FEES PAYABLE BOOKLET 2012

NORTH-WEST UNIVERSITY ®
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
MAFIKENG CAMPUS

1 GENERAL CONDITIONS

1.1 CHANGES IN UNIVERSITY FEES

The Council for the North-West University reserves the right to change the stipulated tuition, residence and other fees without notice, as well as the way in which payment for these has to be made.

1.2 UNIVERSITY NUMBER

Each student admitted to the North-West University receives a University number. This University number must appear on **all** correspondence directed to the University.

This **8-figure university number** is also the only reference number to be used with direct bank deposits or electronic payments into the University bank account for tuition and boarding fees.

1.3 FINANCIAL LIABILITY

All students must be registered annually as provided in the General Academic Rules, the Statute of the North-West University and the relevant provisions of the Higher Education Act.

A student who is registered is responsible for payment of the full 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 is signed by student and/or sponsor/co-debtor, binds the student inter alia to the payment of the full tuition, residence and other fees as determined by the University for any fixed year of registration. Furthermore, the responsibility of the student for the payment of University fees is not affected or reduced by the ignorance of the student and/or his/her sponsor/co-debtor in regard to the rules and regulations of the North-West University, or the invalidity of his/her enrolment in terms of those rules and regulations.

By signing and submitting the registration form, the provisions of these regulations 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 is received), as determined from time to time by 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 in the brochure entitled "fees payable and financial rules" shall be 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 computation, extent and existence of the amount owing, and of the indebtedness of the student towards the University for Purpose 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 have been complied with. When the 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 councelor that all debt has been settled. The North-West university strictly apply the provisions of the National Credit Act in this regard.

Financial support is available in certain instances in terms of the regulations of the North-West University. (See (3).)

1.4 RESPONSIBILITY OF A STUDENT

The responsibility for the payment of tuition and residence fees lies with the student. If the University studies of the student are financed by means of a bursary or loan, the account must be submitted without delay to the bursary or loan grantor for payment. The responsibility lies with the student to see to it that the bursary or loan grantor pays the necessary fees to the University.

The North-West University accepts no responsibility for *wrong addresses* which cause posted statements to get lost in the mail. The responsibility lies with the student to make enquiries if he/she has not received any bills. Change of address can be done at student admissions office which can be reached at 018 389 2525/2206/2300.

The fact that no statement has been received is not accepted as an excuse for any failure in paying University fees. An amount of R 10.00 will be charged for a duplicate student statement.

1.5 OFFICIAL ADDRESSES

Please direct correspondence to the University to the attention of the following persons:

Academic services:
Manager: Academic Services
North West University
Private bag X2046
MMABATHO
2735
Tel no: (018) 389 2404

Financial affairs:
Accountant: Student Accounts
Finance Department
Private bag X2046
MMABATHO
2735
Tel no: (018) 389 2162

Bursary and loan affairs:
The Head
Financial Aid & Scholarship Office
Private bag 2046
MMABATHO
2735
Tel no: (018) 389 2372/2330/2516

Evaluation of foreign school qualifications:
Matriculation Board
South African Universities' Vice-Chancellors Association (SAUVCA)
Tel (012) 481 2847
Fax (012) 481 2847/2922
Web www.sauvca.org.za

Evaluation of foreign post-secondary school qualifications:
South African Qualifications Authority (SAQA)
Tel (012) 346 9158
Fax (012) 346 5814
Web www.saqa.org.za

Banking details – Tuition and Residence Fees
North West University
Standard bank
Account no: 030 890 195
Branch Name: Mafikeng
Branch code: 050040

1.6 INDEMNITY

This is the only and official guide of the North-West University with regard to fees payable. Although various prospectuses with fees payable were issued in the previous year, the amounts in this guide will be used to compose the 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, Council and Senate do not accept any accountability for wrong information that may appear in it.

1.7 WEB ADDRESS

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

2 FEES PAYABLE

2.1 ENQUIRIES

Enquiries with regard to student accounts may be directed to the staff at student accounts in the student ledger office, which is at the administration building.

Tel: (018) 389 2242
(018) 389 2410
(018) 389 2227
Fax: ((086) 628 9479

2.2 AMOUNTS PAYABLE

2.2.1 Application fee

New students must apply for admission to the North-West University and the fee payable for this is R 150.

The R150 can be paid directly at the Post Office by means of a **postal order**.

The amount is not refundable and will not appear on the account of the student, as the fees will be paid directly to Academic Administration by the University.

2.2.2 Registration fee

All students must pay the annual registration fee as listed under clause 2.2.3. The amount is **not refundable** and do not qualify for staff discount, nor can it be paid off in monthly instalments. Registration after the official communicated dates will results in a late registration fine as listed under clause 7.2, Tuition fees.

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

Any student, who wants to make use of examination facilities abroad, will pay an additional amount per module for the examination facilities outside of the RSA.

Students are responsible to ensure that the value of any foreign deposit is equal to the value of the required payment in South Africa currency and take note that the bank costs of the transaction are for the account of the student.

2.2.3 Minimum first payment

The following amounts are **payable during registration**:

	Residence	**Non Residence**
Registration fees	1,100	1,100
First payment of tuition fees	4,250	4,250
First payment of boarding fees	5,435	-
Minimum amount payable before	**R10,785**	**R5,350**

2.2.4 Tuition fees

NO STUDENT WILL BE ALLOWED TO REGISTER FOR 2012 UNLESS ALL OUTSTANDING FEES HAVE BEEN PAID IN FULL.

Tuition fees are made up of two components. The first is the **module costs** which is 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 reflect correctly both the market value of the qualification programme and the demands the qualification programme places on the University 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 doctorate qualifications , however, are payable at only a **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, all relevant modules plus the annual qualification programme cost shall be levied. Students doing modules via Unisa shall pay the NWU registration fee as well as the qualification programme cost applicable.

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 2012.

Besides the required modules for the programme concerned, a student may enrol in any study year for additional modules by the payment of normal tuition fees and with the consent of the dean, in accordance with the applicable faculty rules.

2.2.5 Postgraduate studies – Honours, Masters and Doctorates

Please contact the respective faculties or schools for programmes offered and a fee quotation can be obtained at student accounts enquiries desk or on 018 389 2242

2.2.6 Residence

Fifty percent of the annual residence fee must be paid on registration and before the student is allocated/given accommodation. The balance of residence fees are payable by no later than 31 July 2012.

2.2.7 Other fees

Other fees that students may be charged for are listed under clause (7).

2.2.8 Internet services

From the 1st of 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. The IT service package for 2012 will be a mandatory **R950** for all contact students of the NWU

2.2.9 Loss of or damage to Library material

Student has the sole responsibility to return all loan material from the Library to the Library promptly at the end of the loan period; it should be in the same condition as it was in when borrowed. Any losses of or damage to loan material will be recovered from the student. Should a student fail to return relevant material to the library after notice, or fail to pay the replacement or repair costs thereof, as the case may be, the student gives permission that the relevant costs be debited against his/her University account.

2.2.10 Maximum tuition fee periods

2.2.10.1 Undergraduate and honours degree

The maximum tuition fee period is the period on which the fees payable are calculated for all undergraduate courses, postgraduate diplomas and honours degrees. The study periods of courses differ from course to course and a 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 in 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!

2.2.10.2 Master's and doctoral degrees

Tuition fees for postgraduate studies are levied per qualification per year, with the exception of MBA, MTh and the Postgraduate Diploma in Management, which is levied per registered module.

The maximum tuition fee periods, on which tuition fees payable are calculated, are 2 years for a master's degree and 3 years for a doctoral degree.

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

The implication of exceeding these tuition fee periods is that master's and doctoral students will pay registration and full tuition fees in each year exceeding the limit.

All pipeline master's and doctoral students from whom class fees have been levied according to the previous model will stay on that model until completion of their current master's or doctoral degree. If and when these pipeline students exceed their 3 years for a master's students or 4 years for a doctoral student, class fees shall be levied according to the new model.

2.3 CONDITIONS OF PAYMENT

2.3.1 Payment options

Personally to the cashier from **8:00 – 15:00** (Monday to Friday). Payments may be made by way of cash, debits cards, credit cards and/or ***bank guaranteed cheque only(we do not accept personal cheques)***, (**University does not accept personal cheques)**

Direct bank payments into the bank account of the **North-West University**, **STANDARD BANK**, Account **number 030 890 195, Branch code 050040. The 8 digits student's University number must be written on the deposit slip as reference.**

2.3.2 Postponement for payment of minimum first payments

If a student's studies are financed by way of a bursary or loan, written proof thereof must be submitted **annually, (preferably <u>two weeks before</u> registration to allow for verification/validation and data capturing)**.
The written proof should set out the value/ amount and what items the bursary or loan will cover, e.g. tuition, accommodation, as well as the time when payment thereof will be made.

2.3.3 Payment of University account

Tuition and accommodation fees are payable in monthly instalments as specified on the statements, within thirty days following the date of account, with a final payment settled in full on 31 July. **<u>Interest is charged when there is an outstanding amount on 60 days or more. If the student is registered in January, then the interest will be charged from 31 March of the same year. The whole instalment must be settled, if not the interest will be charged on the outstanding balance of the instalment. Interest in charged at 4% above the prime lending rate of the university's official bankers.</u>**

2.3.4 Staff discount

Permanent staff of the North West University and fixed-term appointments with full benefits is 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 appointments without benefits are, however, excluded. Registration fees and additional levies do not qualify for staff discount, not can it be paid of in monthly instalments.

Application forms are published at http://www.puk.ac.za/fad/personeelafslag.html

As from 01 January 2012 staff discount will only be given for the current financial year. If staff discount has not been applied for in the course of a particular year, no discount will be given retroactively E.g. No discount for 2011 tuition fees shall be given in 2012.

Closing date for staff-rebate application:

- **Undergraduate studies** **15 January**
- **Postgraduate studies** **31 March**

Enquiries regarding staff discount may be directed student ledger office on 018 389 2242/2227 or 2410

2.3.5 Credit amounts on a University account

If a credit balance arises on a University account, application may be made on the prescribed form for payment of the credit amount by direct transfer; **no** credit will be paid out in **cash. To apply for a refund the student has to bring along the ID and the copy of bank statement.**

Official application forms for credit payments are available at student accounts enquiries office and should be fully completed and approved for the pay-out of credits**.**

2.3.6 Responsibility for compliance with conditions of payment

It is the student's responsibility to see to it that the conditions of payment as outlined are met, regardless of whether he/she is being financed by means of a bursary or a loan. Students who do not pay the required monthly instalment **will be charged interest at a rate of 4% above the prime lending rate of the University's official bankers.**

Students' accounts are sent to the students or their parents. No accounts are sent directly to bursary-grantors. Accounts can be electronically obtained on the University webpage by signing in at http://www.nwu.ac.za/admin. Choose Account Enquiries under Financial Enquiries and retrieve

information. A password will be issued by the system to the student which is needed to access the information.

2.3.7 Failure to comply with the conditions of payment

A student who cannot comply with these arrangements must make other arrangements for payment of the prescribed fees with the Manager: Collections in advance, with the provision that the final instalment is payable on 31 July. Should the money not be paid on the predetermined dates or at the times as determined otherwise, the University may resort to one or more of the following measures:

- deactivation of the University card;
- refusal of class admission;
- refusal of admission to the examinations or to graduation;
- non-issue of examination results, diploma and degree certificates;
- 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.

The University has the right to make any enquiries it deems necessary to evaluate a student's application for credit. Should credit be granted, the University has the right to place information with regard to defaulting on the payment of a University account on record with credit bureaux.

All money due to the University following a handing over to the University's lawyers can only be paid directly to the lawyer. The University will not receive any payments in respect of accounts already handed over to the University's lawyers. In cases where accounts have already been handed over, the debtor remains liable for all collection costs incurred.

3 FINANCIAL SUPPORT

The Financial Aid Office, as one of the student support services within the University, renders a service that seeks to enlighten the burden associated with financing study costs, the Office therefore works in partnership with students, parents and funding organisations in this regard.

Outlined below are some of the schemes available as types of assistance to provide some financial relief to students: Enquiries can be directed to the bursary office, contact numbers 018 389 2330/2372/2516/2521

3.1 MERIT BURSARIES

- **1ST Year students**

Students who have passed their Matriculation examinations exceptionally well, may qualify for a staggered rebate on their tuition fee, determined according to their pass rate.

- **Returning students**

Returning student who have achieved an average of 70% or above may qualify for merit subject to certain conditions.

- **Postgraduate merit**

Postgraduate merit is awarded once in the first year as per postgraduate course. Postgraduate students from other universities may apply for the bursary at financial Aid & Scholarships Office

3.2 NSFAS BURSARY-LOAN SCHEME

The object of the NSFAS bursary-loan scheme is to offer financial support to all full time students (current and prospective).

Who is eligible and what are the requirements?

Prospective and returning students who are **RSA citizens,** studying **full time at undergraduate** level and who are **financially needy** and have the **potential to succeed academically** are eligible for assistance.
Collect or request an application form from the Financial Aid Office and return it before the closing date.

Closing dates

Returning students	15 October
New students (1st years)	30 November

Applicants are welcome to visit the office for more information or make enquiries at the following numbers:

018 389 2330
018 389 2516
018 389 2372
018 389 2521

3.3 UDERGRADUATE BURSARIES

3.3.1. Leadership Bursary

Awarded to first year students who were head boy/girl, head LRC. Submit proof from your high school

3.3.2 Arts & Culture Bursary

Awarded to students who are members of the university choir, drama, dance. Conditions of the bursary available from Cultural Office

3.3.3 Debate Bursary

National winner receives a bursary of 50% of tuition fees and the runner up 25%
Enquiries at Financial Aid Office

3.3.4 Orphan Bursary

Bursary offer financial support to orphans. Submit death certificates of both parents. Enquiries at Financial Aid Office

3.3.5 Travel Bursary

Offered to students who travel 150km and more from home. Enquiries Financial Aid Office

3.3.6 Family Bursary

Awarded to students who come from the same family. Enquiries Financial Aid Office

3.3.7 Disability Bursary

Offered to students who have a physical disability. Full details of the bursary at The Disability Unit

3.3.8 Sports Bursary

Awarded to students who take part in ports and win provincial or /and national prizes. Enquiries Sports Office

3.3.9 CSRC Bursary

Awarded to members of the CSRC.

For enquiries on all above bursaries visit Financial Aid Office

3.4 BURSARIES ADMINISTERED IN PARTNERSHIP WITH EXTERNAL ORGANISATIONS

For more information on other Bursaries enquire at Financial Aid & Scholarships Office

The Financial Aid & Scholarship Office keeps a resource book, listing Companies and Organisations that offer assistance, and students are encouraged to visit our help desk to obtain relevant information.

3.5 FUNZA LUSHAKA BURSARY PROGRAMME

The aim of the Funza Lushaka education scheme is to offer financial support to all students with the academic potential who are financially in need. The scheme is available to all full time, undergraduate students who meet requirements

Enquiries with regard to the bursary may be directed to Financial Aid Office (018) 389 2330

3.6 POSTGRADUATE BURSARIES

They consist of:

Honours Scarce Skills
Honours Non Scarce Skills
Masters
PHD

More information on these bursaries is available at Financial Aid & Scholarships Office.

3.7 CREDIT BALANCES

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

- to redeem a University loan;
- to act in accordance with bursary requirements stipulated by the donor of the bursary;
- to be carried over to the next year as minimum fees payable; and
- Final-year students who do not have a University loan may request for refund by completing necessary documentation available funds at the end of the year.

If a credit balance arises due to NSFAS fees, it will be utilised as follows:

- to redeem tuition fees;
- to redeem boarding and meal fees with regard to University accommodation and private accommodation according to NSFAS scales;
- to settle a book or approved equipment account; and
- If a credit balance arises, the whole amount must be sent back to NSFAS on or before 31 December.

Should a credit balance arise on a University account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; **no** credit will be paid out in **cash**.

Official application forms for credit payments are available at student account enquiries and should be fully completed and approved for the pay-out of credits.

Credit balances on student accounts can only be paid out against acceptable proof of the student's identity. Payment to any other person than the student can only be made on the written authority of the student on the prescribed form available at the student account enquires desks and against satisfactory proof of the identity of the student.

The above procedure is necessitated by relevant legislation and internal control

Where a credit balance arises because of bursary or loan payments from outside of the university, these credit amounts shall only be paid out on provision of the necessary bursary or loan agreement and only after consent from the bursary or financial institution was given in writing.

3.8 GENERAL

The bursaries, bursary-loans and loans that are awarded and administered by the University are in the first place utilised for redeeming tuition, boarding and meal fees.

The University reserves the right to add, withdraw or change awards without prior notice and direct costs, as determined by the University from time to time, are payable upon the signing of the relevant documentation.

Any further enquiries may be directed to: Financial Support Services, Mafikeng Campus, North-West University, Private bag X2046, MMABATHO 2735, or contact us at (018) 389 2285/2366/2077/2503.

3.9 EDU LOAN

Edu Loan finances University studies under certain conditions at a very reasonable rate as well as pay-back terms.

In the middle of the guide there is a loan-application form for applying for financing at Edu Loan. This loan-application form, which can be taken out, must be completed and handed in at Edu Loan.
Enquiries regarding to the loans may be directed to Edu Loan at:

- Telephone (018) 384 9457
- 083 285 1391

4 CANCELLATION OF STUDY

4.1 PROCESS UPON CANCELLATION OF STUDY

Notice of cancellation of study and/or single course modules should be done on the official cancellation form available from the office of the Manager: Academic Services.

Should notice of cancellation take place by letter, it should be directed to the Campus Registrar by *registered mail*, in which case the date of receipt will be noted as official cancellation date.

The cancellation is valid from the date of proper submission of the cancellation form to the mentioned Department, or from the date of receipt of the registered postal article by the Campus Registrar.

The Campus Registrar will notify Finance Department of the cancellation.

4.2 FEES PAYABLE UPON CANCELLATION OF STUDY

Should a student cancel his/her study prior to 28 February only the registration amount is payable as set out above.

Should a student cancel his/her study after 28 February, the full tuition for the first semester is payable.

Should a student cancel his/her study for the second semester prior to 31 July, the registration and tuition fee for the first semester is payable in full.

Should a student cancel his/her study after 31 July, the full tuition for the year is payable.

Should a student cancel his/her study, all bursaries and/or loans are refundable immediately.

CONTINUED LIABILITY FOR FULL FEES PAYABLE UPON EXPELSION OF STUDIES

In all cases of transgressions and subsequent disciplinary steps that 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 repayment, reduction or waiver of moneys that have been paid or are payable to the University. All bursaries and/or loans are also refundable immediately.

4.3 FEES PAYABLE UPON CHANGING OF MODULES

Should a student change any module(s) after the period allowed for changing, which is annually determined by Academic Administration, no credit will be granted for the cancelled module(s).

5 RESIDENCES

Comprehensive information in regard to residences is contained in the Rules for Residents of Campus is available on request from the Residence Manager.

5.1 APPLICATION FOR ADMISSION TO A RESIDENCE

Upon acceptance of an application for residence accommodation through the University, a contractual agreement is established between the student and the University in terms of par. 2.16.3 of the University Regulations for Residences and the applicant binds him-/herself to reside in the residence for a full academic year.

Should a student leave the residence during the first semester, he/she will remain responsible for the full year's boarding fee. See (5.3) in regard to cancellations.

5.2 SCHEDULE OF FEES

Undergraduate Residences	R10 870 per annum
Lost City (4th Year Students)	R14 560 per annum
Gloria Park	R19 710 per annum
Post Graduates	R20 160 per annum

Residences per day:

- Students doing internship during holiday (with prior approval) R 100
- Casual users R 150

5.3 RESIDENCE CANCELLATION

Boarding fees are levied for a whole year. **No reimbursements will be made, irrespective of the date of cancellation.**

A student will only be credited if he/she recruits another student 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 semester.

Should a first-year student cancel his/her studies before the end of February due to adjustment problems, he/she will only pay for the first semester. If cancellation takes place after February, the tariff for the full year will apply. In this instance the same arrangement as above will apply if he/she can recruit a student living outside campus and provided that the residence management approves of the person to take his/her place.

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

6 UNIVERSITY CARD

6.1 ADMISSION FUNCTION

The University card gives access to all places and buildings to which a student has right of access.

6.2 CONDITIONS FOR USE

A specific condition for the use of the University card is that the student should accept liability for all financial transactions made with the card.

Should the University card be lost, the student undertakes to report it immediately to the Department of Protection Services so that the University card can be deactivated. The staff that will render assistance with the deactivation can be contacted at 018 389 2185/2277.

The student remains liable for all transactions entered into with the University card until it is deactivated according to University procedures.

7 OTHER FEES

The following is a list of other fees that a student's University card may be levied with if applicable to the student.

Academic transcript	R 50
Student statement	R 10
Second examination opportunity fee	R 250 per module to be paid in advance
Replacement of lost degree or diploma certificate	R 240
Admission to status	R 320
Graduation in absentia	R 300
Application fee	R 150
Student /Staff card	R 80
Dishonoured cheque	R 100
IT Levy	R950