	R19 900.00	-	R28 000.00
B Tech	R26 000.00		

Marketing:

Dip	R17 000.00	-	R28 000.00
B Tech	R28 000.00		

Retail Business Management

Dip	R18 700.00	-	R27 600.00
Advanced Diploma	R32 500.00		

Small Business Management:

Dip	R19 900.00	-	R27 500.00
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Tourism Management:

Dip	R16 000.00	-	R24 000.00
B Tech	R30 000.00		

Transportation Management:

Dip	R19 000.00	-	R28 000.00
B Tech	R33 000.00		

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5.9.4 *Faculty of Engineering and the Built Environment*

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

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- 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	R19 600.00	-	R27 100.00
B Tech	R39 700.00		
			per year
Quality:			
B Tech	R53 600.00		
Management Services:			
N Dip	R24 700.00	-	R25 400.00
B Tech	R40 200.00		
Chemical Engineering:			
N Dip	R31 500.00	-	R37 600.00
B Tech	R42 800.00		
Mechanical Engineering:			
N Dip	R33 500.00	-	R40 000.00
B Tech	R42 800.00		
Industrial Engineering:			
N Dip	R33 200.00	-	R39 300.00
B Tech	R42 800.00		
Civil Engineering:			
N Dip	R38 600.00	-	R44 300.00
B Tech	R42 800.00		
Construction Management & Quantity Surveying:			
N Dip	R19 700.00	-	R34 900.00
B Tech	R42 800.00		
Town & Regional Planning:			
N Dip	R24 200.00	-	R33 700.00
B Tech	R42 800.00		
Electrical Engineering:			
N Dip	R36 000.00	-	R39 700.00
B Tech	R40 500.00		
Computer Systems:			
N Dip	R34 700.00	-	R47 000.00
Mine Surveying:			
N Dip	R35 300.00	-	R36 600.00

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B Tech R40 900.00

Mine Engineering:

N Dip R36 600.00 R40 200.00
B Tech R53 400.00

Metallurgy Engineering:

N Dip R39 100.00 - R42 600.00
B Tech R43 100.00

Extraction Metallurgy:

N Dip R43 600.00 - R46 200.00
B Tech R45 200.00

5.9.5 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 R20 000.00 - R41 000.00
B Tech R22 000.00
M Tech R32 000.00
D Tech R32 000.00

Chiropractic:

N Dip R34 000.00 - R77 000.00
B Tech R83 000.00
M Tech R71 000.00

Emergency Medical Care:

N Dip R28 000.00 - R32 000.00
B Tech R37 400.00

Environmental Health:

N Dip R23 000.00 - R27 000.00
B Tech R33 000.00
M Tech R32 000.00
D Tech R32 000.00

Homoeopathy:

N Dip R34 000.00 - R41 000.00
B Tech R65 000.00
M Tech R35 500.00
D Tech R16 800.00

Nursing:

B Cur R37 000.00 - R38 000.00

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FND Nursing	R14 000.00	-	R20 000.00
B Cur Ed Et Admin	R20 000.00	-	R35 000.00
M Cur	R32 000.00	-	R36 000.00
D Cur	R32 000.00		
Optometry:			
B Optom	R37 000.00	-	R67 000.00
PG Dip Sport Vision	R14 000.00		
M Phill	R32 000.00		
D Phill	R32 000.00		
Podiatry:			
B Tech	R26 000.00	-	R31 000.00
M Tech	R32 000.00		
Radiography (Diagnostic):			
N Dip	R21 000.00	-	R35 000.00
B Tech	R28 000.00		
M Tech	R32 000.00		
D Tech	R32 000.00		
Radiography (Therapy):			
N Dip	R20 000.00	-	R34 000.00
B Tech	R28 000.00		
Radiography (Nuclear Medicine):			
B Tech	R15 000.00		
Radiography (Introduction to Ultrasound):			
B Tech	R14 000.00		
Somatology:			
N Dip	R27 000.00	-	R30 000.00
B Tech	R20 000.00		
M Tech	R32 000.00		
Sport & Movement Studies:			
N Dip	R25 100.00	-	R38 800.00
BA Sport Psychology	R35 000.00	-	R49 000.00
BA Communication	R28 000.00	-	R37 000.00
BA Sport Development	R30 000.00	-	R40 000.00
B Com Sport Management	R39 000.00	-	R54 000.00
Hons Sport Degrees	R20 000.00	-	R29 000.00
Masters Degrees	R32 000.00		
Doctoral Degrees	R32 000.00		

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5.9.6 *Faculty of Humanities**

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

Public Relations and Communication:		
N Dip	R24 000.00	R51 200.00

5.9.7 *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)	R30 400.00	
M Tech	R15 580.00	per year
Master of Applied Chemistry	R16 620.00	per year
Biotechnology:		
N Dip (4 year programme)	R25 000.00	
B Tech	R36 400.00	per year
M Tech	R15 580.00	per year
Master of Biotechnology	R16 620.00	per year
Food Technology:		
N Dip (4 year programme)	R25 000.00	
B Tech	R36 100.00	per year
M Tech	R15 580.00	per year
Master of Food Technology	R16 620.00	per year

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.

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6.1	Residence fees Kingsway Campus (<u>per full year</u>)	
	<input type="checkbox"/> Complex A: (Double rooms) Cornerstone and Oppierif Men's Residences Magnolia and Moshate Heights women's Residences	R24024.00
	<input type="checkbox"/> Complex B: (Double rooms) Maqhawe Men's Residence Impumelelo and Karibu Jammii Women's Residences	R25 116.00
	<input type="checkbox"/> Afslaan Men's Residence (Single rooms)	R28 028.00
	<input type="checkbox"/> Lebone Womans Residence(Single rooms)	R28 028.00
	<input type="checkbox"/> Thomas Sankara Phase 2 (Senior accommodation)	R28 028.00
	<input type="checkbox"/> Thomas Sankara Phase 3 (Senior accommodation)	R28 756.00
	<input type="checkbox"/> Faranani (Post graduate accommodation)	R31 668.00
	Sophia Town (off Campus)	R38 220.00 (Single rooms) per annum
6.2	Residence fees Doornfontein Campus	
	o Gauta, Phumlani and Takalani Women's Residences	R26 572.00 (Single rooms) per annum R23 296.00 (Double rooms) per annum
	o Lesedi and Akanani Men's Residence	R26 572.00 (Single rooms) per annum R23 296.00 (Double rooms) per annum
	o Robin Crest Men's Residence	R26 572.00 (Single rooms) per annum R23 296.00 (Double rooms) per annum
	o Kopano and Habitat Men's Residence	R31 668.00 (Single rooms) per annum R26 572.00 (Double rooms) per annum
6.3	Residence fees Bunting Road Campus	
	o Horizon and Ndlovukazi Women's Residence Kilimanjaro Men's Residence	R26 572.00 (Single rooms) per annum R23 296.00 (Double rooms) per annum
	o Mayine - Mixed Residence	R27 664.00 (Single rooms) per annum R24 024.00 (Double rooms) per annum
	o Goudstad Flats Postgraduate Accommodation	R35 672.00 (Single rooms) per annum
6.4	Residence fees Soweto Campus	
	o YMCA - Mixed Residence	R24 024.00 (Single rooms) per annum
	o YWCA	R24 024.00 (Single rooms) per annum
	o Hector Peterson (on Campus)	R31 304.00 (Single rooms) per annum

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- Ulwazi R34 944.00 (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:

<input type="checkbox"/> 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	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)

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- 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.

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;

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- 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.**

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.

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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 17 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 17 February:
Rebate is calculated as mentioned in paragraph 11.2.

11.2 Cancellation of modules

First semester modules:

- Cancellation on or before 17 February: No fees payable
- Cancellation on or before the last day of March: 50% credit is granted
- Cancellation after the last day of March: No credit is granted

Second semester modules:

- Cancellation on or before the 4th of August: No fees payable
- Cancellation after the 4th of August: No credit is granted

Year modules:

- Cancellation on or before 17 February: No fees payable
- Cancellation on or before the last day of March: 75% credit is granted
- Cancellation on or before the 4th of August: 50% credit is granted
- Cancellation after 4th of August : No credit is granted

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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.

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.

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- 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 Financial Aid 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 Financial Aid merit bursaries awarded are credited to the student's account in the second semester, after which the remaining credit, if any, is paid out to the student, on request.
- 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 2016