Fees Payable & Financial Rules
Vanderbijlpark Campus

2017
# Fees Payable & Financial Rules 2017

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1 GENERAL CONDITIONS

1.1 AMENDMENTS OF UNIVERSITY FEES

The Council of the North-West University reserves the right to amend the stipulated tuition, residence and other fees without notice, as well as the manner of payment of these fees.

1.2 UNIVERSITY NUMBER

Every student admitted to the North-West University receives a University number. This eight-figure University number must appear on all correspondence directed to the University. It is also the only reference number to be used for direct bank deposits or electronic payments of tuition and residence or other fees into the University’s bank account.

1.3 FINANCIAL LIABILITY

All students must register annually as determined in the General Academic Rules, the Statute of the North-West University and the relevant provisions of the Higher Education Act (Act No. 101 of 1997).

A registered student is responsible for the full payment of the year's tuition, residence and other fees.

Your attention is drawn to the fact that the contract that forms part of the application for admittance to the North-West University and which is signed by the student and/or sponsor/co-debtor, binds the student inter alia to full payment of the tuition, residence and other fees as determined by the University for any academic year of registration. Furthermore, the responsibility of the student for payment of University fees is not affected or reduced by the ignorance of the student and/or his/her sponsor/co-debtor with regard to the rules and regulations of the North-West University, nor the invalidity of his/her enrolment in terms of those rules and regulations.

By signing and submitting the registration form, the provisions of this regulation are incorporated by reference into the contract between the University and the student, and the student accepts responsibility for the payment of all prescribed fees (regardless of whether or not an account has been received), as determined from time to time by the Council.

The student also grants permission for his personal financial information to be provided to third parties by the University, upon request of such third parties. Third parties refer to the student's parents (upon provision of proof by the parents that they are indeed the student’s parents), bursary providers, and financial institutions. The third parties must provide the University with proof of their interest in the above-mentioned information, whereupon the University will judge whether the third parties are entitled to such information. The permission granted by the student, as referred to above, is granted in terms of the provisions as contained in the Protection of Personal Information Act of 2013. The student may withdraw this permission at any time by submitting a written notice to the Head of Departement, Student Fees & Debtors, at the adress as listed under clause 1.5.

Any amount which is from time to time due and payable by the student to the University in terms of the University's financial rules and regulations, as published in the brochure entitled "Fees Payable and Financial Rules" will be determined and proven by means of a statement of balance, which is issued by the University. Such a statement shall be binding on the student and will serve as prima facie proof of the indebtedness of the student, and the extent and existence of the amount owing to the University for the purposes of summary judgement, and provisional sentence.

A student will not be allowed to register unless and until all financial commitments of the previous year(s) to the University are met. When a student and/or his/her sponsor/co-debtor are placed under debt review, no credit may be granted to the student until written confirmation is given by the debt counselor that all debt has been settled. The North-West University, in such cases, strictly applies the provisions of the National Credit Act.

Financial support is available in certain instances in terms of the regulations of the North-West University (see point 7).
1.4 THE RESPONSIBILITIES OF A STUDENT

The student is responsible for payment of tuition and residence fees. If the student’s university study fees are financed by a bursary or a loan, the account must be submitted, without delay, for payment to the grantor of the bursary or loan. **It is the student’s responsibility to ensure that the institution granting the bursary or loan pays the relevant fees to the University.**

The North-West University accepts **NO** responsibility for incorrect addresses or postal service deficiencies which may cause statements to be lost in the mail. It remains the student’s responsibility to make enquiries if he/she does not receive any statements. Changes of address must be made in writing to the department of Academic Administration per email of Judy.Lourens@nwu.ac.za

Account e-mail addresses are captured on all application forms and verified during registration.

The fact that no statement has been received is not accepted as justification for any failure to pay University fees.

1.5 OFFICIAL ADDRESSES

Please direct correspondence to the University for the attention of the following departments:

**Academic Administration:**
The Director: Academic Administration
North-West University (Vaal Triangle Campus)
PO Box 1174
VANDERBIJLPARK
1900
Fax: 016 910 3106

**Finance Department:**
Head of Finance: Lize Bierman
North-West University (Vaal Triangle Campus)
PO Box 1174
VANDERBIJLPARK
1900
Fax: 016 910 3116

**Bursary and Loan Department:**
Head of Financial Support Services
North-West University (Vaal Triangle Campus)
PO Box 1174
VANDERBIJLPARK
1900
Fax: 016 910 3116

1.6 INDEMNITY

This document is the only and official guide of the North-West University (Vaal Triangle Campus) regarding fees payable. Although various prospectuses (wherein fees payable are indicated) were issued last year, the amounts given in this guide will be used for the compilation of student accounts.

All fees that appear in this guide are adjusted annually. Although the information that appears in this guide has been compiled as accurately as possible, the Council and Senate do not accept any accountability for incorrect information that may appear herein.

The English names of the different modules as levied on a student account are used for effectiveness only; this does not mean that the modules are necessarily also presented in English.

1.7 WEB ADDRESS

This guide is also available on the web [http://www.nwu.ac.za/webfm_send/43654](http://www.nwu.ac.za/webfm_send/43654).
2 FEES PAYABLE

2.1 ENQUIRIES & QUOTATIONS

Enquiries related to student accounts may be directed to the personnel at Student Accounts in the Administration Building (Building 24):

**Cashier:**  
Anna Moreeng 016 910 3531 anna.moreeng@nwu.ac.za

**Student Accounts:**  
Lindie Malape 016 910 3234 lindie.malape@nwu.ac.za  
Sunelia Rietkerk 016 910 3156 sunelia.rietkerk@nwu.ac.za  
Nipho Mhlongo 016 910 3167 nipho.mhlongo@nwu.ac.za

**Collections Division:**  
Riana Prinsloo 016 910 3155 riana.prinsloo@nwu.ac.za  
Mpho Kgaka 016 910 3530 mpho.kgaka@nwu.ac.za

**Bursary and Loans:**  
Tumi Mokoena 016 910 3134 tumi.mokoena@nwu.ac.za  
Granny Masombuka 016 910 3056 granny.masombuka@nwu.ac.za  
Monica Mampone 016 910 3157 monica.mampone@nwu.ac.za

**Switchboard:**  
016 910 3111

**Fax:**  
016 910 3116

Or alternatively email – vaalaccounts@nwu.ac.za

2.2 AMOUNTS PAYABLE

2.2.1 Application fee

New students must apply for admission to the North-West University and an amount of R150 must accompany this application. Non-South African citizens (international students) refer to 2.2.6. ONLY for this purpose (application fees) a direct bank deposit or electronic payment can be made into the North-West University’s bank account:

- **ABSA**
- **Account name:** “NWU Diverse”
- **Account number:** 670-642-313
- **Branch code:** 632005

The reference used is of vital importance. Please use the letter A together with the prospective student’s ID-number as the reference for our bank account (e.g. A8801250012085). This amount is not refundable and will not appear on the student’s account.

International students must, however, use the letter A together with the prospective student’s date of birth and surname as reference for our bank account.

2.2.2 Registration fee

All students must pay the registration fee of R1 610-00. The amount is not refundable, does not qualify for staff discount, and may not be paid off in monthly installments.

Registration after the official deadline, as communicated, will result in a late registration fee of R500.00.
2.2.3 Tuition fees

NO STUDENT WILL BE ALLOWED TO REGISTER FOR 2017 UNLESS ALL OUTSTANDING FEES FROM PREVIOUS YEARS ARE PAID IN FULL.

Tuition fees consist of two components. The first is the module costs, which are based on the specific modules for which a student registers. The second is the qualification programme levy.

Diploma, undergraduate and honours tuition fees are therefore payable at the tariff per module that the student has been enrolled for, plus a qualification programme cost.

Master’s and Doctoral qualifications, however, are payable at only the tariff per qualification that the student has been enrolled for.

If a student has to repeat modules, and by doing so exceeds the tuition fee period for the qualification, costs for all the relevant modules plus the annual qualification programme costs shall be levied.

A student may, in any year of study, take additional modules other than the required modules of the particular programme, on condition that:

• the relevant dean gives permission
• it is in accordance with the applicable faculty rules
• the relevant tuition fees are paid

The complete list of tuition fees for modules and qualifications is deemed to form part of this document under the doctrine of incorporation by reference and is available during registration. These tuition fees are an integral part of the Fees Payable & Financial Rules 2017.

2.2.4 Residence fees

Upon application for admission to a residence in 2017, an administration fee of R700 is payable for first-year students (see point 4 for general information on residences).

Senior students do not have to pay an application fee, but will be charged R380.00 if they do not take up their allocated bed by the end of the registration period.

Residence fees for 2017 are listed under point 4.3.

2.2.5 Reception and Introduction programme for first-year students

The Welcoming Programme is compulsory for all registered, full-time, first-year students and is hosted annually on the Vaal Triangle Campus of the North-West University. It is jointly-arranged by Student Affairs, Student Development and the Student Representative Council.

The cost for the programme is R1 730-00 for residence students and R650-00 for non-residents. This amount may be paid in cash at the cashiers, or alternatively charged against the student’s account. Arrangements in this regard may be made at Student Affairs in Building 25 G27. This amount includes meals for the duration of the programme, as well as a student bag, a pen, a pencil bag, residence T-shirt, a hat and a student diary.

2.2.6 International Students

Non-South African citizens (international students) pay an application fee of R550.

All international students must pay in advance the full amount for their proposed study and relevant costs before registration can be finalized.

International students are responsible for ensuring that the value of the foreign currency deposit is equal to the value of the required payment in South African currency. Bank costs for the transaction are for the account of the international student.

All enquiries by international students can be directed v-international@nwu.ac.za
2.2.7 Meal fees

At the Vaal Triangle Campus of the North-West University students are allowed to use Edu-Xtra cards for meals and book purchases. Students are also allowed to deposit cash into their student accounts which can be used for their meal pockets provided the account is in credit. Students with bursaries are credited monthly with food pockets onto their Edu-Xtra cards and they can use their cards for purchases. The Edu-Xtra meal allocation is based on the bursary sponsorship and should be clearly stated on the bursary letter.

The amount of meal and book pockets differs from bursary to bursary and is determined by the bursary or sponsorship. The Edu-Xtra card may be used on campus at the cafeteria, as well as at selected retail stores.

2.2.8 Traffic fines

A student who fails to pay traffic fines (imposed in terms of the University's official traffic regulations for parking transgressions on the University's premises) within the prescribed period, gives permission that his/her University account may be debited with such amounts. All enquiries regarding traffic fines may be directed to Protection Services at 016 910 3132.

2.2.9 Loss of or damage to Library material

It is the student's sole responsibility to return all loan material from the Library, in the same condition as when it was borrowed, to the Library promptly at the end of the loan period. The costs associated with the loss of or damage to loan material will be recovered from the student. Should a student fail to return the relevant material to the Library after being notified to do so, or fail to pay for its replacement or repair costs, as the case may be, the student gives permission that the relevant costs may be debited to his/her University account.

2.3 MAXIMUM TUITION FEE PERIOD

These tuition fee periods should not be confused with any of the Academic Rules.

2.3.1 Diplomas, Undergraduate and Honours degrees

The maximum tuition fee period is the period for which the fees payable are calculated for all undergraduate courses, postgraduate diplomas and Honours degrees. The study period of courses differs from qualification to qualification and the qualification programme cost per course is charged annually. When a student exceeds the maximum tuition fee period for a specific course, the annual qualification programme cost will be charged for every year exceeding the maximum tuition fee period, regardless of the modules registered for.

2.3.2 Master's and Doctoral degrees

Tuition fees for postgraduate studies are levied per qualification per year, with the exception of the MBA, for which fees are levied per registered module.

The maximum tuition fee periods, according to which tuition fees payable are calculated, is two years for a master's degree and three years for a doctoral degree. Permanent staff registered for master's or doctoral studies qualify to apply for staff discount for three and four academic years respectively, but only if the maximum tuition fee period of the particular qualification is not exceeded.

When Master's or Doctoral students do not adhere to the submission dates of their mini-dissertations, dissertations or theses, as stipulated in the General Academic Rules, the students run the risk that their examination results will be received late and will therefore not be updated on the graduation lists. The result may be registration for an additional academic year and the possible exceeding of the tuition fee period. The implication of exceeding the tuition fee period is that Master's and Doctoral students will have to pay registration, the full annual qualification programme cost, as well as the full tuition fees in each year exceeding the limit.
2.4 CONDITIONS OF PAYMENT

2.4.1 Payment Options

- Cash
- Bank guaranteed Cheque
- Postal order
- Credit card/debit card
- Direct deposits
- Electronic payment

Payments may be made directly to the cashier from 08:00-15:30 (Monday to Friday) in Building 24. Bank guaranteed cheques or postal orders must be made payable to the North-West University with the student's University number written on the back of the cheque or postal order.

Postal orders or cheques must be sent to:
The Head of Finance
North-West University (Vaal Triangle Campus)
P O Box 1174
VANDERBIJLPARK
1900

Cheques must be crossed and clearly marked “Not negotiable” or “Not transferable”. A direct bank deposit or electronic payment may be made to any of the North-West University's bank accounts. The pre-defined account named NWU STUDENT must be selected from the list of beneficiaries under ABSA's Account Payments, FNB's Public Recipients, Nedbank's Bank-approved Beneficiaries or Standard Bank's Companies. Only the eight-figure University number will be accepted as beneficiary reference. Should you still wish to send a payment advice, please fax it to 018 293 5210 or 016 910 3116 or e-mail it to PUK-bankdeposit@nwu.ac.za.

The relevant account numbers are:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account Number</th>
<th>Branch code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSA</td>
<td>40-7009-9350</td>
<td>632-005</td>
</tr>
<tr>
<td>FNB</td>
<td>6216-190-7335</td>
<td>240-438</td>
</tr>
<tr>
<td>Nedbank</td>
<td>1713-378-531</td>
<td>171-338</td>
</tr>
<tr>
<td>Standard Bank</td>
<td>33-038-446-5</td>
<td>052-838</td>
</tr>
</tbody>
</table>

Please note that direct and electronic payments are subject to a waiting period of four (4) official University business days.

RealPay debit order

There is also the option of settling a university account by debit order. The Authority and Mandate form (SFD006) for application to pay a university account by debit order is available at our offices, as pull-out form in the middle of this guide, or at [http://ow.ly/Tcrfy](http://ow.ly/Tcrfy). This debit order application form must be completed in full and delivered to the Collections department of the University within 14 calendar days of registration. Terms and conditions apply and costs are listed under clause 4. Please note that no minimum first payments (See 2.3.2) shall be made by means of RealPay debit orders.

This completed Authority and Mandate form will authorise the University to collect monthly instalments directly from participating banks (ABSA, ENB, Standard Bank, Nedbank, Capitec Bank, Mercantile Bank, Bank of Athens & Ubank) by means of the Non Authenticated Early Debit Orders (NAEDO) payment stream in order to settle the university account. Transactions are processed by the South African Bankers Services Company Limited (BANKSERV) and the University is a member of the Early Debit Order Payment System Stakeholder Forum (PSSF).

Enquiries regarding the Authority and Mandate form for debit orders can be made at the Collections Department of the University, which can be contacted telephonically at 018 299 2662/ 2663/ 2664 or 018 299 2665, per fax at 087 230 3704 or per email at puk-invorder@nwu.ac.za.
2.4.2 First Semester Registration

The following amounts are payable before or upon registration:

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<thead>
<tr>
<th></th>
<th>Residence student</th>
<th>Non-residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
<td>R1 610-00</td>
<td>R1 610-00</td>
</tr>
<tr>
<td>First payment of tuition fees</td>
<td>R6 980-00</td>
<td>R6 980-00</td>
</tr>
<tr>
<td>First payment of boarding fees</td>
<td>R6 300-00</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>R14 890-00</strong></td>
<td><strong>R8 590-00</strong></td>
</tr>
</tbody>
</table>

2.4.3 Second-semester registration

Undergraduate students, who only wish to register for second-semester modules, should register on or before 31 July. The full minimum first payment, as indicated above, is payable upon registration and the balance of the account for tuition, residence and other fees is payable in three (3) instalments, with a final payment settled in full on or before 31 October. If the required instalments are not adhered to, interest will be calculated on all instalments in arrears.

2.4.4 Postgraduate registration

Master’s and Doctoral degree re-registration, as well as new registrations, should take place before 31 March annually.

2.4.5 UNISA registration

Students who register at the North-West University for degree purposes, but who complete modules through UNISA, only pay registration fees. However, if any module(s) are registered for at the North-West University, the annual qualification programme cost and applicable module fee(s) are payable.

2.4.6 Postponement of payment of minimum first payment

If a student’s studies are financed by a bursary or loan, written proof of this must be submitted annually upon registration. The written proof should set out what the bursary or loan fees may be utilized for, as well as the time when the fees will be paid out.

If a student’s studies are financed by way of a loan, written proof thereof must be submitted to the Collections department during registration together with a completed Authority and Mandate form (SFD006) as described in clause 2.3.1. The Authority and Mandate form (SFD006) is available at http://ow.ly/Tcrfy.

These students

- **MUST** pay the University the minimum first payment from their loan within 14 calendar days of registration. **Failure to adhere to this condition will result in the immediate termination of registration**, and
- **MUST** adhere strictly to the payment of the University’s required monthly instalments in order to settle the account by 31 July, the same as all other students.
- **MUST** and in light of the above it is **COMPULSORY** to complete the Authority and Mandate form (SFD006) which **MUST** be handed in together with the written proof of the loan. **Failure to adhere to this condition will block a student’s registration process, as confirmation of an approved loan alone is no longer considered sufficient to settle a university account.**
2.4.7 Payment of University account

The University allows, that tuition and residence fees be paid in instalments once the minimum first payment has been received upon registration. The balances of the student account are strictly payable in monthly instalments. The monthly instalments are calculated by taking the balance due after registration, regardless of any pre-paid amounts, and dividing it by the months left until the end of July. These instalments are specified on the monthly statements and are payable within thirty (30) days following the date of account, with a final payment settled in full on or before 31 July. If the required instalments are not paid in time, interest will be added on all payments in arrears. The statement reflects transaction for a specific calendar month.

Senior students have to apply annually for each academic year for residence accommodation. Please note that the residence administration fee is non-refundable.

2.4.8 Early settlement discount on tuition and residence fees

Full settlement of the levied annual tuition and residence fees before 31 March, and not only settlement of the one or the other, will qualify for an early settlement discount of 2.5% on the tuition and residence fees. No discount is applicable to any other fees. This discount will be allowed only if the debt is paid in full and reflects in the University’s bank account by the last day of March. Discount will be calculated by the NWU, NOT by the student. Discount is only applicable to the current year and cannot be backdated for previous years.

Example of the discount:

Outstanding balance on 28 February: R30 000
Payment made in March: R30 000
Thus discount (2.5%) calculated on 31 March: R750
Credit of R750 reflects on the April statement.

Early settlement discount has to be applied for.

For any enquiries in this regard, you may contact Riana Prinsloo on 016 910 3155, or by e-mail at Riana.Prinsloo@nwu.ac.za.

2.4.9 Staff discount

Permanent staff of the North-West University and staff on fixed-term appointments with full benefits are entitled to a discount on tuition fees under the conditions contained in the University's Conditions of Employment.

Temporary staff and staff on fixed-term appointments without benefits are, however, excluded from this discount.

Registration fees and other additional fees do not qualify for staff discount and cannot be paid off in monthly installments.

Application forms are available at:

It is important to note that staff discount will only be granted once per module, and in the case where a module is repeated or the study period is exceeded, the student will be liable for the payment of the module or the payment of the additional levy.

Staff discount will be granted only for the current academic and financial year. Should an application not have been submitted for the preceding year, no staff discount will be granted retrospectively, e.g. no discount for 2015 will be granted in 2017.

Staff discount is not granted automatically and staff members needs to apply for it annually.
Enquiries with regard to staff discount on tuition fees may be directed to Student Administrative Systems at 018 299 4884, fax at 086 613 3368, or e-mail to 10095675@nwu.ac.za. Completed application forms may be sent via internal mail to Student Finance, Box 125, Building 24.

Permanent staff members of the North-West University and fixed-term appointments with full benefits are entitled to a discount with regard to tuition fees under the conditions as contained in the University's Conditions of Employment, clause 7.4. Temporary staff and fixed-term appointments without benefits are, however, excluded.

Staff discount is only applicable to qualifications as listed in official NWU calendars, is based on the applicable maximum tuition fee periods as defined in clauses 2.2.3.1 and 2.2.3.2, and is only allowed up to the end of the relevant tuition fee period and also only once per qualification levy and/or modules with no exception between full-time and part-time studies.

A change of study field for a master's degree or doctorate is regarded as a new qualification and a new class fee period starts. In the case of a change in the programme content of a master's degree or doctorate (e.g. a PhD in Accounting to a PhD in Business Accounting), the class fee period is not affected and is regarded as the same qualification. Upon continuation of a previously uncompleted qualification, the previous class fee period will resume from the period at which it had previously been terminated.

Registration fees and additional levies in the years where the maximum tuition fee periods are exceeded do not qualify for staff discount. Registration fees cannot be paid off in monthly instalments. Permanent staff registered for master's or doctoral studies qualify to apply for staff discount for three and four academic years respectively.

Staff members whose spouses and/or children study through other institutions but who will acquire a North-West University qualification upon completion of their studies, do qualify for staff discount subject to exactly the same staff discount rules as all other staff members.

Guidelines on application for staff discount on tuition fees as well as the application forms are available on the NWU Staff Intranet. All enquiries with regard to staff discount on tuition fees may be directed per e-mail to staff-discount@nwu.ac.za.

2.4.10 Responsibility for compliance with conditions of payment

It is the student's responsibility to ensure that the conditions of payment, as outlined, are met, regardless of whether he/she is financed by a bursary or loan. Should a student fall behind with payment of his/her account, regardless of whether he/she has made an arrangement with the University, the University will charge interest on overdue amounts at 4% above the prime lending rate of the University's official bankers. This interest rate is lower than the statutory interest rate as laid down by the National Credit Act regarding incidental credit agreements.

Student accounts are sent monthly either to the student or to his/her parents/guardian. No accounts are sent directly to bursary grantors.

Accounts may be obtained electronically on the University webpage by signing in at www.nwu.ac.za.
2.4.11 Failure to comply with conditions of payment

A student who is unable to meet these arrangements must make prior arrangements with the Collections Department for the payment of the prescribed fees, with the understanding that the final payment is payable by 31 July each year. Should the money not be paid on the predetermined dates or at the times as otherwise determined, the University may resort to one or more of the following measures:

- Deactivation of the student’s university card;
- refusal of admission to tuition;
- refusal of admission to the examinations;
- non-issue of academic record and certificate of conduct;
- non-issue of examination results;
- non-issue of diploma and degree certificates, to be held in safekeeping at the NWU;
- refusal of participation in the graduation ceremony;
- refusal of registration as student;
- exclusion from University residence; and
- handing over to the University lawyers or collection agencies for purposes of collecting the debt, in which event the student will be liable for interest and legal costs on an attorney and own client scale.

Should credit be granted, the University has the right to place information, with regard to the defaulting of payments of a University account, on record with the relevant credit bureau.

All money due to the University after the debt has been handed over for collection to the University’s lawyers can only be paid directly to the lawyers. The University will not receive any payments in respect of accounts already handed over to the lawyers. In cases where accounts have already been handed over, the debtor remains liable for all collection costs incurred. Contact Riana Prinsloo (016) 910 3155.

2.4.12 Credit amounts on a University account

If a credit balance occurs on a student’s account, application for refund may be made on the prescribed form at the student’s accounts section. Refunds are directly transferred: no credit will be refunded in cash.

Credit balances on student accounts will only be paid out against acceptable proof of the student’s identity (ID) and proof of bank details. Payments to third parties can only be made on written authority of the student and/or against satisfactory written proof of the student’s sponsorship or bursary. The above procedure is necessitated by relevant legislation and internal controls.

Where a credit balance arises because of bursary or loan payments from outside the University, these credit amounts shall only be paid out on provision of the necessary bursary or loan agreement written consent from the bursar or financial institution. No refunds for NSFAS, SETA’s or Fundi (Eduloan). All credit claims should be accompanied by the copy of ID and the copy of bank account statement.

A standard levy of R15 will be charged to the student’s account for each refund requested. Official application forms for credit refunds are available at Student Account Enquiries, building 24. The forms should be correctly and accurately completed and also approved by the student him- /herself. The North-West University will not be held liable for incorrect information supplied on the refund form.

Please take note of the cut-off times for requesting refunds, as well as waiting periods before actual payments are made into your bank account.
3 CANCELLATION OR CHANGING OF STUDIES

3.1 PROCESS UPON CANCELLATION OF STUDIES

Notice of cancellation of studies and/or single course modules should be given on the official cancellation form. This form is available from Academic Administration in Building 24.

Any notice of cancellation by letter should be directed to the Director: Academic Administration by registered mail. The Director: Academic Administration will notify Financial Administration accordingly. If notice of cancellation is submitted personally to Academic Administration, then the date of successful receipt of the official cancellation form serves as the date of cancellation. If notice of cancellation is sent via registered post, then the date of successful receipt of the postal letter serves as cancellation date. Students are advised to keep record of the cancellation forms.

3.2 FEES PAYABLE UPON CANCELLATION OR TERMINATION OF STUDIES

3.2.1 Dates for final cancellations (first semester):

Undergraduate and Honours students: 17 February 2017
Masters and Doctoral students: 31 March 2017

Should an undergraduate or Honours student cancel his/her studies before or on the above-mentioned dates, only the registration fees, as set out above, are payable.

Should an undergraduate or Honours student cancel his/her studies after the above-mentioned dates, the full tuition fees for the first semester are payable.

Should a Masters and Doctoral student cancel his/her studies before 31 March, only the registration fees are payable. Should a postgraduate student cancel his/her studies after 31 March, but before 31 July, the full registration fees and 50% of the tuition fees are payable. With cancellation after 31 July, the full year’s tuition fees are payable.

3.2.2 Second-semester cancellations

Dates for final cancellations (second semester):

Undergraduate and Honours students: 28 July 2017
Masters and Doctoral students: 28 July 2017

Should an undergraduate or Honours student cancel his/her studies for the second semester before 31 July, only the first semester tuition fees and 50% of the qualification programme costs are payable.

Should a Masters and Doctoral student cancel his/her studies after 31 July, the full tuition fees for the academic year are payable.

Should a student cancel his/her studies, all bursaries and/or loans are immediately refundable to the grantor.

Should a student, due to academic reasons, not be allowed to continue with a second-semester module, it is the student’s responsibility to complete the necessary cancellation form (see point 3.1). The ONLY official document is available from Academic Administration in Building 24 and should also be handed in there. The students are advised to keep copies of the cancellation form.

NO automatic cancellations based on academic results will take place.
3.3 CONTINUED LIABILITY UPON EXPULSION

In all cases of transgressions and subsequent disciplinary steps they might entail, in terms of the provisions of the University Statute and the Students’ Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the refunding, reduction or waiver of money that has been paid or is payable to the University. All bursaries and/or loans are immediately refundable to the grantor.

3.4 FEES PAYABLE ON AMENDMENT TO MODULES

Should a student make amendments to any module(s) at a time outside the scheduled amendment period determined annually by Academic Administration, no credit will be given for the cancelled module(s).

3.5 AGREED SUSPENSION OF POSTGRADUATE STUDIES

When postgraduate studies are suspended for whatever reason, the student will remain liable for all study costs (registration, tuition and any other fees) for the period of the suspension. Should a student be re-admitted by the Faculty, no additional fees will be charged.

3.6 DEATH OF A REGISTERED STUDENT

In terms of the University’s policy, all fees that were already paid at the date of the death of the student will be refunded to the estate of the deceased student.

Academic Administration and Student accounts must be supplied with a certified copy of the death certificate of the deceased student, in order for the process of closing the account to be started.

4 RESIDENCES

Comprehensive information on residences is contained in the Rules for Residences and is available from the residence manager of the residence concerned. Contact details of residence administration:

Manager: Residences
Mrs Betsie Boshoff
(016) 910 3050

Residence Admin
Mrs Karin Venter
Building 14K,
(016) 910 3308

4.1 APPLICATION FOR ADMISSION TO A RESIDENCE

A student’s application for admission to a residence in 2017 must be accompanied by a deposit of R700 for first-year students. The residence admin fee is non-refundable.

For this purpose a direct bank deposit or electronic payment can be made into the North-West University’s bank account:

- ABSA
- Account name: “NWU Diverse”
- Branch code: 632005
- Account number: 670-642-313
The reference used is of vital importance. Please use the letter A together with the prospective student’s ID-number as the reference for our bank account (e.g. A8801250012085).

In the event that a student number was assigned to a student, a direct deposit or electronic funds transfer (EFT) can be made into one of the following bank accounts, with the **student number** as reference:

- **ABSA**
  - Account number: 40-7009-9350
  - Branch code: 632005

- **FNB**
  - Account number: 6216-190-7335
  - Branch code: 240-438

- **Nedbank**
  - Account number: 1713-378-531
  - Branch code: 171-338

- **Standard Bank**
  - Account number: 33-038-446-5
  - Branch code: 052-838

Please allow 4 (four) official university days for the processing of the direct or electronic payments.

On acceptance of an application for residence accommodation at the University, a contractual agreement is established between the student and the University. The applicant binds him-/herself to reside in the residence for a full academic year. The application fee is then shown as a residence deposit on the student’s statement.

Should a student leave the residence during the first semester, he/she will remain responsible for the full year’s boarding fee. (Refer to point 4.2 regarding residence cancellations.)

### 4.2 CANCELLATION OF RESIDENCE

#### 4.2.1 Residence admin fee to new students

A student who wishes to stay at the residence has to apply for a place in the particular residence. The residence administration fee is compulsory for all students applying for university accommodation.

**The residence administration fee is non-refundable.**

A student leaving a residence forfeits the residence administration fee.

#### 4.2.2 Refunding of residence fees

Residence fees are levied for a whole year. No reimbursements will be made upon cancellation of residence; accommodation, irrespective of the date of cancellation.

A student will be credited only if he/she recruits another student (not already occupying a room in another residence) to replace him/her, provided that the residence management accepts the particular student. The particular student’s residence fees will then be determined by means of a sliding scale or pro rata.

Senior students who complete their studies at the end of the first semester have to pay for the full year.

Should a first-year student cancel his/her studies before the end of February owing to adjustment problems, he/she will pay only for the first semester. If cancellation takes place after February, the fee for the full year will apply. In this instance a credit on the student’s account may be considered if he/she recruits another student (not already occupying a room in another residence) to take his/her place, and the residence management approves of the replacement.
4.3 RESIDENCE FEES: 2017

<table>
<thead>
<tr>
<th>Residences</th>
<th>Per annum (Single rooms)</th>
<th>Per annum, (Sharing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faranani Residence</td>
<td>R20 680</td>
<td>R20 180</td>
</tr>
<tr>
<td>Jasmyn Women's Residence</td>
<td>R18 965</td>
<td></td>
</tr>
<tr>
<td>Thuthuka, including limited electricity usage</td>
<td>R24 685</td>
<td></td>
</tr>
<tr>
<td>Vergelegen Men's Residence</td>
<td>R18 965</td>
<td>R18 465</td>
</tr>
<tr>
<td>Longfellow Residence</td>
<td>R24 555</td>
<td></td>
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<tr>
<td>Bohlale Residence</td>
<td>R25 055</td>
<td>R24 555</td>
</tr>
<tr>
<td>Khumba Residence</td>
<td>R26 380</td>
<td>R25 880</td>
</tr>
<tr>
<td>Horizon Residence</td>
<td>R24 685</td>
<td></td>
</tr>
<tr>
<td>Ebukhosini Residence</td>
<td>R23 475</td>
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</table>

A limited amount of electrical units are included in the annual residence fees. The electrical units, however, are limited to a specific monthly amount and when depleted, the student must purchase the additional electrical units themselves. The total amount of units will be communicated to students during intake. No unlimited electrical unit usage will be distributed.

During the periods outside the academic programme, the students will be liable for a payment of R100-00 per day for their stay in the university accommodation after approval for such stay has been obtained, and this cost will not include electrical units. The students are advised to purchase the additional electrical units themselves.

Only electrical appliances as prescribed will be allowed in the residence units or - rooms.

5 UNIVERSITY CARD

5.1 ACCESS FUNCTION

The University Card allows a student access to all buildings to which a student has the right of access.

5.2 CONDITIONS OF USE OF THE UNIVERSITY CARD

A student accepts full responsibility for the use if the official university card

Should the university card be lost, the student undertakes to report the loss immediately to the Department of Protection Services so that the card can be deactivated. Mr Kobus Potgieter will render assistance with deactivation and can be contacted at 016 910 3132.

A student remains responsible for the university card until it has been deactivated according to University procedures.
# 6 OTHER FEES

The following is a list of additional fees that may be levied to a student’s University account, if applicable.

<table>
<thead>
<tr>
<th>1</th>
<th>Application fees</th>
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</thead>
<tbody>
<tr>
<td>New RSA students</td>
<td>R150</td>
</tr>
<tr>
<td>New international students</td>
<td>R550</td>
</tr>
<tr>
<td>B-status fee (should application for study status be made)</td>
<td>R600</td>
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<tr>
<td>Selection fees – Social work and Admission test</td>
<td>R500</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>2</th>
<th>Registration fees</th>
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<tbody>
<tr>
<td>Registration fee</td>
<td>R1 490</td>
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<tr>
<td>Fee for late registration</td>
<td>R500</td>
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<tr>
<th>3 Academic administration</th>
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<tbody>
<tr>
<td>Recognition of prior learning (fees will be levied on an ad hoc basis)</td>
</tr>
<tr>
<td>Exemption fee per application for modules completed at other institutions</td>
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<tr>
<td>Academic record compiled from old files</td>
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<tr>
<td>Academic record compiled from old files, together with syllabi</td>
</tr>
<tr>
<td>Application for or renewal of provisional matriculation exemption (MB fees)</td>
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<tr>
<td>Application for or renewal of provisional matriculation exemption on the basis of age (MB fees)</td>
</tr>
<tr>
<td>Application for or renewal of provisional matriculation exemption at the discretion of the Senate (MB fees)</td>
</tr>
<tr>
<td>Adjustment of provisional matriculation exemption certificate (MB fees)</td>
</tr>
<tr>
<td>Late notice of module amendments (per transaction)</td>
</tr>
<tr>
<td>Second and third examination opportunity (per module)</td>
</tr>
<tr>
<td>Re-issue of doctoral degree certificate.</td>
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<tr>
<td>Awarding of a degree or diploma in absentia</td>
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<tr>
<td>Replacement of degree or diploma certificate</td>
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<tr>
<td>Academic record</td>
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<tr>
<td>Registered mail of academic record</td>
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<th>4 Financial administration</th>
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<tbody>
<tr>
<td>Unpaid/dishonoured cheques</td>
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<tr>
<td>Duplicate account or receipt</td>
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<tr>
<td>Request for refund</td>
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<tr>
<th>5 Courier costs</th>
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<tr>
<td>Local and abroad</td>
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<tr>
<th>6 Protection services</th>
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<tbody>
<tr>
<td>Replacement of University Card</td>
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<tr>
<td>Vehicle Disc</td>
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<tr>
<th>7 Statistical Consultation Services (SCS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical planning, interpretation of results, editing of dissertations/theses</td>
</tr>
<tr>
<td>Data processing, programming, graphics</td>
</tr>
<tr>
<td>Help with publications</td>
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<tr>
<td>Help with publications with SCS staff member as co-author</td>
</tr>
<tr>
<td>Help with dissertations/theses with SCS staff member as assistant supervisor/promoter</td>
</tr>
<tr>
<td>Capturing of data (with verification)</td>
</tr>
<tr>
<td>Printing</td>
</tr>
</tbody>
</table>
8 IT

The following services are available on campus:
- general national and international internet capacity
- unlimited access to the Wi-Fi network on campus (where available)
- a range of academic software, including e-learning facilities, as required by the various academic programmes offered by the NWU:
- a reasonable amount of disk space
- attractive discounts on laptops and software for students (i.e. Microsoft software and laptops through the national Student Laptop Initiative available at www.nwu.ac.za/laptops)
- basic support services to enable optimal use of IT services by students

Printing tariff per page for students who use the computer facilities of the University: 0.40c

9 Primary Healthcare Centre

** The University reserves the right in its sole discretion to levy a basic administration fee from students. Levies are payable at the Cashier in the Administration Building (Building 24)

Access to basic medical health. Available from 8:00 to 16:00 (Mondays to Fridays). 40.00

7 FINANCIAL SUPPORT

7.1 GENERAL

The bursaries, bursary loans and loans that are awarded and administered by the University are utilized in the first place to redeem tuition, residence and meal fees.

The University reserves the right to add, withdraw or amend awards without prior notice. Direct costs, as determined by the University from time to time, are payable on the signing of the relevant documentation.

Any further enquiries may be directed to:

Financial Support Services
North-West University
P O Box 1174
VANDERBIJLPARK
1900

Or contact us:
Tumi Mokoena 016 910 3134
Granny Masombuka 016 910 3056
Monica Mampone 016 910 3157
7.2 NORTH-WEST UNIVERSITY BURSARIES (UNDERGRADUATE)

7.2.1 ACADEMIC BURSARIES

The following bursaries are available:
• Academic merit bursaries for first-time recipients; and
• Senior academic merit bursaries.

Academic merit bursaries are awarded automatically to full-time students who qualify therefor. Part-time students must apply annually for the bursaries.

7.2.2 LEADERSHIP BURSARIES AND ARTS AND CULTURE BURSARIES

The following bursaries are available and must be applied for:
• Bursaries for leaders of school student councils; and
• A variety of arts and culture bursaries.

7.2.3 SUPPORT BURSARIES

The following bursaries are available and must be applied for:
• Bursary for disabled students;
• Family bursary; and
• Orphan bursary.

7.2.4 SPORT BURSARIES

Various sport bursaries are available and are awarded on the basis of performance. Please contact our Sport offices 016 910 3196 for more information.

7.3 NORTH-WEST UNIVERSITY BURSARIES (POSTGRADUATE)

The following bursaries are available and must be applied for:
• Academic Merit Bursaries
• Honours Bursaries
• Masters Bursaries
• Doctoral Bursaries

7.4 NSFAS BURSARY LOAN SCHEME

The objective of the NSFAS bursary-loan scheme is to offer financial support to students with academic potential who are financially in need. The scheme is available to all full-time undergraduate and postgraduate students and who meet a series of requirements. Application forms are available at http://www.nwu.ac.za/loans-undergraduate-studies.

The online applications will be handled by NSFAS themselves.

Online applications will be available on the NSFAS web page (www.nsfas.org.za) from 1 August 2016 until 27 November 2016. Contact NSFAS at 0860 067 327 or email to info@nsfas@org.za

No hardcopies or late applications will be accepted.

Closing dates for NSFAS application bursary-loan scheme
• Prospective students 01-30 September 2017
• Senior students 31 August 2017
• Postgraduate students 31 August 2017

Enquiries regarding the bursaries may be directed to Financial Support Services at 016 910 3134 or 016 910 3157 or 016 910 3166 or 016 910 3056
7.5 FUNZA LUSHAKA BURSARY PROGRAMME

The aim of the Funza Lushaka education bursary is to offer financial support to students with academic potential who are committed to becoming teachers. After qualifying, the student must enter the service of the Department of Education in a departmental post at a provincial school for each year that the bursary was awarded.

The closing date for Funza Lushaka bursary applications for prospective students is 31 January 2017 and for senior students, 30 November 2016.

7.6 BURSARIES FROM INSTITUTIONS OUTSIDE THE UNIVERSITY

If a student's studies are financed by way of a bursary from an institution outside the University, written proof thereof must be submitted annually during registration to the Financial Aid department. The written proof must set out what the bursary fees should be utilized for, as well as the time when payment thereof will be made.

7.7 CREDIT BALANCES

If a credit balance emerges owing to a bursary and/or loan (excluding NSFAS), it may be utilized inter alia for the following:

- to settle a book or approved-equipment account;
- to act in accordance with bursary requirements stipulated by the grantor of the bursary;
- to be carried over to the following year as minimum fees payable; and/or
- to have the credit balance paid out, subject to certain conditions as well as at the discretion of the Head: Finance.

If a credit balance emerges owing to NSFAS fees, it may be utilized as follows:

- to redeem tuition fees;
- to redeem any accommodation (subject to conditions);
- to settle a book or approved-equipment account; and/or
- to return the full amount to NSFAS on or before 31 December.

Should a credit balance emerge on a University account, application may be made on the prescribed form for a refund of the credit amount direct transfer: no credit will be paid out in cash.

A standard levy of R15 will be charged to the student's account for every pay-out requested.

Official application forms for credit refunds are available at Student Account Enquiries in building 24 and should be properly completed and approved for the refund of credit.

7.8 FUNDI (EDULOAN)

Fundi finances University studies under certain conditions at a very reasonable rate and very reasonable repayment terms.

Enquiries with regard to the loans may be directed to Fundi at: Building 19

Telephone: 086 055 5544 or 016 910 3133
Fax: 016 910 3116

7.9 DISCLOSURE OF INFORMATION TO THIRD PARTIES

The student gives permission that his/her financial information at the request of third parties may be provided to third parties by the University. Third parties may include the student's parent (in that the parent proofing to be the student's parent), bursary and financial institutions. The third party must provide evidence to the university of their interest in the above information, after which the university will assess whether the third party (ies) are entitled to the information. The student understands that he hereby waives certain of his/her rights as contained in the Protection of Personal Information Act, 4 of 2013.