

UNIVERSITY OF JOHANNESBURG
STUDENT FEES 2021

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UNIVERSITY OFFICE

January 2021

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1. How payment can be effected

- 1.1 Payment 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 cards 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 (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.
 - 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 banks 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. Students should enquire directly at the relevant faculty in instances where the modules registered for are reflected incorrectly in the fee statement.

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- b. Enquiries about tuition fees and incorrect account debits or credits should be directed to the Student Finance call centre on 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.

3.1	Application fee – 2021 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 2021	R1 220,00
	Residence deposit – 2021	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	R430,00
	Payable per registration process and is non-refundable	

4. Fees payable at registration (All full-time, part-time, extracurricular 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 are 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 have 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 thesis. R950,00

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5. Tuition fees

Tuition fees are determined yearly per module, except in the case of dissertations or theses 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 the 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:

- | | |
|---|------------|
| <input type="checkbox"/> SADC & African countries: Non-refundable ICT levy and registration fee plus normal tuition fees plus non-refundable international levy of | R2 000,00 |
| <input type="checkbox"/> Other countries: Non-refundable ICT levy and registration fee plus normal tuition fees plus non-refundable international levy of | R17 000,00 |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> Affiliate students: Non-refundable ICT levy and registration fee plus normal tuition fee plus non-refundable international levy of | R2 000,00 |
| <input type="checkbox"/> Asylum seekers/Refugees/Diplomat students: Remission of 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 |

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- Approved special international programmes
Charges of fees that are governed by UJ partnership agreements.

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 the normal tuition fee, all students are required to pay the non-refundable ICT levy, registration fee and 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	39 506,00	-	48 809,00
Specialised Practical training	51 480,00	-	66 124,00
COLLEGE OF BUSINESS AND ECONOMICS	22 115,00	-	49 747,00
SCIENCE			
Non-laboratory modules	41 371,00	-	49 151,00
Laboratory modules	62 052,00	-	69 027,00
LAW	39 970,00	-	45 896,00
EDUCATION	39 970,00	-	53 350,00
HEALTH SCIENCES			
Non-laboratory modules	49 041,00	-	50 199,00
Laboratory modules	46 713,00	-	82 843,00
ENGINEERING AND THE BUILT ENVIRONMENT	46 713,00	-	57 748,00

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ART, DESIGN & ARCHITECTURE	48 777,00	-	59 933,00
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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 R36 483,00 and R63 840,00. 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 R39 146,00 and R97 774,00. 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 fee per year R19 577,00

5.7 Doctoral degrees

Average fee per year R

5.8 Four-year programmes:

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

5.8.1 Faculty of Science:	R31 263,00 - R 49 041,00
Non-refundable registration fee	R610,00
Non-refundable ICT levy	R430,00
5.8.2 Faculty of Engineering and the Built Environment:	R28 122,00 - R34 404,00
Non-refundable registration fee	R610,00
Non-refundable ICT levy	R430,00
5.8.3 College of Business & Economics:	R30 604,00 - R41 074,00
Non-refundable registration fee	R610,00
Non-refundable ICT levy	R430,00
5.8.4 Faculty of Humanities	
Degree Programmes	R28 876,00 - R38 299,00
Non-refundable registration fee	R610,00
Non-refundable ICT levy	R430,00
5.8.5 Faculty of Health Sciences:	
Diploma Programmes:	R30 625,00 - R43 293,00
Non-refundable registration fee	R610,00
Non-refundable ICT levy	R430,00
Degree Programmes	R36 781,00 - R50 842,00

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5.8.6 Faculty of Education: (SWC and APK Campuses):

- Annual tuition fees are subject to change without prior notice.
- International students pay additional fees for registration. Please consult previous pages for information on this.
- Minimum payment on or before date of registration for each academic year: R3 870
- Registration fee and ITC levy should be added annually to the tuition fees.

Four-year degree programme:	R45 335,00 - R 52 716,00
Non-refundable registration fee	R610,00
Non- refundable ICT levy	R430,00

The Faculty of Education does not offer extended degree programmes.

5.9 The cost for programmes per year offered on the Doornfontein, APB (Bunting Road) and Soweto campuses are as follows: Fees may vary depending on the composition of the particular programme.

5.9.1 *Faculty of Art, Design and Architecture**

- Annual tuition fees are 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 to R9 000, depending on the programme.

Architecture:			
Dip	R42 048,00	-	R57 041,00
BArch	R52 622,00	-	R55 585,00
MTech (Research)	R20 704,00		per year
Master of Technology (Professional) coursework	R55 638,00	-	R55 638,00
BAHons (Architecture)	R68 568,00	-	per year
Fashion:			
BA	R50 884,00		R54 988,00
BAHons	R40 498,00		Per year
Master's (Design)	R20 725,00		Per year
Fashion Production:			
Dip	R44 634,00	-	R47 324,00
Fine Art:			
BA	R50 068,00		R52 639,00
MTech	R19 720,00		per year
PhD in Art History	R19 732,00		per year
Graphic Design:			
BA	R48 777,00	-	R57 914,00
BAHons	R40 500,00		Per year
Master's	R20 724,00		Per year
PhD in Art & Design	R21 210,00		Per year
Interior Design:			
BAHons	R39 749,00		Per year
Master's	R20 724,00		Per year

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<i>Jewellery Design and Manufacture:</i>			
Dip	R45 410,00	-	R47 441,00
<i>Multimedia:</i>			
BA	R50 002,00		R56 576,00
BAHons	R40 500,00		per year
Master's	R20 724,00		per year
<i>Industrial Design:</i>			
BA	R53 488,00	-	R59 933,00
BAHons (Industrial Design)	R51 358,00		Per year
Master's	R20 724,00		per year

5.9.2 College of Business & Economics

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

<i>Business Administration:</i>	
BTech	R67 272,00

<i>Food and Beverage Operations:</i>			
Dip	R41 416,00	-	R56 479,00

<i>Hospitality Management:</i>			
Dip	R40 158,00	-	R57 721,00
BTech	R36 394,00		per year

<i>Human Resources Management:</i>			
Dip	R24 730,00	-	R35 410,00
BTech	R45 974,00		

<i>Information Technology:</i>			
Dip	R33 636,00	-	R62 244,00
Advanced Diploma	R34 771,00		

<i>Logistics:</i>			
Dip	R23 704,00	-	R35 137,00
BTech	R30 960,00		

<i>Marketing:</i>			
Dip	R21 332,00	-	R35 137,00
BTech	R35 136,00		

<i>Retail Business Management</i>			
Dip	R23 474,00	-	R32 865,00

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Advanced Diploma	R40 676,00		
Small Business Management:			
Dip	R24 981,00	-	R34 635,00
Tourism Management:			
Dip	R20 081,00	-	R30 122,00
BTech	R37 661,00		
Transportation Management:			
Dip	R25 138,00	-	R35 137,00
BTech	R43 660,00		
All Diplomas (not mentioned above):			
	R39 252,00	-	R45 178,00
Advanced Diplomas (not mentioned above):			
	R34 520,00	-	R42 466,00

National Diplomas/Diplomas	R23 616,00	R41 173,00
Extended Diplomas	R33 989,00	R37 520,00
Advanced Diplomas	R32 654,00	R64 612,00
BTech Programmes	R28 923,00	R44 749,00
Three-year Degrees	R22 115,00	R49 747,00
Extended Degrees	R30 601,00	R41 074,00

5.9.3 *Faculty of Engineering and the Built Environment*

- *Fees are 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.

5.9.4 *Faculty of Health Sciences**

- *Fees are 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.

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Biomedical Technology:			
NDip	R25 097,00	-	R51 460,00
MTech	R40 152,00		per year
DTech	R40 152,00		per year
Chiropractic:			
MTech	R 89 100,00		per year
Environmental Health:			
MTech	R40 152,00		per year
DTech	R40 152,00		per year
Homoeopathy:			
MTech	R44 550,00		per year
DTech	R21 087,00		per year
Nursing:			
BCur	R46 434,00	-	R47 691,00
FND Nursing	R17 569,00	-	R23 809,00
BCur(Ed et Adm)	R25 086,00	-	R43 921,00
MCur	R40 152,00	-	R45 073,00
DCur	R40 152,00		per year
Optometry:			
BOptom	R46 434,00	-	R84 095,00
MPhil	R40 152,00		per year
DPhil	R40 152,00		per year
Podiatry:			
MTech	R40 152,00		per year
Radiography (Diagnostic):			
BTech	R35 137,00		per year
MTech	R40 152,00		per year
DTech	R40 152,00		per year
Sport & Movement Studies:			
NDip	R31 494,00	-	R48 696,00
BA Sport Psychology	R43 922,00	-	R59 449,00
BA Communication	R33 336,00	-	R46 434,00
BA Sport Development	R36 771,00	-	R50 204,00
BCom Sport Management	R48 947,00	-	R67 772,00
Hons Sport Degrees	R25 097,00	-	R36 394,00
Master's Degrees	R40 152,00		per year
Doctoral Degrees	R40 152,00		per year

5.9.5 *Faculty of Humanities**

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

Public Relations and Communication:

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NDip	R29 620,00	-	R64 260,00
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5.9.6 Faculty of Science*

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

Analytical Chemistry:			
NDip (Four-year programme)	R38 163,00		
MTech	R19 579,00		per year
Master of Applied Chemistry	R20 867,00		per year
Biotechnology:			
NDip (Four-year programme)	R31 379,00		
BTech	R45 691,00		per year
MTech	R19 579,00		per year
Master of Biotechnology	R20 867,00		per year
Food Technology:			
NDip (Four-year programme)	R31 379,00		
BTech	R45 314,00		per year
MTech	R19 579,00		per year
Master of Food Technology	R20 867,00		per year

5.9.7 Faculty of Education:

Education:			
Advanced Diploma	R20 835,00	-	R27 222,00
BEd Degree	R45 335,00	-	R52 706,00
BEd Honours	R26 175,00	-	R36 645,00
PG Diploma (contact)	R17 694,00	-	R18 846,00
Master of Education (contact)	R 9 789,00	-	R10 994,00
Doctor of Education	R10 470,00	-	R15 705,00
Pre-registration M and D qualifications	R 1 040,00	-	R 2 040,00

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:
 - Self-catering; and
 - 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.

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6.1	Residence fees Kingsway Campus (per full year)	
	<ul style="list-style-type: none"> ❑ Complex A: (Double rooms) R31 935,00 Cornerstone and Oppierif Men's Residences Magnolia and Moshate Heights Women's Residences ❑ Complex B: (Double rooms) R33 490,00 Maqhawe Men's Residence Impumelelo and Karibu Jammii Women's Residences ❑ Afslaan Men's Residence (Single rooms) R37 385,00 ❑ Lebone Women's Residence (Single rooms) R37 385,00 ❑ Thomas Sankara Phase 2 (Senior accommodation) R37 385,00 ❑ Thomas Sankara Phase 3 (Senior accommodation) R38 165,00 ❑ Faranani (Postgraduate accommodation) R42 060,00 ❑ APK - postdoc flats R54 910,00 	
	Sophia Town (off campus)	R51 015,00 (Single rooms) per annum
6.2	Residence fees Doornfontein Campus	
	<ul style="list-style-type: none"> ○ Gauta, Phumlani and Takalani Women's Residences R35 730,00 (Single rooms) per annum R31 070,00 (Double rooms) per annum ○ Lesedi and Akanani Men's Residence R35 440,00 (Single rooms) per annum R31 155,00 (Double rooms) per annum ○ Robin Crest Men's Residence R35 440,00 (Single rooms) per annum R31 155,00 (Double rooms) per annum ○ Kopano and Habitat Men's Residence R42 060,00 (Single rooms) per annum R35 440,00 (Double rooms) per annum ○ DFC postdoc flats R54 910,00 per annum 	
6.3	Residence fees Bunting Road Campus	
	<ul style="list-style-type: none"> ○ Horizon and Ndlovukazi Women's Residence Kilimanjaro Men's Residence R35 440,00 (Single rooms) per annum R31 155,00 (Double rooms) per annum ○ Mayine - Mixed Residence R36 995,00 (Single rooms) per annum R31 935,00 (Double rooms) per annum ○ Goudstad Flats Postgraduate Accommodation R47 510,00 (Single rooms) per annum ○ APB postdoc flats R47 510,00 per annum 	
6.4	Residence fees Soweto Campus	
	<ul style="list-style-type: none"> ○ YMCA - Mixed Residence R31 935,00 (Single rooms) per annum ○ YWCA R31 935,00 (Single rooms) per annum ○ Hector Peterson (on campus) R41 670,00 (Single rooms) per annum 	

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- Ulwazi R46 735,00 (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, extracurricular 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 Recognition of Prior Learning (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)

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First Semester Modules:

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

Second Semester Modules:

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

8.4 The University reserves the right 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 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 if:

- they have to fulfil certain admission requirements after official registration;
- they 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 online:

8.8.1 The application and refund requirements document is 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 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.
- Qualifications (degrees certificates/diplomas) will not be awarded.

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- 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. These regulations also apply to students who have been awarded bursaries from this University (see paragraph 15 with regard to 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 registration 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

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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 20 March:
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 20 March:
Rebate is calculated as mentioned in paragraph 11.2.
- 11.2 **Cancellation of modules**
- First-semester modules:**
- Cancellation on or before 20 March: No fees payable
 - Cancellation on or before 12 April: 50% credit is granted
 - Cancellation after 12 April: No credit is granted
- Second semester modules:**
- Cancellation on or before 1 August: No fees payable
 - Cancellation after 1 August: No credit is granted
- Year modules:**
- Cancellation on or before 20 March: No fees payable
 - Cancellation on or before 12 April: 75% credit is granted
 - Cancellation on or before 1 August: 50% credit is granted
 - Cancellation after 1 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)**

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- 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 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.

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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

2021