

UNIVERSITY OF JOHANNESBURG
STUDENT FEES 2022

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UNIVERSITY OFFICE
January 2022

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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 ten equal instalments from 1 March to 1 December. This method of payment has the following advantages:

- Payments can be made over a ten-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.

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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.
- 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 – 2022 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 2022	R1 220,00
	Residence deposit – 2022	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 where applicable	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 The following minimum amounts of the first instalment on University accounts for all students, excluding students whose full fees are paid by sponsors or employers, have to be paid 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.

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
1. Reciprocal Exchange Administration fee | R 2 500,00 |

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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.

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.

5.2.3 Study abroad tuition fees

- Free moving/fee paying R33 000,00
- Island Programmes R33 000,00
- Short Learning Programmes R33 000,00
- Exchange Students R17 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	R41 177,00	R50 874,00
Specialised Practical training	R53 658,00	R68 921,00
COLLEGE OF BUSINESS AND ECONOMICS	R23 050,00	R51 851,00
SCIENCE		
Non-laboratory modules	R43 121,00	R51 230,00
Laboratory modules	R64 677,00	R71 947,00
LAW	R41 661,00	R47 837,00
EDUCATION	R41 661,00	R55 607,00

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HEALTH SCIENCES		
Non-laboratory modules	R51 115,00	R52 322,00
Laboratory modules	R48 689,00	R86 347,00
ENGINEERING AND THE BUILT ENVIRONMENT		
	R48 689,00	R60 191,00
ART, DESIGN & ARCHITECTURE		
	R50 840,00	R62 468,00

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 to between **R38 026,00** and **R66 540,00**. Fees may vary depending on the composition of a 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 **R40 802,00** and **R101 910,00**. 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 **R20 405,00**

5.7 Doctoral degrees

Average fee per year **R20 405,00**

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	R32 585,00	R51 115,00
	Non-refundable registration fee	R610,00	R610,00
	Non-refundable ICT levy	R430,00	R430,00
5.8.2	Faculty of Engineering and the Built Environment	R29 312,00	R35 859,00
	Non-refundable registration fee	R610,00	R610,00
	Non-refundable ICT levy	R430,00	R430,00

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5.8.3	College of Business & Economics	R31 899,00	R42 811,00
	Non-refundable registration fee	R610,00	R610,00
	Non-refundable ICT levy	R430,00	R430,00
5.8.4	Faculty of Humanities		
	Degree Programmes	R30 097,00	R39 919,00
	Non-refundable registration fee	R610,00	R610,00
	Non-refundable ICT levy	R430,00	R430,00
5.8.5	Faculty of Health Sciences		
	Diploma Programmes	R31 920,00	R45 124,00
	Non-refundable registration fee	R610,00	R610,00
	Non-refundable ICT levy	R430,00	R430,00
	Degree Programmes	R38 337,00	R52 993,00

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	R47 253,00	R 54 946,00
Non-refundable registration fee	R610,00	R610,00
Non- refundable ICT levy	R430,00	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.

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Architecture:		
Dip	R43 827,00	R59 454,00
BArch	R54 848,00	R57 936,00
MTech (Research)	R21 580,00	per year
Master of Technology (Professional) coursework	R57 991,00	R57 991,00
BA Hons (Architecture)	R71 468,00	per year
BA	R53 036,00	R57 314,00
BAHons	R42 211,00	per year
Master's (Design)	R21 602,00	per year
Fashion Production: Dip	R46 522,00	R49 326,00
BA	R52 186,00	R54 866,00
MTech	R20 554,00	per year
PhD in Art History	R20 567,00	per year
BA	R50 840,00	R60 364,00
BAHons	R42 213,00	per year
Master's	R21 601,00	per year
PhD in Art & Design	R22 107,00	per year
Interior Design: BAHons	R41 430,00	per year
Master's	R21 601,00	per year
Dip	R47 331,00	R49 448,00
Multimedia: BA	R52 117,00	R58 969,00
BAHons	R42 213,00	per year
Master's	R21 601,00	per year
BA	R55 751,00	R62 468,00
BAHons (Industrial Design)	R53 530,00	per year
Master's	R21 601,00	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

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BTech	R70 118,00	
Food and Beverage Operations:		
Dip	R43 168,00	R58 868,00
Hospitality Management:		
Dip	R41 857,00	R60 163,00
BTech	R37 933,00	per year
Human Resources Management:		
Dip	R25 776,00	R36 908,00
BTech	R47 919,00	
Information Technology:		
Dip	R35 059,00	R64 877,00
Advanced Diploma	R36 242,00	
Logistics:		
Dip	R24 707,00	R36 623,00
BTech	R32 270,00	
Marketing:		
Dip	R22 234,00	R36 623,00
BTech	R36 622,00	
Retail Business Management		
Dip	R24 467,00	R34 255,00
Advanced Diploma	R42 397,00	
Small Business Management:		
Dip	R26 038,00	R36 100,00
Tourism Management:		
Dip	R20 930,00	R31 396,00
BTech	R39 254,00	
Transportation Management:		
Dip	R26 201,00	R36 623,00
BTech	R45 507,00	

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All Diplomas (not mentioned above):

	R40 912,00	R47 089,00
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Advanced Diplomas (not mentioned above):

	R35 980,00	R44 262,00
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National Diplomas/Diplomas	R24 615,00	R42 915,00
Extended Diplomas	R35 427,00	R39 107,00
Advanced Diplomas	R34 035,00	R67 345,00
BTech Programmes	R30 146,00	R46 642,00
Three-year Degrees	R23 050,00	R51 851,00
Extended Degrees	R31 895,00	R42 811,00

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.

Biomedical Technology:

NDip	R26 159,00	R53 637,00
MTech	R41 850,00	per year
DTech	R41 850,00	per year

Chiropractic:

MTech	R92 869,00	per year
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<i>Environmental Health:</i>		
MTech	R41 850,00	per year
DTech	R41 850,00	per year
<i>Homoeopathy:</i>		
MTech	R46 434,00	per year
DTech	R21 979,00	per year
<i>Nursing:</i>		
BCur	R48 398,00	R49 708,00
FND Nursing	R18 312,00	R24 816,00
BCur(Ed et Adm)	R26 147,00	R45 779,00
MCur	R41 850,00	R46 980,00
DCur	R41 850,00	per year
<i>Optometry:</i>		
BOptom	R48 398,00	R87 625,00
MPhil	R41 850,00	per year
DPhil	R41 850,00	per year
<i>Podiatry:</i>		
MTech	R41 850,00	per year
<i>Radiography (Diagnostic):</i>		
BTech	R36 623,00	per year
MTech	R41 850,00	per year
DTech	R41 850,00	per year
<i>Sport & Movement Studies:</i>		
NDip	R32 826,00	R50 756,00
BA Sport Psychology	R45 780,00	R61 964,00
BA Communication	R34 746,00	R48 398,00
BA Sport Development	R38 326,00	R52 328,00
BCom Sport Management	R51 017,00	R70 639,00
Hons Sport Degrees	R26 159,00	R37 933,00
Master's Degrees	R41 850,00	per year
Doctoral Degrees	R41 850,00	per year

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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:

NDip	R30 873,00	R66 978,00
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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)	R39 777,00	
MTech	R20 407,00	per year
Master of Applied Chemistry	R21 750,00	per year

Biotechnology:

NDip (Four-year programme)	R32 706,00	
BTech	R47 624,00	per year
MTech	R20 407,00	per year
Master of Biotechnology	R21 750,00	per year

Food Technology:

NDip (Four-year programme)	R32 706,00	
BTech	R47 231,00	per year
MTech	R20 407,00	per year
Master of Food Technology	R21 750,00	per year

5.9.7 Faculty of Education:

Education:

Advanced Diploma	R21 716,00	R28 373,00
BEd Degree	R47 253,00	R54 935,00
BEd Honours	R27 282,00	R38 195,00
PG Diploma (contact)	R18 442,00	R19 643,00
Master of Education (contact)	R10 203,00	R11 459,00
Doctor of Education	R10 913,00	R16 369,00
Pre-registration M and D qualifications	R1 084,00	R2 126,00

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6. Fees payable for University residences

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

Meals

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

6.1 Residence fees Kingsway Campus (per full year)

o Complex A: (Double rooms)	R33 488,00	
Cornerstone and Oppierif Men's Residences		
Magnolia and Moshate Heights Women's Residences		
o Complex B: (Double rooms)	R35 308,00	
Maqhawe Men's Residence		
Impumelelo and Karibu Jammii Women's Residences		
o Afslaan Men's Residence (Single rooms)	R39 312,00	
o Lebone Women's Residence (Single rooms)	R39 312,00	
o Thomas Sankara Phase 2 (Senior accommodation)	R39 312,00	
o Thomas Sankara Phase 3 (Senior accommodation)	R40 040,00	
o Faranani (Postgraduate accommodation)	R44 408,00	
o APK - postdoc flats	R57 876,00	
 Sophia Town (off campus)	 R53 872,00	 (Single rooms) per annum

6.2 Residence fees Doornfontein Campus

o Gauta, Phumlani and Takalani	R37 492,00	(Single rooms) per annum
Women's Residences	R32 760,00	(Double rooms) per annum
o Lesedi and Akanani	R37 492,00	(Single rooms) per annum
Men's Residence	R32 760,00	(Double rooms) per annum
o Robin Crest Men's Residence	R37 492,00	(Single rooms) per annum
	R32 760,00	(Double rooms) per annum
o Kopano and Habitat	R44 408,00	(Single rooms) per annum
Men's Residence	R36 764,00	(Double rooms) per annum
o DFC postdoc flats	R57 876,00	per annum

6.3 Residence fees Bunting Road Campus

o Horizon and Ndlovukazi	R37 492,00	(Single rooms) per annum
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o Horizon and Ndlovukazi	R32 760,00 (Double rooms) per annum
	R37 492,00 (Single rooms) per annum
o Women's Residence Kilimanjaro Men's Residence	R32 760,00 (Double rooms) per annum
o Mayine - Mixed Residence	R38 948,00 (Single rooms) per annum
	R33 488,00 (Double rooms) per annum
o Goudstad Flats	R50 232,00 (Single rooms) per annum
Postgraduate Accommodation	
o APB postdoc flats	R50 232,00 per annum

6.4 Residence fees Soweto Campus

o Hector Peterson (on Campus)	R44 044,00 (Single rooms) per annum
o Ulwazi	R49 504,00 (Single rooms) per annum
o 3rd Residence	R33 488,00 (Single rooms) per annum
	R33 488,00 (Double rooms) per annum
o 4th Residence	R47 684,00 (Single rooms) per annum
	R30 576,00 (Double 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
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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

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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 30 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 30 April)

Second Semester Modules:

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

**Self-funded Students who settle their fees by 30 April will be entitled to a 10% discount.
“ Terms and conditions apply”**

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.

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- 8.7 The Senior 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.
- 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

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- 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 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 25 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 25 February:
Rebate is calculated as mentioned in paragraph 11.2.

11.2 Cancellation of modules

First Semester modules:

- Cancellation on or before 25 February: No fees payable
- Cancellation on or before 08 April: 50% credit is granted
- Cancellation after 08 April: No credit is granted

Second Semester modules:

- Cancellation on or before 29 July: No fees payable
- Cancellation on or before 02 September: 50% credit is granted
- Cancellation after 02 September: No credit is granted

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Year Modules:

- Cancellation on or before 25 February: No fees payable
- Cancellation on or before 08 April: 75% credit is granted
- Cancellation on or before 29 July: 50% credit is granted
- Cancellation after 29 July: No credit is granted

12. Non-refundable fees

The following fees are not refundable under any circumstances:

12.1 Application fees

12.2 The registration fee payable upon registration (not residence fees) (Refer to paragraph 3.3)

12.3 Additional amounts payable in respect of late registration (Refer to paragraph 3.4)

12.4 Examination fees (Refer to paragraph 7.1)

12.5 Amount payable by students registering for the lodging of dissertations, mini-dissertations and theses (Refer to paragraph 4.3)

12.6 International levy (Refer to paragraph 5.1.1, 5.1.2, 5.2.1 and 5.2.2)

12.7 ICT levy (Refer to paragraph 3.5)

13. Student cards

13.1 Student cards serve as admission to UJ campuses, buildings, lectures and libraries, and proof of identity during examinations. Students will only be issued with student cards once they have paid the required fees on the date of registration.

13.2 On cancellation of registration, student cards must be handed in with the cancellation forms.

13.3 Lost student cards will be replaced at a charge of R150,00 for the first replacement and a higher charge for any further replacements.

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 or a permanent resident;
- registered at a South African public university;
- an undergraduate studying for a first tertiary educational qualification;
- still within the N+ rule;
- registered for a NSFAS approved funded qualification;

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- 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, transport for student staying at home & University residence or private accommodation fees.

NSFAS applications and guidelines are available online www.nsfas.org.za.

15. Students receiving full scholarships

15.1 All students whose fees are paid by sponsors/employers will be allowed registration without the first minimum payment as specified in par. 4.1. On registration, they must hand in at the Bursaries Department written proof of the bursary awarded for the year of study. Students will not be allowed to register if the previous year's fees have not been paid in full.

15.2 In the case of a student receiving a bursary, the amount of which is larger than the year's tuition and residence fees, such student will be allowed to register without the first payment, provided that satisfactory written proof of the bursary for the relevant year of study is submitted to the Division on time.

15.3 In the case of undergraduate students, the merit bursaries awarded are credited to the student's account in the second semester.

15.4 To ascertain the values and conditions of bursaries awarded, please refer to the brochure regarding bursaries.

Important note:

All recipients of bursaries should note that an amount of:

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

is payable upon registration.

UNIVERSITY OFFICE
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