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Betaalbare Gelde & Finansiële Reëls 2012 / Fees Payable & Financial Rules 2012

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1 ALGEMENE BEPALINGS

1.1 WYSIGING VAN UNIVERSITEITSGELDE

Die Raad van die Noordwes-Universiteit behou die reg voor om sonder kennisgewing die vasgestelde klas-, losies- en ander gelde, asook die wyse waarop betaling moet geskied, te wysig.

1.2 UNIVERSITEITSNOMMER

Elke student wat tot die Noordwes-Universiteit toegelaat word, ontvang ŉ universiteitsnommer. Hierdie 8-syfer universiteitsnommer moet op **alle** korrespondensie verskyn wat aan die Universiteit gerig word. Dit is ook die enigste verwysing wat gebruik moet word by direkte bank- of elektroniese inbetalings van klas- en losies- of ander gelde in die Universiteit se bankrekening.

1.3 FINANSIËLE AANSPREEKLIKHEID

Alle studente moet jaarliks registreer soos in die Algemene Akademiese Reëls, die Statuut van die Noordwes-Universiteit, en die toepaslike bepalings van die Wet op Hoër Onderwys voorgeskryf word.

ŉ Student wat geregistreer is, is aanspreeklik vir die volle jaar se klas-, losies- en ander gelde.

U word daarop gewys dat die kontrak, wat deel vorm van die aansoek om toelating tot die Noordwes-Universiteit en deur die student en/of borg/medeskuldenaar onderteken is, die student onder meer verbind tot betaling van die volle klas-, losies- en ander gelde wat die Universiteit vir ŉ bepaalde jaar van registrasie vasstel. Verder word die student se aanspreeklikheid vir die betaling van gelde nie geraak of verminder deur die student en/of sy/haar borg/medeskuldenaar se onkunde ten opsigte van die reëls en regulasies van die Noordwes-Universiteit nie, of deur die ongeldigheid van sy/haar inskrywing ooreenkomstig die reëls en regulasies nie.

Deur ondertekening en indiening van die registrasievorm word die bepalings van hierdie reglement deur verwysing by die kontrak tussen die Universiteit en die student geïnkorporeer, en aanvaar die student verantwoordelikheid vir die betaling van alle voorgeskrewe gelde (of ŉ rekening ontvang word al dan nie) wat die Raad van tyd tot tyd vasstel.

Enige bedrag wat aan die Universiteit van tyd tot tyd deur die student verskuldig en betaalbaar is, ooreenkomstig die Universiteit se finansiële reglement soos gepubliseer in die brosjure getiteld "Betaalbare Gelde en Finansiële Reëls", sal vasgestel en bewys word deur middel van ŉ saldosertifikaat. So ŉ sertifikaat sal bindend wees tot die student en sal dien as *prima facie*-bewys van die aanspreeklikheid van die student en die omvang en verskuldigheid van sodanige bedrag, deur die student aan die Universiteit. Hierdie sertifikaat sal ook dien as *prima facie*-bewys van die student se aanspreeklikheid, verskuldigheid en omvang van die bedrag aan die Universiteit vir doeleindes van die verkryging van summiere vonnis.

ŉ Student sal nie toegelaat word om te registreer alvorens die vorige jaar of jare se finansiële verpligtinge teenoor die Universiteit nagekom is nie. Indien ŉ student en/of sy/haar borg/medeskuldenaar onder skuldberading geplaas is, mag geen krediet aan die student toegestaan word nie tot tyd en wyl die skuldberader bevestig dat alle skulde ooreenkomstig die hofbevel wel vereffen is. Die Noordwes-Universiteit pas in hierdie gevalle die voorskrifte van die Nasionale Kredietwet streng toe.

Finansiële steun is in bepaalde gevalle beskikbaar ingevolge die regulasies van die Noordwes-Universiteit (sien punt 8).

1.4 DIE VERANTWOORDELIKHEDE VAN ’N STUDENT

Die verantwoordelikheid vir betaling van die klas- en losiesgelde berus by die student. Indien die student se Universiteitstudie deur ’n beurs of lening gefinansier word, moet die rekening onverwyld aan die beurs- of leninggewer vir betaling voorgelê word. Dit bly die student se verantwoordelikheid om toe te sien dat die beurs- of leninggewer die nodige betalings aan die Universiteit maak.

Die Noordwes-Universiteit aanvaar **GEEN** verantwoordelikheid vir **foutiewe adresse** as gevolg van rekeningstate wat versend is en verlore raak nie. Die verantwoordelikheid berus by die student om navraag te doen indien hy/sy nie rekeninge ontvang nie. Adresveranderinge moet op die amptelike vorm vir adresveranderinge aangeteken word. Die vorm is by Akademiese Administrasie in Gebou 24 op die kampus beskikbaar.

Die feit dat ’n rekeningstaat nie ontvang is nie, word nie as verskoning aanvaar vir versuim om Universiteitsgelde te betaal nie.

1.5 AMPTELIKE ADRESSE

Rig korrespondensie aan die Universiteit vir die volgende persone se aandag:

Akademiese en studieaangeleenthede:
Die Direkteur: Akademiese Administrasie
Noordwes-Universiteit (Vaaldriehoekkampus)
Posbus 1174
VANDERBIJLPARK
1900
Faks: 016 910 3106

Finansiële aangeleenthede:
Die Hoof: Finansies
Noordwes-Universiteit (Vaaldriehoekkampus)
Posbus 1174
VANDERBIJLPARK
1900
Faks: 016 910 3116

Beurse en leningsaangeleenthede:
Finansiële Steundienste
Noordwes-Universiteit (Vaaldriehoekkampus)
Posbus 1174
VANDERBIJLPARK
1900
Faks: 016 910 3116

1.6 VRYWARING

Hierdie dokument is die enigste en amptelike gids van die Noordwes-Universiteit vir betaalbare gelde. Alhoewel verskeie prospektusse (waarin betaalbare bedrae aangedui word) in die voorafgaande jaar uitgereik word, word die bedrae wat in hierdie gids genoem word vir die samestelling van studenterekenings aangewend.

Alle gelde wat in hierdie gids verskyn word jaarliks aangepas. Hoewel die inligting wat in hierdie gids verskyn so noukeurig moontlik gekontroleer is, aanvaar die Raad en Senaat geen aanspreeklikheid vir foutiewe inligting wat hierin mag voorkom nie.

1.7 WEBADRES

Hierdie gids is ook op die web beskikbaar by: www.nwu.ac.za.

2 BETAALBARE GELDE

2.1 NAVRAE

Navrae in verband met studenterekeninge kan gerig word aan die personeel by Studenterekeninge in die administratiewe gebou (Gebou 24):

Kassiere:

Ria Erasmus	016 910 3151	ria.erasmus@nwu.ac.za

Studenterekeninge:

Lindie Malape	016 910 3234	lindie.malape@nwu.ac.za
Sunelia Rietkerk	016 910 3156	sunelia.rietkerk@nwu.ac.za

Invorderingsafdeling:

Riana Prinsloo	016 910 3155	riana.prinsloo@nwu.ac.za

Beurse en lenings:

Tumi Mokoena	016 910 3134	tumi.mokoena@nwu.ac.za
Ruth Kgabung	016 910 3157	ruth.kgabung@nwu.ac.za

Skakelbord:	016 910 3111
Faks:	016 910 3116

2.2 BEDRAE BETAALBAAR

2.2.1 Aansoekfooi

Nuwe studente moet aansoek doen om tot die Noordwes-Universiteit toegelaat te word, en ’n bedrag van R150 moet die aansoek vergesel. Nie-Suid-Afrikaanse burgers (buitelandse studente) betaal ’n aansoekfooi van R350.

SLEGS vir dié doel kan u ’n direkte bankdeposito of elektroniese inbetaling maak in die Noordwes-Universiteit se bankrekening by Absa. Die rekeningnaam is **NWU DIVERSE**, die rekeningnommer is 670 642 313 en die takkode is 632005. **Die belangrikste is egter u verwysing: Gebruik asseblief die letter “A” tesame met die voornemende student se ID-nommer as verwysing vir ons bankrekening (bv. A8801250012085).**

Die bedrag is nie terugbetaalbaar nie en verskyn nie op die student se rekening nie, aangesien die gelde direk deur die Universiteit aan Akademiese Administrasie oorbetaal word.

2.2.2 Registrasiefooi

Alle studente moet die registrasiefooi van R1100 betaal. Die bedrag is nie terugbetaalbaar nie, kwalifiseer nie vir personeelafslag nie, en kan ook nie maandeliks afbetaal word nie.

Alle buitelandse studente moet die registrasiefooi van R1100 betaal, asook alle semestergelde wat vooruitbetaalbaar is, anders kan registrasie nie afgehandel word nie.

Buitelandse studente moet seker maak dat die waarde van die buitelandse deposito gelyk is aan die waarde van die vereiste betaling in Suid-Afrikaanse valuta. Die bankkoste van die transaksie is vir die rekening van die buitelandse student.

Registrasie ná amptelike sperdatums, soos gekommunikeer, is onderhewig aan ’n laatregistrasie-boete, soos gelys onder punt 7.

2.2.3 Klasgeld

GEEN STUDENT SAL TOEGELAAT WORD OM TE REGISTREER VIR 2012 TENSY ALLE UITSTAANDE FOOIE TEN VOLLE VEREFFEN IS NIE.

Klasgelde bestaan uit twee komponente. Die eerste is die **modulekoste**, en dit word bepaal deur die spesifieke modules waarvoor ’n student registreer. Die tweede komponent is die **kwalifikasie-programkoste**. Die heffing is ’n aanpassing wat die Universiteit maak aan die totale koste vir die spesifieke graad om sodoende die waarde van die kwalifikasieprogram korrek te reflekteer; beide wat betref die kwalifikasieprogram se markwaarde en die aansprake op die Universiteit se infrastruktuur deur die spesifieke kwalifikasieprogram.

Voorgraadse en honneursgraad-klasgeld is dus betaalbaar teen ’n **tarief per module** waarvoor ’n student ingeskryf is, plus die **kwalifikasieprogramkoste**.

Meesters- en doktorsgraadkwalifikasies is egter betaalbaar teen slegs ’n **tarief per kwalifikasie** waarvoor die student ingeskryf is, want die kwalifikasieprogramkoste is reeds ingesluit by die tarief per kwalifikasie.

Indien ’n student modules herhaal en gevolglik die studietydperk vir die kwalifikasie oorskry, sal die betrokke module(s) plus die jaarlikse kwalifikasieprogramkoste gehef word.

’n Student kan in enige studiejaar, afgesien van die vereiste modules van die betrokke program, bykomende modules neem teen betaling van normale klasgelde en met die toestemming van die dekaan, ooreenkomstig die toepaslike fakulteitsreëls.

2.2.4 Losiesgeld

By aansoek om toelating tot ’n koshuis in 2012 is ’n aansoekfooi van R700 betaalbaar vir eerstejaarstudente en R380 vir seniorstudente. (Sien punt 4 vir algemene inligting oor koshuise.)
Losiesgeld vir 2012 word onder punt 6 gelys.

2.2.5 Ontvangs- en bekendstellingsprogram vir eerstejaarstudente

Hierdie verwelkomingsprogram is verpligtend vir alle geregistreerde, voltydse eerstejaarstudente en word jaarliks op die Vaaldriehoekkampus van die Noordwes-Universiteit aangebied. Dit word gesamentlik deur die Studentesake, Studente-ontwikkeling en die Studenteraad gereël.

Die koste vir die program beloop R900. Hierdie fooi sal etes gedurende die program, sowel as ’n studentesak, pen, pennesakkie, koshuis T-hemp, hoed en studentedagboek insluit. Die bedrag kan in kontant by die kassiere betaal word of alternatiewelik teen die studenterekening gehef word. Reëlings in hierdie verband kan by Studentesake in Gebou 25 gemaak word.

Ander gelde waarvoor studente gehef kan word, word onder punt 7 gelys.

2.2.6 Internetgeld

Die Universiteit behou die reg voor om met die nodige kennisgewing die huidige gebruik van die internet en ander dienste van ’n kredietstelsel na ’n suiwer kontantstelsel te wysig. Internetfooie word onder punt 7 gelys.

2.2.7 Etegeld

Etes word streng op kontantbasis by die Universiteit hanteer. Dit beteken dus dat u slegs die krediet wat beskikbaar is op u Eduxtra-kaart kan gebruik. Die kaart kan op kampus by die kafeteria, sowel as by Pick ’n Pay gebruik word. Die Noordwes-Universiteit stel ’n bedrag van R600 per maand voor. U kan egter self u bedrag bepaal.

Ander gelde waarvoor studente verantwoordelik is, word onder punt 7 gelys.

2.2.8 Maksimum klasgeldtydperke

2.2.8.1 Voorgraadse en honneursgrade

Die maksimum klasgeldtydperk is die tydperk waarop die betaalbare gelde vir alle voorgraadse kursusse, nagraadse diplomas en honneursgrade bereken word. Kursusse se studietydperke verskil van kwalifikasie tot kwalifikasie en daar word jaarliks ’n kwalifikasieprogramkoste per kursus gehef. Indien ’n student die maksimum klasgeldtydperk van ’n spesifieke kursus oorskry, sal daar wel in die oorskrydingsjare ook ’n volle kwalifikasieprogramkoste gehef word, ongeag die aantal modules waarvoor geregistreer word in die oorskrydingsjare.

Hierdie maksimum klasgeldtydperke moet nie met enige van die Akademiese Reëls verwar word nie.

2.2.8.2 Meesters- en doktorsgrade

Klasgeld vir meesters- en doktorsgraadkwalifikasies word per kwalifikasie per jaar gehef, met die uitsondering van MBA, wat per geregistreerde module gehef word.

Die maksimum klasgeldtydperke waarop die betaalbare gelde bereken word, is 2 jaar vir meestersgrade en 3 jaar vir doktorsgrade, volgens die nuwe model wat in 2011 in werking getree het.

Weereens, hierdie maksimum klasgeldtydperke moet nie met enige van die Akademiese Reëls verwar word nie.

Indien ’n meesters- of doktorsgraadstudent nie hou by die inhandigingsdatum vir hul skripsie, verhandeling of proefskrif ingevolge die Algemene Akademiese Reëls nie, loop die student die risiko dat die uitslag laat ontvang kan word en dan nie op die graduandilys bygewerk sal word nie. Die gevolg hiervan is registrasie vir nog ’n akademiese jaar en moontlik die oorskryding van die klasgeldtydperk. Die implikasie van die oorskryding van die klasgeldtydperk is dat ’n meesters- en doktorsgraadstudent in elke oorskrydingsjaar weer registrasie, die volle kwalifikasieprogramkoste, asook die volle klasgelde sal moet betaal.

Alle pyplynmeesters- en -doktorsgraadstudente van wie klasgeld op die vorige model gehef is, sal op die vorige model bly tot na die voltooiing van hul ingeskrewe meesters- en doktorsgraadstudies. Indien dié pyplynstudente hul onderskeie klasgeldtydperke van 3 jaar vir meestersgrade en 4 jaar vir doktorsgrade oorskry, sal klasgeld in elk van hul oorskrydingsjare volgens die nuwe model gehef word.

2.2.9 Verkeersboetes

ŉ Student wat versuim om boetes binne die voorgeskrewe tydperk te betaal (ingevolge die Universiteit se amptelike verkeersreglement ten opsigte van parkeeroortredings op die Universiteitsterrein), verleen toestemming dat sy/haar Universiteitsrekening met die betrokke bedrag gedebiteer mag word. Navrae in verband met verkeersboetes kan gerig word aan Beskermingsdienste by 016 910 3132.

2.2.10 Verlies of beskadiging van biblioteekmateriaal

Studente dra die uitsluitlike verantwoordelikheid om alle uitleenmateriaal van die Biblioteek stiptelik teen die verstryking van die uitleenperiode aan die Biblioteek terug te besorg, in dieselfde toestand as toe die materiaal geleen is. Die verlies van of skade aan uitleenmateriaal word van die student verhaal. Indien ŉ student versuim om ná kennisgewing deur die Biblioteek die betrokke materiaal terug te besorg, of om die vervangings- of herstelkoste daarvan te betaal, verleen die student toestemming dat die toepaslike koste teen sy/haar Universiteitsrekening gedebiteer mag word.

2.3 BETAALVOORWAARDES

2.3.1 Betaalopsies

- Kontant
- Tjek
- Posorder/poswissel
- Kredietkaart/debietkaart
- Direkte deposito's
- Elektroniese oorplasing

Betalings kan direk by die kassier gemaak word van 08:00 tot 15:30 (Maandag tot Vrydag). Tjeks of posorders moet aan die **Noordwes-Universiteit** uitgemaak word, met die **student se Universiteitsnommer** agterop die tjek of posorder.

Stuur tjeks of posorders aan:
Die Hoof: Finansies
Noordwes-Universiteit (Vaaldriehoekkampus)
Posbus 1174
VANDERBIJLPARK
1900

Tjeks moet gekruis word en duidelik gemerk word as **"Nie verhandelbaar nie"** of **"Nie oordraagbaar nie"**.

ŉ Direkte bankdeposito of elektroniese inbetaling kan in enigeen van die Noordwes-Universiteit se bankrekenings by Absa Bank, Eerste Nasionale Bank, Nedbank of Standard Bank gemaak word. By Absa se Rekeningbetalings, ENB se Public Recipients, Nedbank se Bank-approved benificiaries of Standard Bank se Companies moet die rekeningnaam **NWU STUDENT** uit u bank se lys van begunstigdes gekies word. Slegs die 8-syfer universiteitsnommer sal as verwysing aanvaar word. Indien u verkies om ŉ betalingsbewys te stuur, kan u dit na 018 293 5210 of 016 910 3116 faks, of u kan ŉ e-pos na PUK-bankdeposit@nwu.ac.za stuur.

Die onderskeie rekeningnommers is:

Absa	40-7009-9350	Takkode: 632005
ENB	6216-190-7335	Takkode: 240-438
Nedbank	1713-378-531	Takkode: 171-338
Standard Bank	33-038-446-5	Takkode: 052-838

Laat asseblief 4 amptelike universiteitsbesigheidsdae toe vir die verwerking van direkte of elektroniese inbetalings.

2.3.2 Minimum eerste betaling

2.3.2.1 Eerstesemester-registrasie

Die volgende bedrae is **voor of tydens registrasie betaalbaar:**

	Inwonend	**Nie-inwonend**
Registrasiegeld	R1 100	R1 100
Eerste betaling op klasgeld	R4 800	R4 800
Eerste betaling op koshuisgeld	R4 400	-
Totaal	**R10 300**	**R5 900**

2.3.2.2 Tweedesemester-registrasie

Voorgraadse studente wat slegs vir modules **van** die tweede semester wil **registreer**, moet voor of op 31 Julie registreer. Die volle **minimum eerste betaling soos hierbo aangedui, is betaalbaar met registrasie en die saldo van die rekening vir klas-, losies- en ander geld is betaalbaar in 3 paaiemente,** met ŉ finale betaling en ten volle vereffening voor of op 31 Oktober. Indien daar nie by die paaiemente gehou word nie, word rente bereken op alle agterstallige paaiemente.

2.3.2.3 Nagraadse registrasie

Herregistrasie vir meesters- en doktorsgrade, asook nuwe aansoeke vir registrasie, moet **voor 31 Maart jaarliks** geskied. Registrasie ná hierdie datum sal ŉ **laatregistrasieheffing van R500** tot gevolg hê.

2.3.2.4 UNISA-registrasie

Studente wat vir graaddoeleindes by die NWU registreer, maar wat alle modules deur UNISA voltooi, betaal slegs die registrasiegeld. Indien **enige** module(s) ook by die NWU geregistreer word, is die volle kwalifikasieprogramkoste en betrokke modulegelde betaalbaar.

2.3.3 Uitstel vir betaling van minimum eerste betaling

Indien ŉ student se studie deur ŉ beurs of lening gefinansier word, moet skriftelike bewys daarvan jaarliks by registrasie voorgelê word. Die skriftelike bewys moet ŉ uiteensetting gee van waarvoor die beurs- of leningsbedrae aangewend mag word, asook wanneer die beursgeld uitbetaal word.

U kan die Invorderingsafdeling van die Universiteit by 016 910 3155 hieroor skakel, of ŉ e-posboodskap na Riana.Prinsloo@nwu.ac.za stuur.

2.3.4 Vereffening van die universiteitsrekening

Klas- en losiesgeld is in maandelikse paaiemente, soos op die rekeningstate aangedui word, binne 30 dae na die rekeningdatum betaalbaar, en ŉ **finale betaling** moet voor **31 Julie** gemaak word om die rekening ten volle te vereffen.

Die deposito wat senior studente vir ŉ aansoek om toelating tot die koshuis betaal het, word jaarliks gedurende Maart teen die betrokke student se klas- en losiesgeldrekening gekrediteer.

Ander gelde is streng binne **30** dae na die rekeningdatum betaalbaar.

Die Universiteit bied die alternatief dat klas- en losiesgeld in paaiemente afbetaal kan word deur betaling van die minimum eerste bedrag tydens registrasie. Volgens hierdie opsie is die klas- en losiesgeld streng in maandelikse paaiemente betaalbaar. Maandelikse paaiemente word bereken deur die verskuldigde saldo ná registrasie te neem, ongeag enige vooruitbetalings, en dit te verdeel oor die oorblywende maande tot einde Junie. Hierdie paaiemente word aangedui op die maandelikse rekeningstate, en is betaalbaar binne dertig dae ná die rekeningstaatdatum, **met 'n finale betaling en ten volle vereffening voor of op 31 Julie**. Indien daar nie by die paaiemente gehou word nie, word rente bereken op alle agterstallige paaiemente. Rekeningstate begin op die eerste dag van die maand en eindig altyd op die laaste dag van die maand.

2.3.5 Vroeëbetalingkorting op klas- en losiesgelde

Wanneer 'n jaar se klas- sowel as losiesgeld voor 31 Maart betaal word, kwalifiseer die betrokke student vir korting van 2,5% op sy/haar klas- en losiesgeld. Geen afslag is op ander gelde van toepassing nie. Die korting vir vroeë betaling word slegs toegestaan indien die student se skuld voor die einde van Maart ten volle vereffen word en as sodanig in die Universiteit se bankrekening weerspieël word. Korting is slegs van toepassing op die huidige jaar en dit is ***nie terugwerkend nie.***

U kan in hierdie verband met Riana Prinsloo by 016 910 3155 in verbinding tree.

2.3.6 Personeelafslag

Permanente personeel van die Noordwes-Universiteit, asook persone wat vir vaste termyne met volle voordele aangestel word, is geregtig op personeelafslag op hulle **klasgelde** volgens die voorwaardes wat in die Universiteit se Diensvoorwaardes, klousule 7.4, uiteengesit word.

Neem kennis dat personeelafslag slegs eenmalig per module toegestaan word en dat, indien 'n module herhaal word of die klasgeldtydperk oorskry word, die student self vir betaling van die module of bykomende heffing verantwoordelik is.

Tydelike personeel en diegene wat vir vaste termyne sonder byvoordele aangestel word, word hierby uitgesluit.

Registrasiegelde en bykomende heffings kwalifiseer **nie** vir personeelafslag nie en kan ook nie afbetaal word nie.

Die personeelafslag word slegs vir die huidige finansiële jaar toegestaan. Met ander woorde, geen afslag word terugwerkend toegestaan indien die persoon nie in die voorafgaande jaar vir personeelafslag aansoek gedoen het nie. Geen afslag sal dus in 2012 vir 2011 se klasgelde toegestaan word nie.

Aansoekvorms is by http://www.nwu.ac.za/fad/personeelafslag.html beskikbaar.

Voltooide aansoekvorms kan per interne pos na Finansies, Bussie 125, Gebou 24, gestuur word.

Personeelafslag word nie outomaties toegestaan nie. Personeel moet jaarliks daarvoor aansoek doen.

Navrae in verband met personeelafslag op klasgelde kan gerig word aan Studente Administratiewe Stelsels by 018 299 4884/5, faks 086 613 3368 of per e-pos gestuur word aan Corlia.debeer@nwu.ac.za of ilse.nel@nwu.ac.za.

2.3.7 Kredietbedrae op ’n universiteitsrekening

Wanneer ’n krediet op ’n universiteitsrekening ontstaan, kan op die voorgeskrewe vorm aansoek gedoen word dat die kredietbedrag per tjek of direkte oorplasing uitbetaal word; **geen** krediet sal in kontant uitbetaal word nie.

Kredietsaldo’s op studenterekenings word slegs uitbetaal indien aanvaarbare bewys van die student se identiteit voorgelê kan word. Uitbetalings aan ’n ander persoon as die student self, geskied slegs wanneer skriftelike magtiging op die voorgeskrewe vorm (wat by Rekeningnavrae beskikbaar is), saam met ’n aanvaarbare bewys van die student se identiteit, voorgelê word. Bogenoemde prosedure word deur die toepaslike wetgewing en interne beheermaatreëls genoodsaak.

Waar kredietbedrae ontstaan weens betalings van beurse of lenings van buite die Universiteit, sal die kredietbedrae slegs na voorlegging van die betrokke beurs- of leningskontrak en skriftelike goedkeuring vanaf die beurs- of leningsgewer gemaak word.

’n Standaardbedrag word op die student se rekening gehef vir elke uitbetaling wat aangevra word.

Amptelike aansoekvorms vir kredietuitbetalings is vir studente beskikbaar by Rekeningnavrae. Die vorm moet volledig en akkuraat ingevul word en ook self deur die student nagegaan word vir die uitbetaling van krediete, en die NWU kan nie aanspreeklik gehou word vir foutiewe inligting soos verskaf op die aansoekvorms nie.

Let asseblief op die spertyd vir indiening van hierdie aansoeke asook die wagtydperke vir uitbetalings.

2.3.8 Verantwoordelikheid vir nakoming van betalingsvoorwaardes

Dit is die student se verantwoordelikheid om toe te sien dat die betalingsvoorwaardes nagekom word, ongeag of sy/haar gelde by wyse van ’n lening of ’n beurs gefinansier word. Indien ’n student agterstallig is met die betaling van sy/haar rekening, ongeag of hy/sy ’n reëling met die Universiteit getref het al dan nie, sal die Universiteit rente op die agterstallige bedrae hef teen 4% bokant die prima-uitleenkoers van die Universiteit se amptelike bankiers. Hierdie rentekoers is laer as die statutêre rentekoers soos deur die Nasionale Kredietwet ten opsigte van insidentele kredietooreenkomste neergelê is.

Rekenings ten opsigte van klas-, losies- en etegeld word aan studente of hulle ouers of voogde gestuur. Geen rekening word direk aan ’n beursinstansie gestuur nie.

Elektroniese rekenings kan van die Universiteit se webblad onttrek word deur by **www.nwu.ac.za** aan te teken.

2.3.9 Nie-nakoming van betalingsvoorwaardes

’n Student wat nie aan hierdie reëlings kan voldoen nie, moet vooraf met Invorderings ander reëlings vir die betaling van die voorgeskrewe gelde tref, met dien verstande dat die finale paaiement op 31 Julie betaalbaar is. Indien die geld nie op die vasgestelde tye of op die tye soos andersins gereël is, betaal word nie, kan die Universiteit een of meer van die volgende maatreëls toepas:

- Nie-uitreiking van eksamenuitslae
- Nie-uitreiking van diploma- en graadsertifikate, om in veilige bewaring gehou te word by die NWU
- Weiering van deelname aan die diploma- en/of gradeplegtighede
- Weier om ’n student te registreer
- ’n Student uitsluit van Universiteitskoshuise
- Die inligting aan die Universiteit se prokureurs of invorderaars oorhandig vir invordering van die verskuldigde bedrag, in welke geval die student ook verantwoordelik is vir die rente en regskoste volgens die prokureur- en eie kliënteskaal

Indien krediet toegestaan word, is die Universiteit daarop geregtig om inligting oor die wanbetaling van ŉ universiteitsrekening by die kredietburo(’s) op rekord te plaas.

Alle rekenings wat vir invordering aan die Universiteit se prokureurs oorhandig word, kan slegs by die prokureurs betaal word. Die Universiteit ontvang geen gelde vir rekenings wat vir invordering oorhandig is nie. Indien ’n rekening reeds oorhandig is, bly die skuldenaar vir die invorderingskoste verantwoordelik.

3 KANSELLASIE OF WYSIGING VAN STUDIES

3.1 PROSES BY KANSELLASIE VAN STUDIES

Die kansellasie van studies en/of enkele kursusmodules moet op die **amptelike kansellasievorm** geskied. Hierdie vorm is by die Departement Akademiese Administrasie in Gebou 24 verkrygbaar.

Indien kansellasie per brief geskied, moet dit per **geregistreerde pos** aan die Direkteur: Akademiese Administrasie gerig word. Finansies sal dienooreenkomstig ingelig word.

Indien die kansellasie persoonlik by Akademiese Administrasie ingedien word, dien die datum van suksesvolle ontvangs van die amptelike kansellasievorm as die datum van kansellasie. Indien die kansellasie per geregistreerde pos geskied, dien die suksesvolle ontvangs van die geregistreerde posstuk as die kansellasiedatum.

3.2 GELDE BETAALBAAR BY KANSELLASIE VAN STUDIES

3.2.1 Kansellasie in die eerste semester

Datums van finale kansellasies (eerste semester):

Voorgraads: 17 Februarie 2012
Nagraads: 31 Maart 2012

Indien ŉ voorgraadse- of Honneursstudent sy/haar studies voor of op die bogenoemde datums kanselleer, is slegs die registrasiegelde betaalbaar.

Indien ŉ voorgraadse- en Honneursstudent sy/haar studies ná die bogenoemde datums kanselleer, is die volle klasgelde vir die eerste semester betaalbaar.

Indien ’n nagraadse student voor 15 Maart sy/haar studie kanselleer, is slegs registrasiegelde betaalbaar.

Indien ’n nagraadse student ná 15 Maart, maar voor 31 Julie kanselleer, is volle registrasiegeld en 50% van die kwalifikasieprogramkoste en klasgeld betaalbaar. Met kansellasie ná 31 Julie, is die volle jaar se kwalifikasieprogramkoste en klasgeld betaalbaar.

3.2.2 Kansellasie in die tweede semester

Datums van finale kansellasies (tweede semester):

Voorgraads: 31 Julie 2012
Nagraads: 31 Julie 2012

Indien ’n voorgraadse- of Honneursstudent sy/haar studies vir die tweede semester voor 31 Julie kanselleer, is slegs die eerste semester se klasgeld en kwalifikasieprogramkoste betaalbaar.

Indien ’n voorgraadse- en Honneursstudent sy/haar studies ná 31 Julie kanselleer, is die volle jaar se kwalifikasieprogramkoste en klasgeld betaalbaar.

Indien ŉ student sy/haar studies kanselleer, is alle beurse en/of lenings onmiddellik terugbetaalbaar.

Indien ŉ student om akademiese redes nie met ŉ tweede semester se module kan voortgaan nie, is dit die **student se verantwoordelikheid** om die nodige kansellasievorm te voltooi (verwys na punt 3.1). Die ENIGSTE amptelike dokument is verkrygbaar by Akademiese Administrasie in Gebou 24 en moet ook daar ingehandig word.

GEEN outomatiese kansellasies op grond van akademiese uitslae sal plaasvind nie.

3.3 VOORTGESETTE AANSPREEKLIKHEID BY SKORSING

In alle gevalle van oortredings deur studente en die gevolglike tugstappe wat kragtens die bepalings van die Universiteitstatuut en/of die studente se Dissiplinêre Reëls gevolg mag word, naamlik die tydelike of permanente, algehele of gedeeltelike ontneming van regte en voorregte, ingryping in of onderbreking of beëindiging van studies, of nie-aanvaarding in ŉ koshuis, verbeur die betrokke student alle aanspraak op die terugbetaling, vermindering of kwytskelding van gelde wat aan die Universiteit betaal is of betaalbaar is. Alle beurse en/of lenings is ook onmiddellik terugbetaalbaar.

3.4 GELDE BETAALBAAR BY WYSIGING VAN MODULES

Indien ŉ student een of meer modules wysig buite die geskeduleerde wysigingsperiode wat Akademiese Administrasie jaarliks bepaal, sal geen krediet ten opsigte van die gekanselleerde module(s) toegestaan word nie.

3.5 OOREENGEKOME ONDERBREKING VAN NAGRAADSE STUDIES

Indien ŉ nagraadse student studies onderbreek, om welke rede ook al, sal die student by hervatting van studies steeds verantwoordelik gehou word vir al die studiekostes (registrasie-, klas- en ander gelde) van die betrokke periode waarvoor studie onderbreek is. Indien die student deur die betrokke Fakulteit hertoegelaat word, impliseer dit geen addissionele heffings nie.

3.6 AFSTERWE VAN INGESKREWE STUDENT

Volgens Universiteitsbeleid word geld wat reeds betaal is in die semester waarin ŉ student tot sterwe kom aan die student se boedel oorbetaal.

ŉ Gesertifiseerde afskrif van die doodsertifikaat van die student moet aan die Akademiese Administrasie en studenterekeningeafdeling voorsien word, sodat die proses ter afsluiting van die afgestorwe student se rekening kan begin.

4 KOSHUISE

Volledige inligting omtrent koshuise is in die Reëls vir Koshuise vervat. Hierdie reëls is by die inwoningsbestuurder van die betrokke koshuis beskikbaar. Vir verdere navrae kan u Karin Venter by 016 910 3308 skakel, of haar in Gebou 25, kamer G26 besoek.

4.1 AANSOEK OM TOELATING TOT ŉ KOSHUIS

Studente se aansoeke om toelating tot ŉ koshuis moet vergesel word van die aansoekgeld van R380 vir seniorstudente en R700 vir eerstejaarstudente. Vir hierdie doel kan ŉ direkte bankdeposito of elektroniese inbetaling in die Noordwes-Universiteit se bankrekening by Absa gemaak word. Die rekeningnaam is **NWU DIVERSE**, die rekeningnommer is 670 642 313, en die takkode is 632005. **Die belangrikste is egter u verwysing. Gebruik asseblief die letter "A" tesame met die voornemende student se ID-nommer as verwysing vir hierdie bankrekening (bv. A8801250012085).**

Wanneer die Universiteit ’n aansoek om koshuisinwoning aanvaar, kom ’n kontraktuele ooreenkoms tussen die student en die Universiteit tot stand. Die aansoeker verbind hom-/haarself daartoe om vir ’n volle akademiese jaar in die koshuis te woon. Die aansoekgeld word dan as ’n losiesdeposito op die rekeningstate aangedui.

Indien ’n student gedurende die eerste semester ’n koshuis verlaat, bly hy/sy verantwoordelik vir die volle jaar se losiesgeld. (Sien punt 4.2 in verband met kansellasie van koshuisinwoning.)

4.2 KOSHUISKANSELLASIE

4.2.1 Terugbetaling van losiesdeposito aan nuwe studente

’n Student verbeur sy/haar losiesdeposito, behalwe as die Universiteit ’n skriftelike kansellasie voor 31 Desember (wat die jaar van plasing voorafgaan) ontvang, en die rede vir kansellasie een van die volgende is:

- In die geval van siekte, in welke geval ’n mediese sertifikaat die aansoek om terugbetaling van die losiesdeposito moet vergesel.
- Indien die student nie amptelik toelating tot die Universiteit, volgens die amptelike reëls van die Universiteit, verkry het nie.

4.2.2 Terugbetaling van losiesdeposito aan seniorstudente

Losiesdeposito’s word jaarliks gedurende Maart teen die betrokke student se rekening vir klas- en losiesgelde gekrediteer.

4.2.3 Terugbetaling van losiesgeld

Losiesgeld word vir ’n jaar gehef. Geen terugbetaling is van toepassing nie, ongeag die datum van kansellasie.

Studente ontvang slegs krediet indien hulle ’n ander student (m.a.w. ’n student wat nie reeds in een van die ander koshuise woon nie) in hulle plek kan werf en die koshuisbestuur die betrokke student aanvaar. Die betrokke studente word dan volgens ’n glyskaal aangeslaan.

Seniorstudente wat na die eerste semester afstudeer, moet vir die volle jaar betaal.

As ’n eerstejaarstudent voor die einde van Februarie weens aanpassingsprobleme kanselleer, betaal hy/sy slegs vir die eerste semester. Indien hy/sy na die einde van Februarie kanselleer, is die volle jaarlikse tarief betaalbaar. In hierdie geval geld die reëling dat indien hy/sy ’n student (wat nie reeds in een van die ander koshuise woon nie) kan werf en die persoon deur die koshuisbestuur goedgekeur word, sal ’n krediet op die student se rekening oorweeg word.

Die enigste uitsonderings is in die geval van ernstige siekte of die afsterwe van die student, in welke geval ’n terugbetaling kan geskied soos die Hoofdirekteur: Finansies en Fasiliteite in sy diskresie mag bepaal.

5 UNIVERSITEITSKAART

5.1 TOEGANGSFUNKSIE

Die universiteitskaart verleen toegang tot alle plekke en geboue wat studente mag betree.

5.2 VOORWAARDES VIR GEBRUIK VAN TOEGANGSKAART

ʼn Spesifieke voorwaarde vir die gebruik van die Universiteitskaart is dat die student aanspreeklikheid aanvaar vir alle finansiële transaksies wat daarmee aangegaan word.

Indien die universiteitskaart verlore raak, onderneem die student om dit onmiddellik by Beskermingsdienste te rapporteer sodat die verlore kaart gedeaktiveer kan word. Die personeellid wat studente met die deaktivering sal bystaan, is Kobus Potgieter by 016 910 3132.

Die student bly aanspreeklik vir alle transaksies wat met die universiteitskaart aangegaan word, totdat die kaart volgens universitêre prosedures gedeaktiveer is.

6 LOSIESGELDE

Koshuise	**Per jaar**
Faranani-koshuis	**R14 215**
Jasmyn-dameskoshuis	**R13 355**
Thuthuka, insluitend kragverbruik	**R17 405**
Vergelegen-manskoshuis	**R13 355**
Longfellow-koshuis	**R17 310**
Santrust-akkommodasie	**R13 955**
Meerdoelige behuising	**R17 405**

Alle losiesgelde word onder “Klasgelde” op die studenterekening gereflekteer.

7 ANDER GELDE

Die volgende is ʼn lys van ander gelde wat op ʼn student se universiteitrekening gehef kan word, indien van toepassing:

1	**Aansoekgelde**	Nuwe RSA-studente	R150
		Nuwe buitelandse studente	R550
		B-statusgeld (indien vir studiestatus aansoek gedoen word)	R600
		Keuringsgelde – Maatskaplike Werk en toelatingstoetse	R450
2	**Registrasiegelde**	Registrasiegeld	R1100
		Boete vir laat registrasie	R500
3	**Akademiese administrasie**	Erkenning van vorige leer (gelde word op *ad hoc*-basis gehef)	–
		Vrystellingsgeld **per aansoek, vir modules wat ʼn student by ander instellings geslaag het**	R150
		Akademiese rekord saamgestel uit ou lêers	R100
		Akademiese rekord saamgestel uit ou lêers tesame met sillabusse	R200
		Aansoek vir of hernuwing van voorwaardelike matrikulasievrystelling (MR-gelde)	R210

		Aansoek vir of hernuwing van voorwaardelike matrikulasievrystelling op grond van ouderdom (MR-gelde)	R400
		Aansoek vir of hernuwing van gewone voorwaardelike matrikulasievrystelling in die diskresie van die Senaat (MR-gelde)	R400
		Wysiging van voorwaardelike sertifikaat vir matrikulasievrystelling (MR-gelde)	R210
		Laat aanmelding van modulewysigings (per transaksie)	R150
		Tweede eksamengeleentheid (per module)	R170
		Heffing t.o.v. eksamengeleentheid vir studente buite die RSA (per module)	R800
		Eksamen buite Vanderbijlpark (per vraestel)	R220
		Toekenning van ’n graad of diploma *in absentia*	R100
		Vervanging van graad- of diplomasertifikaat	R150
		Akademiese rekord	R15
		Geregistreerde pos van akademiese rekord	R15
4	**Finansiële administrasie**	Onbetaalde/gedishonoreerde tjek	R70
		Duplikaatrekening of -kwitansie	R15
		Uitreiking van ’n tjek aan ’n student	R15
5	**Koerierkoste**	Plaaslik en buitelands	Werklike bedrag
6	**Beskermingsdienste**	Vervanging van universiteitskaart	R70
7	**Statistiese konsultasiediens**	Statistiese beplanning, vertolking van resultate, redigering van verhandelings/proefskrifte	Gratis
		Dataverwerking, programmering, grafika	R160/uur
		Hulp met publikasies	R160/uur
		Hulp met publikasies waarin SKD-personeellid as mede-outeur genoem word	Gratis
		Hulp met verhandelings/proefskrifte wanneer SKD-personeellid as hulpleier/promotor optree	Gratis
		Datavaslegging (met verifiëring)	35c per karakter
		Drukwerk	35c/bladsy
8	**Inligtingstegnologie** * Die Universiteit behou die reg voor om na eie diskresie hierdie bedrag te wysig, met redelike vooraf kennisgewing, ten einde voorsiening te maak vir uitbreidings aan infrastruktuur.	Vanaf 1 Januarie 2012 word die huidige kosteverhalingsmodel vir studente vervang deur ’n algemene IT-heffing vir alle kontakstudente (dieselfde dienstepakket is nie beskikbaar vir nie-kontakstudente nie). Die IT-heffing sal nie meer op individuele gebruik gebaseer wees nie, maar eerder op ’n algemene, ruim pakket van IT-dienste wat vir hierdie groep studente beskikbaar gestel word. Die dienste hierby ingesluit bestaan uit ’n aantal kategorieë: • Ruim nasionale en internasionale internet; • Onbeperkte toegang tot Wi-Fi-netwerk op kampusse (waar beskikbaar); • ’n Verskeidenheid akademiese programmatuurpakkette, sowel as e-	* Meer inligting sal verstrek word

		leerfasiliteite, soos vereis deur die verskillende akademiese programme wat die NWU aanbied; • Redelik ruim netwerkskyfspasie; • Aansienlike kortings op persoonlike rekenaars en programmatuur vir studente (bv. Microsoft-programmatuur en skootrekenaars – die nasionale studenteskootrekenaar-inisiatief (“Student Laptop Initiative”); • Basiese ondersteuningsdienste t.o.v. die beste benutting van IT-dienste vir studente.	
		Drukwerktarief vir studente wat van die rekenaarfasiliteite van die Universiteit gebruik maak per bladsy	0.40
			0.40
9	**Primêre Gesondheidsorgsentrum** ** Die Universiteit behou die reg voor om op eie diskresie van studente ’n basiese administrasiefooi te hef. Fooie is betaalbaar by die Kassiere in die Administrasiegebou (Gebou 24).	Toegang tot basiese mediese gesondheidsorg Beskikbaar vanaf Maandae tot Vrydae (08:00 tot 16:00)	** Gratis

8 FINANSIËLE STEUN

8.1 AKADEMIESE BEURSE

Die volgende beurse is beskikbaar:
- Nuweling akademiese beurs
- Senior akademiese beurs

Akademiese beurse word outomaties toegeken aan voltydse studente wat daarvoor kwalifiseer.

Deeltydse studente <u>moet jaarliks aansoek</u> doen vir beurse.

Navrae in verband met die beurse kan aan Finansiële Steundienste by 016 910 3134 of 016 910 3157 gerig word.

8.2 LEIERSKAPSBEURSE EN KUNS- EN KULTUURBEURSE

Die volgende beurse is beskikbaar:
- Hoofleiersbeurse
- Verskeie kuns- en kultuurbeurse

Navrae in verband met hierdie beurse kan aan Finansiële Steundienste by 016 910 3134 of 016 910 3157 gerig word.

8.3 ONDERSTEUNINGSBEURSE

Die volgende beurse, waarvoor studente **moet aansoek doen** (m.a.w. hulle word nie outomaties toegestaan nie) is beskikbaar:

- Afstandsbeurs
- Beurs vir fisies gestremde studente
- Gesinsbeurs
- Weeskindbeurs

Navrae in verband met hierdie beurse kan aan Finansiële Steundienste by 016 910 3134 of 016 910 3157 gerig word.

8.4 NSFAS-BEURS-LENINGSKEMA

Die NSFAS-beurs-leningskema het ten doel om finansiële ondersteuning te bied aan alle studente met akademiese potensiaal, maar wat finansieel behoeftig is. Die skema is beskikbaar vir alle voltydse, voorgraadse studente wat aan ’n bepaalde reeks vereistes voldoen.

Navrae in verband met hierdie beurse kan aan Finansiële Steundienste by 016 910 3134 of 016 910 3157 gerig word.

Sluitingsdatum vir aansoeke om die NSFAS-beurs-leningskema:

- **Voornemende studente: 30 November 2011**
- **Senior studente: 15 Oktober 2011**

8.5 FUNZA LUSHAKA-BEURSPROGRAM

Die Funza Lushaka-onderwysbeurse het ten doel om finansiële steun te bied aan studente met akademiese potensiaal wat hulle daartoe sal verbind om onderwysers te word. Na verwerwing van ’n onderwyskwalifikasie moet die student by ’n provinsiale skool in ’n departementele pos diens lewer vir elke jaar waarvoor die beurs toegeken word.

Die sluitingsdatum vir Funza Lushaka-beursaansoeke van voornemende studente is 30 November 2011 en vir seniorstudente 15 Oktober 2011.

8.6 SPORTBEURSE

Verskeie sportbeurse is op grond van prestasie beskikbaar. Skakel asseblief vir Sean McCallaghan by 016 910 3207, of rig ’n e-pos aan sean.mccallaghan@nwu.ac.za vir meer inligting.

8.7 BEURSE VANAF INSTANSIES BUITE DIE UNIVERSITEIT

Indien ’n student se studies deur middel van ’n beurs van ’n instansie buite die Universiteit gefinansier word, moet die skriftelike bewys daarvan jaarliks tydens registrasie voorgelê word aan die Invorderingsafdeling. Die skriftelike bewys moet ’n uiteensetting gee van waarvoor die beursbedrae aangewend mag word, asook van wanneer die uitbetaling daarvan sal geskied.

8.8 KREDIETSALDO’S

Indien ’n kredietbalans uit ’n beurs en/of lening (uitsluitend NSFAS) ontstaan, kan die krediet onder meer aangewend word om:

- ’n boekrekening of goedgekeurde toerustingsrekening te vereffen;
- ’n universiteitslening te delg;
- volgens die beursvoorskrifte van die beursgewer op te tree;

- die krediet as minimum betaalbare gelde vir die volgende jaar oor te dra;
- die kredietbalans te laat uitkeer (dit is onderhewig aan sekere voorwaardes asook die diskresie van die Hoof: Finansies).

Indien ŉ kredietbalans uit NSFAS-gelde ontstaan, kan die krediet soos volg aangewend word:
- Delging van klasgelde
- Delging volgens NSFAS-skale van losies- en etegelde ten opsigte van Universiteitsinwoning
- Vereffening van ŉ boekrekening of goedgekeurde toerustingsrekening
- In die geheel voor of op 31 Desember aan NSFAS teruggestuur word

ŉ Standaardbedrag word op die student se rekening gehef vir elke uitbetaling wat aangevra word.

Geen krediet sal in kontant uitbetaal word nie.

Amptelike aansoekvorms vir kredietuitbetalings is by rekeningnavrae vir studente, in Gebou 24 op die kampus, beskikbaar. Hierdie aansoekvorms moet volledig ingevul en goedgekeur word vir die uitbetaling van krediete.

8.9 ALGEMEEN

Die beurse, beurslenings en lenings wat deur die Universiteit toegeken en geadministreer word, word eerstens ter delging van klas-, losies- en etegeld aangewend.

Die Universiteit behou die reg voor om toekennings by te voeg, terug te trek of te verander sonder om vooraf daarvan kennis te gee. Regstreekse koste wat die Universiteit van tyd tot tyd bepaal, is betaalbaar by ondertekening van die betrokke dokumentasie.

Verdere navrae kan gerig word aan:
Finansiële Steundienste
Noordwes-Universiteit (Vaaldriehoekkampus)
Posbus 1174
VANDERBIJLPARK
1900

U kan ons ook by Gebou 24, kamer G06 of 08, besoek, of ons by 016 910 3134/ 3157 skakel.

8.10 EDU LOAN

Edu Loan finansier universiteitstudies op sekere voorwaardes teen ŉ baie billike rentekoers asook billike voorwaardes vir terugbetaling.

Navrae in verband met hierdie lenings kan gerig word aan Edu Loan by:
Gebou 19
Telefoon: 086 055 5544 of 016 910 3133
Faks: 016 910 3116www.eduloan.co.za
lehlohonolom@eduloan.co.za

1 GENERAL CONDITIONS

1.1 AMENDMENTS TO UNIVERSITY FEES

The Council of the North-West University reserves the right to amend the stipulated tuition, boarding 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 boarding 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, boarding 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, boarding and other fees as determined by the University for any fixed 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.

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 certificate of balance, which is issued and signed by an authorised official of the University. Such a certificate 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 councillor 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 8).

1.4 THE RESPONSIBILITYS OF A STUDENT

The student is responsible for payment of tuition and boarding fees. If the student's University studies 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** 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 on the official Address Amendment form. This form is available from Academic Administration in Building 24 on campus.

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 people:

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

Financial Affairs:
Head of Finance
North-West University (Vaal Triangle Campus)
PO Box 1174
VANDERBIJLPARK
1900
Fax: 016 910 3116

Bursary and Loan Affairs:
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 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.

1.7 WEB ADDRESS

This guide is also available on the web at: www.nwu.ac.za.

2 FEES PAYABLE

2.1 ENQUIRIES

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

Cashier:		
Ria Erasmus	016 910 3151	ria.erasmus@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
Collections Division:		
Riana Prinsloo	016 910 3155	riana.prinsloo@nwu.ac.za
Bursary and Loans:		
Tumi Mokoena	016 910 3134	tumi.mokoena@nwu.ac.za
Ruth Kgabung	016 910 3157	ruth.kgabung@nwu.ac.za
Switchboard:	016 910 3111	
Fax:	016 910 3116	

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 (foreign students) pay an application fee of R350.

ONLY for this purpose may a direct bank deposit or electronic payment be made into the North-West University's bank account at ABSA. The account name is **NWU DIVERSE,** the account number is 670-642-313 and the branch code is 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, as the fees will be paid over by the University directly to Academic Administration.

2.2.2 Registration fee

All students must pay the registration fee of R1100. The amount is **not refundable,** does not qualify for staff discount, and may not be paid off in monthly instalments.

All foreign students must pay a registration fee of R1100, as well as all semester fees which are payable in advance, before registration can be finalised.

Foreign 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 foreign student's account.

Registration after the official deadline, as communicated, will result in a late registration fine as listed under point 7.

A student may, in any year of study, take additional modules other than the required modules of the particular programme, at the normal tuition fees and with the permission of the relevant dean, in accordance with the applicable faculty rules.

2.2.3 Tuition fees

NO STUDENT WILL BE ALLOWED TO REGISTER FOR 2010 UNLESS ALL OUTSTANDING FEES ARE PAID IN FULL.

Tuition fees are made up 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 cost**. This levy is an adjustment the University makes to the total cost of the specific degree in order to correctly reflect both the market value of the qualification programme and the demands the qualification programme places on the University's infrastructure.

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, as the qualification programme cost is already included in the tariff per qualification.

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.

2.2.4 Boarding fees

On application for admission to a residence in 2012, an admission fee of R700 is payable for first-year students and R380 for senior students (see point 4 for general information on residences).

Boarding fees for 2012 are listed under point 6.

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 Welcoming Programme is R900. 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. 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.

Other fees for which students may be charged are listed under point 7.

2.2.6 Internet fees

The University reserves the right to, with the necessary period of notice, amend the current usage of Internet and other services from a credit to a cash system. Internet fees are listed under point 7.

2.2.7 Meal fees

At the University, meals are handled on a strictly cash basis. This means that you may only use of the available credit on your Eduxtra card.

The card may be used on campus at the cafeteria, as well as at Pick 'n Pay.

The North-West University recommends an amount of R600 per month. You may, however, determine your own amount.

Other fees that students may be charged for are listed under point 7.

2.2.8 Maximum tuition fee periods

2.2.8.1 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.

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

2.2.8.2 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 on which tuition fees payable are calculated is two years for a Master's degree and three years for a Doctoral degree according to the new model put in place in 2011.

Again, these tuition fee periods should not be confused with any of the General Academic Rules.

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.

All pipeline Master's and Doctoral students, for whom tuition fees have been levied according to the previous model, will stay on that model until completion of their current Master's or Doctoral degrees. If and when these pipeline students exceed their three years for a Master's degree or four years for a Doctoral degree, tuition fees shall be levied according to the new model.

2.2.9 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.

2.2.10 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 CONDITIONS OF PAYMENT

2.3.1 Payment Options

- Cash
- 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). 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 at ABSA Bank, First National Bank, Nedbank or Standard Bank. 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:

ABSA	40-7009-9350	Branch code:	632-005
FNB	6216-190-7335	Branch code:	240-438
Nedbank	1713-378-531	Branch code:	171-338
Standard Bank	33-038-446-5	Branch code:	052-838

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

2.3.2 Minimum first payment

2.3.2.1 First Semester Registration

The following amounts are **payable before or upon registration:**

	Residence student	Non-residence student
Registration fee	R1 100	R1 100
First payment of tuition fees	R4 800	R4 800

First payment of boarding fees	R4 400	-
Total	**R10 300**	**R5 900**

2.3.2.2 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, boarding 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.**

2.3.2.3 Postgraduate registration

Master's and Doctoral degree re-registration, as well as new registrations, should take place before 31 March annually. Registration after this date will result in a late registration levy of R500.

2.3.2.4 UNISA registration

Students who register at the North-West University for degree purposes, but who complete all 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.

2.3.3 Postponement for 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 utilised for, as well as the time when the fees will be paid out.

The Collections Department of the University can be contacted telephonically on 016 910 3155 or by e-mail at Riana.Prinsloo@nwu.ac.za.

2.3.4 Payment of University account

Tuition and boarding fees are payable in monthly instalments as specified on the statements, within 30 days of the date of the account, with a **final payment** settled in full by **31 July.**

The deposit that is paid by senior students for application for admission to a residence will be credited to the student's tuition and boarding account annually during March.

Other fees are payable strictly within **thirty (30) days** following the date of the account.

The University allows, as alternative, that tuition and boarding fees be paid off in instalments once the minimum first payment has been made upon registration. For this option, tuition and boarding fees are payable strictly 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 June. 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 statements start on the 1st day of each month and always end on the last day of the month.

2.3.5 Early settlement discount on tuition and boarding fees

Full settlement of the levied annual tuition and boarding 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 boarding 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 is only applicable to the current year and cannot be backdated for previous years.

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.

2.3.6 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, clause 7.4.

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.

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, nor may they be paid off in monthly instalments.

Staff discount will be granted only for the current 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 2011 will be granted in 2012.

Application forms are available at www.nwu.ac.za/fad/personeelafslag.html.

Completed application forms may be sent via internal mail to Finance, Box 125, Building 24.

Staff discount is not granted automatically and staff 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 4884/5, fax at 086 613 3368, or e-mail to corlia.debeer@nwu.ac.za or ilse.nel@nwu.ac.za

2.3.7 Credit amounts on a University account

If a credit balance occurs on a student's account, application may be made on the prescribed form for a refund of the amount by cheque or direct transfer: **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. Payment to any person other than the student can only be made on written authority of the student on the prescribed form available at the Enquiries Desk and against satisfactory proof of the student's identity. 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 and only after written consent from the bursar or financial institution.

A standard levy will be charged to the student's account for each refund requested.

Official application forms for credit refunds are available at Student Account Enquiries. 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 application form itself.

Please take note of the cut-off times for requesting payments as well as waiting periods before actual payment.

2.3.8 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.

Accounts for tuition, boarding and meal fees are sent 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.

2.3.9 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:

- non-issue of examination results;
- non-issue of diploma and degree certificates, to be held in safekeeping at the North-West University;
- refusal of participation in the graduation ceremony;
- refusal to register a student;
- exclusion from a University residence; and
- handing over the account to the University's lawyers or collection agencies for the purpose of collecting the debt, in which event the student will be liable for interest and legal costs on an attorney's and private 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.

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.

3.2 FEES PAYABLE UPON CANCELLATION OF STUDIES

3.2.1 First-semester cancellations

Dates for final cancellations (first semester):

Undergraduate: 17 February 2012
Postgraduate: 31 March 2012

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 postgraduate student cancel his/her studies before 15 March, only the registration fees are payable. Should a postgraduate student cancel his/her studies after 15 March, but before 31 July, the full registration fees and 50% of the qualification programme levy and tuition fees are payable. With cancellation after 31 July, the full year's qualification programme levy and tuition fees are payable.

3.2.2 Second-semester cancellations

Dates for final cancellations (second semester):

Undergraduate: 31 July 2012
Postgraduate: 31 July 2012

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

Should an undergraduate or Honours student cancel his/her studies after 31 July, the full tuition fees and qualification programme costs for the entire 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 4.1). The ONLY official document is available from Academic Administration in Building 24 and should also be handed in there.

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 also 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, the fees that were already paid in the semester that the student becomes deceased 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. For further enquiries, please contact Mrs Karin Venter at 016 910 3308, or Building 25, Room G26.

4.1 APPLICATION FOR ADMISSION TO A RESIDENCE

A student's application for admission to a residence in 2012 must be accompanied by a deposit of R700 for first-year students and R380 for senior students. For this purpose, a direct bank deposit or electronic payment may be made into the North-West University's bank account at ABSA. The account name is **NWU DIVERSE**, the account number is 670-642-313 and the branch code is 632005. **The reference is the most important consideration. Please use the letter A together with the prospective student's ID number as reference on our bank account (e.g. A8801250012085).**

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 boarding 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 Refunding of boarding deposit to new students

A student leaving a residence forfeits the boarding deposit, unless a written cancellation is received before 31 December (preceding the year of placement) that supports one of the following reasons:

- illness, in which case a medical certificate must accompany the application for a refund of the boarding deposit; or
- failure of the student to be formally admitted to the University as determined by the official admission requirements.

4.2.2 Refunding of boarding deposit to senior students

Boarding deposits are credited annually in March against a student's tuition and boarding fees account.

4.2.3 Refunding of boarding fees

Boarding fees are levied for a whole year. No reimbursements will be made, 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 boarding fees will then be determined by means of a sliding scale.

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.

The only exceptions are instances of serious illness or the death of a student, in which case a refund may be made as determined at the discretion of the Chief Director: Finance and Facilities.

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 specific condition of the use of the University Card is that the student accepts liability for all financial transactions made on the card.

Should the University Card be lost, the student undertakes to report the loss immediately to the Department of Protection Services so that the University Card can be deactivated. Kobus Potgieter is the staff member who will render assistance with deactivation and can be contacted at 016 910 3132.

A student remains liable for all transactions entered into with the University Card until it has been deactivated according to University procedures.

6 BOARDING FEES

Residences	**Per annum**
Faranani Residence	R14 215
Jasmyn Women's Residence	R13 355
Thuthuka, including electricity usage	R17 405
Vergelegen Men's Residence	R13 355
Longfellow Residence	R17 310

Santrust Residence	R13 955
Multi-purpose housing	R17 405

Residence fees are reflected underneath Tuition Fees on the student account.

7 OTHER FEES

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

1	**Application fees**	New RSA students	R150
		New foreign students	R550
		B-status fee (should application for study status be made)	R600
		Selection fees – Social work and Admission test	R450
2	**Registration fees**	Registration fee	R1 100
		Fine for late registration	R500
3	**Academic administration**	**Recognition of prior learning** (fees will be levied on an ad hoc basis)	-
		Exemption fee **per application for modules completed at other institutions**	R150
		Academic record compiled from old files	R100
		Academic record compiled from old files, together with syllabi	R200
		Application for or renewal of provisional matriculation exemption (MB fees)	R210
		Application for or renewal of provisional matriculation exemption on the basis of age (MB fees)	R400
		Application for or renewal of provisional matriculation exemption at the discretion of the Senate (MB fees)	R400
		Adjustment of provisional matriculation exemption certificate (MB fees)	R210
		Late notice of module amendments (per transaction)	R150
		Second examination opportunity (per module)	R170
		Levy for examination opportunity for students outside South Africa (per module)	R800
		Examination outside Vanderbijlpark (per paper)	R220
		Awarding of a degree or diploma *in absentia*	R100
		Replacement of degree or diploma certificate	R150
		Academic record	R15
		Registered mail of academic record	R15
4	**Financial administration**	Unpaid/dishonoured cheque	R70
		Duplicate account or receipt	R15
		Issue of cheque to student	R15
5	**Courier costs**	Local and abroad	Actual amount
6	**Protection services**	Replacement of University Card	R70

7	**Statistical Consultation Services (SCS)**	Statistical planning, interpretation of results, editing of dissertations/theses	Free
		Data processing, programming, graphics	R160/hour
		Help with publications	R160/hour
		Help with publications with SCS staff member as co-author	Free
		Help with dissertations/theses with SCS staff member as assistant supervisor/ promoter	Free
		Capturing of data (with verification)	35 c/ character
		Printing	35 c/page
8	**Information technology** * The University reserves the right in its sole discretion, with reasonable notice in advance, to revise this amount to make provision for development of infrastructure.	From 1 January 2012, the current cost recovery model for students will be replaced by a general IT levy for all contact students (the same service package cannot be offered to non-contact students). The IT levy will no longer be based on actual individual usage, but will rather consist of a generous range of services for this group of students. The services included in the student package consist of a number of categories: • generous 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); and • basic support services to enable optimal use of IT services by students.	* More information will be provided
		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).	** Free

8 FINANCIAL SUPPORT

8.1 ACADEMIC BURSARIES

The following bursaries are available:

- Academic merit bursaries for first-time recipients; and
- Senior academic bursaries.

Academic bursaries are awarded automatically to full-time students who qualify there for.

Part-time students must apply annually for the bursaries.

Enquiries regarding the bursaries may be directed to Financial Support Services at 016 910 3134 or 016 910 3157.

8.2 LEADERSHIP BURSARIES AND ARTS AND CULTURE BURSARIES

The following bursaries are available:

- Bursaries for leaders of student councils; and
- A variety of arts and culture bursaries.

Enquiries regarding the bursaries may be directed to Financial Support Services at 016 910 3134 or 016 910 3157.

8.3 SUPPORT BURSARIES

The following bursaries are available and students must **applied for them** (I.e. they are not automatically awarded):

- Distance bursary;
- Bursary for disabled students;
- Family bursary; and
- Orphan bursary.

Enquiries regarding the bursaries may be directed to Financial Support Services on 016 910 3134 or 016 910 3157.

8.4 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 students who meet a series of requirements.

Enquiries regarding the bursaries may be directed to Financial Support Services at 016 910 3134 or 016 910 3157.

Closing dates for the NSFAS bursary-loan scheme applications at the Vaal Triangle Campus:

- **Prospective students** **30 November 2011**
- **Senior students** **15 October 2011**

8.5 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 30 November 2011 and for senior students, 15 October 2011

8.6 SPORTS BURSARIES

Various sports bursaries are available and are awarded on the basis of performance. Please contact Sean McCallaghan on 016 910 3207 or at sean.mccallaghan@nwu.ac.za for more information.

8.7 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 Collections department. The written proof must set out what the bursary fees should be utilised for, as well as the time when payment thereof will be made.

8.8 CREDIT BALANCES

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

- to settle a book or approved-equipment account;
- to redeem a University loan;
- 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 utilised as follows:

- to redeem tuition fees;
- to redeem boarding fees with regard to University accommodation;
- 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 by cheque or direct transfer: **no** credit will be paid out in cash.

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

No credit will be paid out in cash.

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

8.9 GENERAL

The bursaries, bursary loans and loans that are awarded and administered by the University are utilised in the first place to redeem tuition, boarding 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

You can also come to Building 24, Room G06-08 or contact us on 016 910 3134 or 016 910 3157.

8.10 EDU LOAN

Edu Loan 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 Edu Loan at:
Building 19
Telephone: 086 055 5544 or 016 910 3133
Fax: 016 910 3116
www.eduloan.co.za
lehlohonolom@eduloan.co.za