NORTH-WEST UNIVERSITY ®
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOMKAMPUS

Betaalbare Gelde & Finansiële Reëls
Potchefstroomkampus

Fees Payable & Financial Rules
Potchefstroom Campus

2012

Fiansiële Administrasie: Inkomste
Financial Administration: Revenue

Inhoudsopgawe / Table of Contents

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

The English table of contents follows after the Afrikaans

1 ALGEMENE BEPALINGS 5
1.1 WYSIGING VAN UNIVERSITEITSGELDE 5
1.2 UNIVERSITEITSNOMMER 5
1.3 FINANSIëLE AANSPREEKLIKHEID 5
1.4 VERANTWOORDELIKHEID VAN 'N STUDENT 6
1.5 AMPTELIKE ADRESSE 6
1.6 VRYWARING 6
1.7 WEBADRES 6
2 BETAALBARE GELDE 6
2.1 NAVRAE 6
2.2 BEDRAE BETAALBAAR 7
2.2.1 Aansoekgelde 7
2.2.2 Registrasiegeld 7
2.2.3 Klasgeld 7
2.2.4 Losiesgeld 7
2.2.5 Ander gelde 7
2.2.6 Internet gelde 7
2.2.7 Eterekening 8
2.2.8 Maksimum klasgeldtydperke 8
2.2.9 Verkeersboetes 9
2.2.10 Verlies of beskadiging van biblioteekmateriaal 9
2.3 BETALINGSVOORWAARDES 9
2.3.1 Betalingsopsies 9
2.3.2 Minimum eerste betaling 9
2.3.3 Uitstel vir betaling van minimum eerste betalings 10
2.3.4 Vereffening van universiteitsrekening 10
2.3.5 Vroeëbetaling-korting op klas- en losiesgelde 11
2.3.6 Personeelafslag 11
2.3.7 Kredietbedrae op 'n universiteitsrekening 11
2.3.8 Verantwoordelikheid vir nakoming van betalingsvoorwaardes 12
2.3.9 Nie-nakoming van betalingsvoorwaardes 12
3 KANSELLASIE OF WYSIGING VAN STUDIE 12
3.1 PROSES BY KANSELLASIE VAN STUDIE 12
3.2 BETAALBARE GELDE BY KANSELLASIE VAN STUDIE 13
3.3 VOORTGESETTE AANSPREEKLIKHEID BY SKORSING 13
3.4 BETAALBARE GELDE BY WYSIGING VAN MODULES 13
3.5 OOREENGEKOME ONDERBREKING VAN NAGRAADSE STUDIES 13
3.6 AFSTERWE VAN INGESKREWE STUDENT 13

4 KOSHUISE 13
4.1 AANSOEK OM TOELATING TOT ‘N KOSHUIS 13
4.2 KOSHUISKANSELLASIE 14
4.2.1 Terugbetaling van losiesdeposito aan nuwe studente 14
4.2.2 Terugbetaling van losiesdeposito aan senior studente 14
4.2.3 Terugbetaling van losiesgeld 14
5 UNIVERSITEITSKAART 14
5.1 TOEGANGSFUNKSIE 14
5.2 ETEFUNKSIE 14
5.3 ETEGELD-BETALINGSOPSIES 15
5.4 ANDER GEBRUIKE 15
5.5 VOORWAARDES VIR GEBRUIK 15
6 LOSIESGELDE 15
7 ANDER GELDE 16
8 FINANSIëLE STEUN 18
8.1 AKADEMIESE BEURSE 18
8.2 LEIERSKAPSBEURS & KUNS- EN KULTUURBEURSE 18
8.3 ONDERSTEUNINGSBEURSE 18
8.4 NSFAS-BEURS-LENINGSKEMA 18
8.5 FUNZA LUSHAKA-BEURSPROGRAM 18
8.6 SPORTBEURSE 18
8.7 NWU-PUK-ALUMNILENINGSFONDS 19
8.8 BEURSE VANAF INSTANSIES BUITE DIE UNIVERSITEIT 19
8.9 KREDIETSALDO'S 19
8.10 ALGEMEEN 19
8.11 EDU-LOAN 19
1 GENERAL CONDITIONS 21
1.1 CHANGES IN UNIVERSITY FEES 21
1.2 UNIVERSITY NUMBER 21
1.3 FINANCIAL LIABILITY 21
1.4 RESPONSIBILITY OF A STUDENT 21
1.5 OFFICIAL ADDRESSES 22
1.6 INDEMNITY 22
1.7 WEB ADDRESS 22
2 FEES PAYABLE 22
2.1 ENQUIRIES 22
2.2 AMOUNTS PAYABLE 23
2.2.1 Application fee 23
2.2.2 Registration fee 23
2.2.3 Tuition fees 23
2.2.4 Boarding fees 23

2.2.5 Other fees ... 23
2.2.6 Internet services ... 23
2.2.7 Meals account ... 23
2.2.8 Maximum tuition fee periods ... 24
2.2.9 Traffic fines ... 24
2.2.10 Loss of or damage to Library material ... 25
2.3 CONDITIONS OF PAYMENT ... 25
2.3.1 Payment options ... 25
2.3.2 Minimum first payment ... 25
2.3.3 Postponement for payment of minimum first payments ... 26
2.3.4 Payment of University account ... 26
2.3.5 Early settlement discount on tuition and boarding fees ... 27
2.3.6 Staff discount ... 27
2.3.7 Credit amounts on a University account ... 27
2.3.8 Responsibility for compliance with conditions of payment ... 27
2.3.9 Failure to comply with the conditions of payment ... 28
3 CANCELLATION OR CHANGING OF STUDY ... 28
3.1 PROCESS UPON CANCELLATION OF STUDY ... 28
3.2 FEES PAYABLE UPON CANCELLATION OF STUDY ... 28
3.3 CONTINUED LIABILITY UPON EXPELSION ... 28
3.4 FEES PAYABLE UPON CHANGING OF MODULES ... 29
3.5 AGREED SUSPENSION OF POSTGRADUATE STUDIES ... 29
3.6 DEATH OF A REGISTERED STUDENT ... 29
4 RESIDENCES ... 29
4.1 APPLICATION FOR ADMISSION TO A RESIDENCE ... 29
4.2 RESIDENCE CANCELLATION ... 29
4.2.1 Refund of boarding deposit to new students ... 29
4.2.2 Refund of boarding deposit to senior students ... 29
4.2.3 Refunding of boarding fee ... 30
5 UNIVERSITY CARD ... 30
5.1 ADMISSION FUNCTION ... 30
5.2 MEAL FUNCTION ... 30
5.3 MEALS PAYMENT OPTIONS ... 30
5.4 OTHER USAGE ... 30
5.5 CONDITIONS FOR USE ... 31
6 RESIDENCE FEES ... 31
7 OTHER FEES ... 31
8 FINANCIAL SUPPORT ... 33
8.1 ACADEMIC BURSARIES ... 33
8.2 LEADERSHIP BURSARY & ARTS AND CULTURE BURSARIES ... 33
8.3 SUPPORT BURSARIES ... 33

8.4 NSFAS BURSARY-LOAN SCHEME 34
8.5 FUNZA LUSHAKA BURSARY PROGRAMME 34
8.6 SPORTS BURSARIES 34
8.7 NWU PUK ALUMNI LOAN FUND 34
8.8 BURSARIES FROM INSTITUTIONS OUTSIDE THE UNIVERSITY 34
8.9 CREDIT BALANCES 34
8.10 GENERAL 35
8.11 EDU-LOAN 35

Betaalbare Gelde & Finansiële Reëls 2012

1 ALGEMENE BEPALINGS

1.1 WYSIGING VAN UNIVERSITEITSGELDE

Die Raad van die Noordwes-Universiteit behou hom 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 toegelate student tot die Noordwes-Universiteit ontvang ŉ universiteitsnommer. Studente moet daarop let dat hulle nie net as ŉ nommer beskou word nie, **MAAR** hierdie universiteitsnommer moet op **alle** korrespondensie wat aan die Universiteit gerig word, verskyn.

Hierdie ***8-syfer-universiteitsnommer*** is ook die enigste verwysing wat gebruik moet word by **direkte bank- of elektroniese inbetalings** in die Universiteit se bankrekeninge vir ŉ student se rekening ten opsigte van klas-, losies en ander gelde of kontant vir etes.

1.3 FINANSIëLE AANSPREEKLIKHEID

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

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 andere verbind tot die betaling van die volle klas-, losies- en ander gelde soos deur die Universiteit vir enige bepaalde jaar van registrasie vasgestel word. Verder word die student se aanspreeklikheid vir die betaling van universiteitsgelde nie geraak of verminder deur die student en/of sy borg/medeskuldenaar se onkunde ten opsigte van die reëls en regulasies van die Noordwes-Universiteit nie, of die ongeldigheid van sy inskrywing ooreenkomstig daardie 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 'n rekening ontvang word al dan nie) soos van tyd tot tyd deur die Raad vasgestel.

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 'n saldosertifikaat uitgereik en onderteken deur 'n gemagtigde amptenaar van die Universiteit. So 'n sertifikaat sal bindend wees op die student en sal dien as *prima facie*-bewys van die aanspreeklikheid van die student en die omvang en verskuldigdheid van sodanige bedrag, deur die student aan die Universiteit, en hierdie sal sertifikaat 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 'n student en/of sy 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 ingevolge die regulasies van die Noordwes-Universiteit beskikbaar (sien punt 3).

1.4 VERANTWOORDELIKHEID VAN ‘N STUDENT

Die verantwoordelikheid vir die betaling van die klas-, losies- en ander gelde berus by die student en/of alternatiewelik die student se borg/medeskuldenaar, na gelang van die geval. Indien die student se Universiteitstudies deur ’n beurs of lening gefinansier word, moet die rekening onverwyld aan die beurs- of leninggewer vir betaling voorgelê word. Die Universiteit is nie verantwoordelik daarvoor om rekenings aan die beurs- of leninggewer te stuur nie. Dit bly die student se verantwoordelikheid om toe te sien dat die beurs- of leninggewer die nodige betalings maak aan die Universiteit.

Die Noordwes-Universiteit aanvaar geen verantwoordelikheid vir *foutiewe adresse* as gevolg waarvan rekeningstate wat versend is, verlore raak nie. Die verantwoordelikheid berus by die student om navraag te doen indien hy/sy nie rekenings ontvang nie. Adresveranderings moet gedoen word by Akademiese Administrasie wat bereikbaar is by (018) 299 4201.

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

1.5 AMPTELIKE ADRESSE

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

Akademiese aangeleenthede:
Die Direkteur
Akademiese Administrasie
Privaatsak X6001, POTCHEFSTROOM, 2520
Faks: (018) 299 4381

Finansiële aangeleenthede:
Die Afdelingshoof & Senior Rekenmeester
Finansiële Administrasie: Inkomste
Privaatsak X6001, POTCHEFSTROOM, 2520
Faks: (018) 293 5383

Beurse & lenings-aangeleenthede:
Die Hoof
Finansiële Steundienste
Privaatsak X6001, POTCHEFSTROOM, 2520
Faks: (018) 299 2194

1.6 VRYWARING

Hierdie is die enigste en amptelike gids ten opsigte van betaalbare gelde van die Noordwes-Universiteit (Potchefstroomkampus). Alhoewel daar verskeie prospektusse in die voorafgaande jaar uitgereik was met betaalbare bedrae, sal die bedrae in hierdie gids gebruik word om studenterekenings saam te stel.

Alle gelde wat in hierdie gids verskyn, word jaarliks aangepas. Hoewel die inligting wat in hierdie gids verskyn so noukeurig moontlik saamgestel is, aanvaar die Raad en Senaat geen aanspreeklikheid vir foutiewe inligting wat hierin mag voorkom nie. U bevestig hiermee dat u ten volle op hoogte is van en verstaan wat hierdie vrywaring inhou en beteken.

Die Engelse benamings van die verskillende modules in die onderstaande tabel is slegs vir doelmatigheid en beteken nie noodwendig dat die modules ook deur medium van Engels aangebied word nie.

1.7 WEBADRES

2 Die gids is ook op die web beskikbaar by: http://www.nwu.ac.za/af/fadi/indexBETAALBARE GELDE

2.1 NAVRAE

Navrae in verband met studenterekeninge kan gerig word aan die personeel by studenterekeninge in die betaalsaal op die grondvloer van die Joon van Rooy-gebou.

Tel: (018) 299 2667/ 2668/ 2669/ 2670/ 2671/ 2672/ 2673
Faks: (018) 293 5230/ 5234/ 5252/ 5255/ 5313/ 5314/ 5315
E-pos: PUK-studyfees@nwu.ac.za

Die navrae by bogenoemde telefoonnommers kan soms geweldige hoë volumes bereik. U kan ook skakel na die Universiteit se skakelbord by (018) 299 1111 of 299 2222.

2.2 BEDRAE BETAALBAAR

2.2.1 Aansoekgelde

Nuwe studente moet aansoek doen om toelating tot die Noordwes-Universiteit en die bedrag van R150 moet die aansoek vergesel. Die bedrag is nie terugbetaalbaar nie en sal ook nie op die student se rekening verskyn nie.

SLEGS vir die doel kan u 'n direkte bankdeposito of elektroniese inbetaling maak in die Noordwes-Universiteit se bankrekening. Die rekeningnaam is "**NWU DIVERSE**" en die bankbesonderhede is soos volg:

- ABSA 670-642-313 tak 632-005

Die belangrikste egter is u verwysing. Gebruik asseblief die letter A tesame met die voornemende student se ID nommer as verwysing vir ons bankrekening soos byvoorbeeld A8804151234081.

2.2.2 Registrasiegeld

Alle studente moet die jaarlikse registrasiegeld, soos gelys onder punt 7.2, betaal. Hierdie registrasiegelde word gebruik om die registrasieproses te bedryf. Die bedrag is **nie terugbetaalbaar** nie, kwalifiseer nie vir personeelafslag nie en kan ook nie maandeliks afbetaal word nie. Registrasie ná amptelike sperdatums, soos gekommunikeer, is onderhewig aan 'n laatregistrasie-boete, soos gelys onder punt 7.2,

2.2.3 Klasgeld

Klasgelde bestaan uit twee komponente. Die eerste is **modulekoste,** en dit word bepaal deur die spesifieke modules waarvoor 'n student registreer. Die tweede komponent is 'n **kwalifikasieprogramkoste**. 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 infrastruktuur deur die spesifieke kwalifikasieprogram.

Voorgraadse en honneursgraad-klasgeld is dus betaalbaar teen 'n **tarief per module** waarvoor ŉ 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 kwailfikasie.

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

Die volledige lys van klasgelde vir modules en kwalifikasies word geag deel van hierdie dokument te wees kragtens die leerstuk van inkorporasie deur verwysing, en is tydens registrasie in die betaalsaal van die Joon van Rooy-gebou beskikbaar. Hierdie klasgelde vorm ŉ integrerende deel van die Betaalbare Gelde & Finansiële Reëls 2012.

ŉ Student kan in enige studiejaar, buiten 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 is aansoekgeld van R 500 asook ŉ R 1,000 ter bevestiging van die koshuisinwoning in die geval van eerstejaarstudente, betaalbaar (Sien punt 4 – algemene inligting in verband met koshuise).

Dit is verpligtend dat alle koshuis eerstejaarstudente tydens die Ontvangs- en Bekendstellings-program alle etes moet neem. Die koste van hierdie etes sal eenmalig, aan die einde van Februarie, teen die student se Klas- en losiesgeld rekening gedebiteer word.

Losiesgeld vir 2012 word gelys onder punt 6.

2.2.5 Ander gelde

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

2.2.6 Internet gelde

Die Universiteit behou die reg voor om met die nodige kennisgewing die huidige gebruik van Internet en ander dienste vanaf ŉ kredietstelsel na ŉ suiwer kontantstelsel te wysig. Internetfooie word gelys onder klousule 7, spesifiek punt 10.

2.2.7 Eterekening

Etes word streng op ŉ kontantbasis by die Universiteit hanteer. Dit beteken dus dat u slegs dit wat u op u eterekening inbetaal, beskikbaar het; geen krediet word dus meer vir etes verleen nie!

Dit is dus belangrik dat studente seker maak dat daar voldoende kontant op hul Eterekening is vir aankope. Etes, bereken teen R75 per dag vir 170 akademiese dae, beloop ongeveer R12 750 per jaar of R1 500 per maand. ***Hierdie is slegs ŉ aanduiding!***

Etes in koshuiseetsale kan slegs deur middel van die universiteitskaart genuttig word. Studente betaal slegs vir etes wat wel geneem word. Etes en snoeperye kan ook in die kafeteria deur middel van die universiteitskaart aangekoop word. Behalwe vir etes, mag daar net kampusgoedgekeurde items op die universiteitskaart gekoop word, soos bv. PUK-dagboeke, PUK-rugbytruie, eerstejaarsdineekaartjies of toegangskaartjies na goedgekeurde studentefunksies.

ŉ Direkte bankdeposito of elektroniese inbetaling kan gemaak word in enigeen van die Noordwes-Universiteit se bankrekenings by **ABSA, Eerste Nasionale Bank, Nedbank** of **Standard Bank**. By ABSA se Rekeningbetalings, ENB se Public Recipients, Nedbank se Bank-approved beneficiaries of Standard Bank se Companies moet die rekeningnaam "**NWU VENDING**" vanuit u bank se lys van begunstigdes gekies word. Slegs die 8-syfer-universiteitsnommer sal as begunstigdeverwysing aanvaar word. Indien u sou verkies om wel ŉ betalingsbewys te stuur, faks dit na (018) 293 5210 of e-pos dit na

PUK-bankdeposit@nwu.ac.za

Die onderskeie rekeningnommers is:

- ABSA 40-7010-0351 tak 632-005
- ENB 6216-191-6849 tak 240-438
- Nedbank 1713-378-558 tak 171-338
- Standard Bank 33-038-243-8 tak 052-838

NWU VENDING is dus uitsluitlik vir die kontant-etestelsel bedoel terwyl **NWU STUDENT** vir Klas-, losies en ander geld bedoel is.

Betalings kan ook steeds by die **kassier in die Joon van Rooy-gebou** vanaf 08:00 tot 15:30 weeksdae gedoen word.

2.2.8 Maksimum klasgeldtydperke

2.2.8.1 Voorgraads en honneursgrade

Hierdie maksimum klasgeldtydperke moet nie met enige van die Algemene Akademiese Reëls verwar word nie! Die maksimum klasgeldtydperk is die tydperk waarop die betaalbare gelde vir alle voorgraadse kursusse, nagraadse diplomas en honneursgrade bereken word. Kursusse se studietydperke verkil 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.

2.2.8.2 Meesters- en doktorsgrade

Klasgeld vir meesters- en doktorsgraadkwalifikasies word per kwalifikasie per jaar gehef, met die uitsondering van MBA, MTh, en die Nagraadse Diploma in Bestuur, 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.***Weer eens, hierdie maksimum klasgeldtydperke moet nie met enige van die Algemene 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 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 klasgeldtydperke is dat 'n meesters- en doktorsgraadstudent in elke oorskrydingsjaar weer registrasie, die volle kwalifikasieprogramkoste asook die volle klasgelde sal moet betaal.

Alle pyplyn-meesters- en -doktorsgraadstudente van wie klasgeld volgens die vorige model gehef is, sal op die vorige model bly tot 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

Studente wat versuim om hul verkeersboetes, wat ingevolge die Universiteit se amptelike verkeersreglement opgelê is, te betaal of nie binne die voorgeskrewe tydperk aansoek doen vir kwytskelding van hul boetes nie, se universiteitsrekeninge sal daarmee gedebiteer word. Die boetes is onmiddellik betaalbaar, met heffing daarvan teen die student se universiteitsrekening. Navrae in verband met verkeersboetes kan gerig word aan Beskermingsdienste by (018) 299 4402.

2.2.10 Verlies of beskadiging van biblioteekmateriaal

'n Student dra die uitsluitlike verantwoordelikheid om alle uitleenmateriaal vanaf die Biblioteek stiptelik by die verstryking van die uitleenperiode aan die Biblioteek terug te besorg in dieselfde toestand as waarin dit was toe dit geleen is. Enige verlies van, of skade aan, uitleenmateriaal sal van die student verhaal word. Indien 'n student versuim om na kennisgewing deur die Biblioteek aan die student die betrokke materiaal terug te besorg of die vervangings- of herstelkoste daarvan te betaal, na gelang van die geval, verleen die student toestemming dat die toepaslike koste teen sy/haar universiteitsrekening gedebiteer word.

2.3 BETALINGSVOORWAARDES

2.3.1 Betalingsopsies

Persoonlik by die kassier vanaf 08:00 tot 15:30 (Maandag tot Vrydag). Betalings kan geskied deur middel van kontant, tjek, posorder, debiet- of kredietkaart.

Per tjek of posorder uitgemaak aan die **Noordwes-Universiteit (Potchefstroomkampus)** met die **student se universiteitsnommer** agterop tjek of posorder aangebring, gestuur aan: Die Kampusregistrateur, Noordwes-Universiteit, Privaatsak X6001, Potchefstroom, 2520. Tjeks moet gekruis en duidelik gemerk word "**Nie verhandelbaar nie**" en "**Nie oordraagbaar nie**".

'n Direkte bankdeposito of elektroniese inbetaling kan gemaak word in enigeen van die Noordwes-Universiteit se bankrekenings by **ABSA, Eerste Nasionale Bank, Nedbank** of **Standard Bank**. By ABSA se Rekeningbetalings, ENB se Public Recipients, Nedbank se Bank-approved beneficiaries of Standard Bank se Companies moet die rekeningnaam "**NWU STUDENT**" vanuit u bank se lys van begunstigdes gekies word. Slegs die 8-syfer-universiteitsnommer sal as begunstigdeverwysing aanvaar word. Indien u sou verkies om wel 'n betalingsbewys te stuur, faks dit na (018) 293 5210 of e-pos dit na PUK-bankdeposit@nwu.ac.za

Die onderskeie rekeningnommers is:

- ABSA 40-7009-9350 tak 632-005
- ENB 6216-190-7335 tak 240-438
- Nedbank 1713-378-531 tak 171-338
- Standard Bank 33-038-446-5 tak 052-838.

NWU STUDENT is dus uitsluitlik vir Klas-, losies en ander geld terwyl **NWU VENDING** slegs vir die kontant etestelsel bedoel is.

Betalings kan ook steeds by die **kassier in die Joon van Rooy-gebou** vanaf 08:00 tot 15:30 weeksdae gedoen word.

2.3.2 Minimum eerste betaling

2.3.2.1 Eerstesemester-registrasie

Die volgende bedrae is voor registrasie betaalbaar:

	Koshuis	Dorp	Af-kampus
Eerste betaling op klasgeld	4 800	4 800	4 800
Eerste betaling op losiesgeld	4 400	-	-
Etes tydens O&B* (Verpligtend vir koshuis eerstejaars)	750	-	-
Registrasiegeld	1 100	1 100	1 100
Totaal voor kontant vir etes	**R11 050**	**R5 900**	**R5 900**
Aanbevole inbetaling vir etes (Februarie & Maart 2012)**	2 250	2 250	-
Totaal insluitende kontant vir etes	**R13 300**	**R8 150**	**R5 900**

* Ontvangs- en bekendstellingsprogram vir 1ste jaars. Dorpstudente eerstejaars moet self vir etes voorsien.

** Etes teen R75/dag vir 170 akademiese dae = R12 750/jaar of R1 500/maand. ***Hierdie is slegs 'n aanduiding!***

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 hier bo aangedui, is betaalbaar met registrasie en die saldo van die rekening vir klas- en losies- en ander geld is betaalbaar in drie (3) paaiemente, **met 'n finale betaling ter 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 dié datum sal 'n laatregistrasieheffing van R500 tot gevolg hê.

Alle Potchefstroom Besigheidskool MBA-studente betaal 'n jaarlikse toelatingsfooi van R3 000 en die Nagraadse Diploma in Bestuur-studente betaal 'n R500 vir toelating tot die Potchefstroom Besigheidskool . Beide hierdie bedrae is nie terugbetaalbaar nie.

Alle gestruktureerde LLM-studente betaal 'n eenmalige nie-terugbetaalbare heffing van R2 000 vir toelating tot die program.

2.3.2.4 Registrasie van buitelandse studente

Buitelandse studente moet die volle bedrag van hul voorgenome studie- en verwante kostes aan die Universiteit vooruit betaal voordat registrasie gefinaliseer kan word.

'n Direkte bankdeposito of elektroniese inbetaling kan gemaak word in die Noordwes-Universiteit se **ABSA**-bankrekening. By ABSA se Rekeningbetalings moet die rekeningnaam "**NWU DIVERSE**" vanuit u bank se lys van begunstigdes gekies word. Slegs die 8-syfer-universiteitsnommer sal as begunstigdeverwysing aanvaar word. Indien u sou verkies om wel 'n betalingsbewys te stuur, faks dit na (018) 293 5210 of e-pos dit na PUK-bankdeposit@nwu.ac.za. Die betrokke rekeningnommers is:

- ABSA 670-642-313 tak 632-005 swiftcode ABSAZAJJ

Enige student wat van eksamengeleenthede in die buiteland wil gebruik maak sal 'n addisionele bedrag, soos gelys onder punt 7.3 per module moet betaal vir die eksamengeleenthede buite die RSA.

Studente bly daarvoor verantwoordelik om seker te maak dat die waarde van enige buitelandse deposito gelyk is aan die waarde van die vereiste betaling in Suid-Afrikaanse valuta, en neem kennis dat die bankkoste van die valutatransaksie vir die rekening van die student self is.

2.3.2.5 UNISA-registrasie

Studente wat vir graaddoeleindes by die NWU registreer maar alle modules deur UNISA voltooi, betaal slegs 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 betalings

2.3.3.1 Beursstudente

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

2.3.3.2 Studies gefinansier deur lenings

Indien 'n student se studies deur middel van 'n lening gefinansier word, moet die skriftelike bewys daarvan jaarliks tydens registrasie aan die Invorderingsafdeling voorgelê word. Die studente moet ook binne 14 kalenderdae na registrasie die minimum eerste betaling oorbetaal aan die Universiteit en daarna maandeliks stiptelik hul verpligtinge teenoor die Universiteit nakom om sodoende die rekening soos alle ander studente teen 31 Julie te vereffen.

Die Invorderingsafdeling van die Universiteit kan telefonies gekontak word by (018) 299-2662/ 2663/ 2664 of per e-pos by PUK-invorder@nwu.ac.za

2.3.4 Vereffening van universiteitsrekening

Klas- en losiesgeld kan ten volle aan die begin van die jaar vereffen word. U sal dan ook kan aansoek doen vir vroeëbetaling-korting. Sien 2.3.5 in dié verband.

Die Universiteit bied dan ook 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 ter 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 1ste van die maand en eindig altyd op die laaste dag van die maand.

Die bedrag van R500 wat betaal is vir 'n aansoek om toelating tot die koshuis, asook die R 1,000 ter bevestiging van die koshuisinwoning in die geval van eerstejaarstudente, word jaarliks gedurende Maart teen die betrokke student se klas- en losiesgeldrekening gekrediteer.

Ander gelde is streng binne dertig dae ná die rekeningstaat datum betaalbaar.

In die geval waar 'n student agterstallig raak met enige bedrag ooreenkomstig bogenoemde betalings-voorwaardes, sal die Universiteit rente op sodanige agterstallige bedrae hef.

2.3.5 Vroeëbetaling-korting op klas- en losiesgelde

Om te kwalifiseer vir 'n vroeëbetalingskorting van 2,5% moet daar aan **al die onderstaande vereistes voldoen word**:

a) Registrasie- en ander gelde kwalifiseer nie vir korting nie.
b) Beide klas- en losiesgelde moet ten volle vereffen wees om te kwalifiseer.
c) Kortbetalings vir selfberekende korting sal nie aan bogenoemde vereiste voldoen nie.
d) Bevestig u betaling vooraf om teleurstelling te voorkom.
e) Alle krediete moet reeds op die studenterekening reflekteer teen einde Maart.
f) **Geen toekomstige betalings (beurse, lenings of deposito's) sal in ag geneem word nie**!
g) Betalings wat wel teen die laaste dag van April op die Universiteit se bankrekening reflekteer, sal nog in ag geneem word.
h) Korting is slegs van toepassing op die huidige jaar se klas- en losiesgelde, ***nie terugwerkend nie!***
i) Doen jaarliks skriftelik aansoek vir die korting. Stuur e-pos na PUK-studyfees@nwu.ac.za of faks na (018) 293 5230/ 5234/ 5252/ 5255/ 5313/ 5314/ 5315.

2.3.6 Personeelafslag

Permanente personeel van die Noordwes-Universiteit asook vastetermynaanstellings met volle byvoordele is geregtig op personeelafslag op **klasgelde** op die voorwaardes soos uiteengesit in die Universiteit se Diensvoorwaardes, klousule 7.4. Tydelike personeel en vastetermynaanstellings sonder byvoordele is hiervan uitgesluit. Registrasiegelde en bykomende heffings kwalifiseer nie vir personeelafslag en kan ook nie in maandelikse paaiemente afbetaal word nie.

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

Personeelafslag sal slegs vir die huidige finansiële jaar toegestaan word. Indien daar dus nie in 'n betrokke voorafgaande jaar vir personeelafslag aansoek gedoen is nie, sal geen afslag terugwerkend toegestaan word nie. Geen afslag sal byvoorbeeld vir 2011-klasgelde sal in 2012 toegestaan word nie.

Navrae in verband met personeelafslag op klasgelde kan gerig word aan Studente Administratiewe Stelsels by (018) 299-4884/5, faks 0866133368 of e-posse na corlia.debeer@nwu.ac.za of ilse.nel@nwu.ac.za

2.3.7 Kredietbedrae op 'n universiteitsrekening

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

Kredietsaldo's op studenterekenings kan slegs uitbetaal word teen aanvaarbare bewys van die student se identiteit. Uitbetalings aan enige ander persoon as die student kan slegs geskied teen skriftelike magtiging deur die student op die voorgeskrewe vorm wat by die navraetoonbanke beskikbaar is, asook aanvaarbare bewys van die identiteit van die student. 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.

Amptelike aansoekvorms vir kredietuitbetalings is beskikbaar by die toonbanke van studentrekeningnavrae, of dit kan per e-pos aangevra word by PUK-studyfees@nwu.ac.za , of dit kan van ons webblad verkry word by die skakel http://www.puk.ac.za/fad/kredietuitbetaling.html . Die vorm moet volledig en akkuraat ingevul

word en ook self deur die student goedgekeur word vir die uitbetaling van krediete en die NWU kan nie aanspreeklik gehou word vir foutiewe inligting soos voorsien op die aansoekvorms nie. Let op die spertyd vir indiening van aansoeke asook wagtydperke vir uitbetalings. 'n Standaardheffing sal op die student se rekening gehef word vir elke tjek wat uitgereik word vir die doel.

2.3.8 Verantwoordelikheid vir nakoming van betalingsvoorwaardes

Dit is die student se verantwoordelikheid om toe te sien dat die betalings-voorwaardes, soos omskryf, nagekom word, ongeag of sy gelde deur middel van 'n lening of beurs gefinansier word. Indien 'n student agterstallig is met die betaling van sy rekening, ongeag of hy 'n reëling met die Universiteit getref het, sal die Universiteit rente hef op agterstallige bedrae 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.

Rekenings ten opsigte van klas-, losies- en ander geld word aan die studente of hul ouers gestuur. Geen rekening word direk aan die beursinstansie gestuur nie.

Elektroniese rekeninge kan vanaf die Universiteit se webblad onttrek word deur in te teken by **http://www.nwu.ac.za/admin/index_a.html** . Kies dan ***Rekeningnavrae*** onder ***Finansiële Navrae*** en ***Onttrek inligting*****.** ŉ Wagwoord sal aanlyn aan die student uitgereik word wat benodig word om toegang tot die stelsel te verkry.

2.3.9 Nie-nakoming van betalingsvoorwaardes

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

- deaktivering van die student se universiteitskaart;
- weiering van toegang tot lesings;
- weerhouding van toegang tot eksamens;
- 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;
- weiering van registrasie as student;
- uitsluiting van universiteitskoshuise;
- oorhandiging aan die Universiteit se prokureurs of invorderaars vir invordering;
- van die verskuldigde bedrag, in welke geval die student ook aanspreeklik sal wees vir rente en regskostes op prokureur- en eie kliënteskaal.

Die student stem toe tot die jurisdiksie van die Landdroshof indien die Universiteit ‘n aksie voortspruitend hieruit teen die student wil instel, maar dit verhoed nie die Universiteit om steeds en na sy eie uitsluitlike goeddunke 'n aksie of aansoek in die Hooggeregshof in te stel teen die student indien die Universiteit dit so sou verkies nie.

Indien krediet toegestaan word, is die Universiteit geregtig daarop om inligting wat betrekking het op die wanbetaling van 'n universiteitsrekening, by die kredietburo(‘s) op rekord te plaas.

Alle rekenings aan die Universiteit se prokureurs oorhandig vir invordering kan slegs by die prokureur betaal word. Die Universiteit ontvang geen geld ten opsigte van rekenings wat vir invordering aan die prokureurs oorhandig is nie. Waar rekenings reeds oorhandig is, bly die skuldenaar verantwoordelik vir alle invorderingskoste.

3 KANSELLASIE OF WYSIGING VAN STUDIE

3.1 PROSES BY KANSELLASIE VAN STUDIE

U kennisgewing van kansellasie van studie of enkele kursusmodules moet op die amptelike kansellasievorm geskied wat by Departement Akademiese Administrasie se fakulteitstoonbanke in die betaalsaal op die grondvloer van die Joon van Rooy-gebou verkrygbaar is.

Indien kennis van kansellasie per brief geskied, moet dit per *geregistreerde pos* aan die Kampusregistrateur gerig word, in welke geval die datum van ontvangs as amptelike kansellasiedatum aangeteken sal word.

Die kansellasie is geldig vanaf die datum van behoorlike indiening van die kansellasievorm by Departement Akademiese Administrasie of vanaf die datum van die ontvangs van die geregistreerde posstuk deur die Kampusregistrateur.

Die Kampusregistrateur of Departement Akademiese Administrasie sal Finansiële Administrasie: Inkomste dienooreenkomstig inlig rakende die kansellasie.

3.2 BETAALBARE GELDE BY KANSELLASIE VAN STUDIE

Indien ʼn kampusstudent voor 17 Februarie, en ʼn afstandstudent voor 9 Maart, studie kanselleer, is slegs die registrasiegeld betaalbaar. Indien ʼn kampusstudent na 17 Februarie, en ʼn afstandstudent na 9 Maart, studie kanselleer, is die volle kwalifikasieprogramkoste en klasgeld 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

Indien 'n student studie vir die tweede semester voor 31 Julie kanselleer, is slegs die eerste semester se klasgeld en kwalifikasieprogramkoste betaalbaar. Indien 'n student studie na 31 Julie kanselleer, is die volle jaar se kwalifikasieprogramkoste en klasgeld betaalbaar.

Indien ʼn afstandstudent studie voor 31 Julie kanselleer en die studiemateriaal reeds uitgereik is, is die gelde vir die studiemateriaal betaalbaar en R250 per module vir hanterings- en posgeld.

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

3.3 VOORTGESETTE AANSPREEKLIKHEID BY SKORSING

In alle gevalle van oortreding en gevolglike tugstappe, wat kragtens die bepalings van die Universiteitstatuut en/of die Studente Dissiplinêre Reëls, die tydelike of permanente, algehele of gedeeltelike ontneming van regte en voorregte, ingryping in of die onderbreking of beëindiging van studies, of die nie-aanvaarding in 'n koshuis kan meebring, 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 BETAALBARE GELDE BY WYSIGING VAN MODULES

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

3.5 OOREENGEKOME ONDERBREKING VAN NAGRAADSE STUDIES

Indien ‘n 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, TENSY die student vooraf goedkeuring by die betrokke fakulteit verkry het, wat bekragtig is deur ‘n Fakulteitsraadsbesluit waarvan 'n aantekening op die student se rekord gemaak is.

3.6 AFSTERWE VAN INGESKREWE STUDENT

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

ʼn Gesertifiseerde afskrif van die doodsertifikaat van die student moet aan die studenterekeningeafdeling voorsien word by faksnommer (018) 293-5315 of per e-pos aan PUK-studyfees@nwu.ac.za , sodat die proses ter afsluiting van die afgestorwe student se rekening kan begin.

4 KOSHUISE

Volledige inligting insake koshuise is vervat in die Reglemente vir Inwoners van kampus- en dorpskoshuise en is op aanvraag by die Studentedekaan beskikbaar.

4.1 AANSOEK OM TOELATING TOT ‘N KOSHUIS

ʼn Student se aansoek om toelating tot 'n koshuis moet vergesel word van die aansoekgeld van R 500 soos voorgeskryf. Vir die doel kan u 'n direkte bankdeposito of elektroniese inbetaling maak in die Noordwes-Universiteit se bankrekening by ABSA. Die rekeningnaam is “**NWU DIVERSE**” en die rekeningnommer is 670-642-313 met taknommer 632-005. ***Die belangrikste egter is u verwysing.*** *Gebruik asseblief die letter A tesame met die voornemende student se ID nommer as verwysing vir ons bankrekening bv. A8804151234081.*

Wanneer ’n eerstejaar student geplaas word in ’n koshuis, moet ’n bevestigings deposito van R 1, 000 betaal word ten einde sy/haar plek in die koshuis vas te maak. Die totale R 1, 500 deposito, of R 500 in die geval van senior studente, word jaarliks gedurende Maart teen die betrokke student se klas- en losiesgeldrekening gekrediteer.

By aanvaarding van 'n aansoek om koshuisinwoning deur die Universiteit, kom 'n kontraktuele ooreenkoms tussen die student en die Universiteit ooreenkomstig die Universiteit se Reglement vir koshuise tot stand en verbind die aansoeker hom/haar daartoe om vir 'n volle akademiese jaar in die koshuis in 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 kansellasies.

4.2 KOSHUISKANSELLASIE

4.2.1 Terugbetaling van losiesdeposito aan nuwe studente

’n Student verbeur die losiesdeposito behalwe wanneer 'n skriftelike kansellasie voor 31 Desember (wat die jaar van plasing voorafgaan) ontvang is en gestaaf word deur een van die volgende redes:

- Siekte, in welke geval 'n mediese sertifikaat die aansoek om terugbetaling van die losiesdeposito moet vergesel.
- Wanneer die student nie amptelik toelating tot die Universiteit, soos deur die amptelike reëls van die Universiteit bepaal, kon verwerf nie.

4.2.2 Terugbetaling van losiesdeposito aan senior studente

Die losiesdeposito sal slegs terugbetaalbaar wees indien 'n student sy/haar plekbespreking vir die volgende jaar skriftelik voor 31 Desember van die jaar wat die plasing voorafgaan kanselleer op grond van:

- Siekte, in welke geval 'n mediese sertifikaat die aansoek om terugbetaling van die losiesdeposito moet vergesel.
- Die feit dat 'n student sodanig in sy/haar universiteitseksamen gedruip het dat hy/sy nie met sy/haar volgende studiejaar kan voortgaan nie en om dié rede nie na die Universiteit terugkeer nie.

4.2.3 Terugbetaling van losiesgeld

Losiesgeld word vir ’n jaar gehef. Geen terugbetaling word gedoen nie, ongeag die kansellasiedatum.

’n Student kan slegs krediet ontvang indien hy/sy 'n dorpstudent in sy/haar plek werf en die koshuisbestuur die betrokke dorpstudent aanvaar. Die betrokke studente sal dan volgens 'n glyskaal aangeslaan word.

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

As ’n eerstejaarstudent voor einde Februarie weens aanpassingsprobleme kanselleer, betaal hy/sy slegs vir die eerste semester. Indien na einde Februarie gekanselleer word, geld die volle jaarlikse tarief. In hierdie geval geld dieselfde reëling soos hierbo indien hy/sy 'n dorpstudent kan werf en die koshuisbesture die persoon goedkeur om sy/haar plek te neem.

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

5 UNIVERSITEITSKAART

5.1 TOEGANGSFUNKSIE

Die universiteitskaart verleen toegang tot alle plekke en geboue waarop ’n student geregtig mag wees.

5.2 ETEFUNKSIE

Etes word streng op ’n **kontantbasis** by die Universiteit hanteer. Dit beteken dus dat u slegs dit wat u op u eterekening inbetaal, beskikbaar het; geen krediet word dus meer vir etes verleen nie!

Dit is dus belangrik dat studente seker maak dat daar voldoende kontant op hul Eterekening is vir aankope. Etes, bereken teen R 75 per dag vir 170 akademiese dae, beloop ongeveer R12 750 per jaar, of R1 500 per maand. ***Hierdie is slegs ‘n aanduiding!***

Etes in koshuiseetsale kan slegs deur middel van die universiteitskaart genuttig word. Studente betaal slegs vir etes wat wel geneem word. Etes en snoeperye kan ook in die kafeteria deur middel van die universiteitskaart aangekoop word. Behalwe vir etes, mag daar net kampusgoedgekeurde items op die

universiteitskaart gekoop word, soos bv. PUK-dagboeke, PUK-rugbytruie, eerstejaarsdineekaartjies of toegangskaartjies na goedgekeurde studentefunksies.

5.3 ETEGELD-BETALINGSOPSIES

'n Direkte bankdeposito of elektroniese inbetaling kan gemaak word in enigeen van die Noordwes-Universiteit se bankrekenings by **ABSA, Eerste Nasionale Bank, Nedbank** of **Standard Bank**. By ABSA se Rekeningbetalings, ENB se Public Recipients, Nedbank se Bank-approved beneficiaries of Standard Bank se Companies moet die rekeningnaam "**NWU VENDING**" vanuit u bank se lys van begunstigdes gekies word. Slegs die 8-syfer-universiteitsnommer sal as begunstigdeverwysing aanvaar word. Indien u sou verkies om wel 'n betalingsbewys te stuur, faks dit na (018) 293 5210 of e-pos dit na PUK-bankdeposit@nwu.ac.za

Die onderskeie rekeningnommers is:

- ABSA 40-7010-0351 tak 632-005
- ENB 6216-191-6849 tak 240-438
- Nedbank 1713-378-558 tak 171-338
- Standard Bank 33-038-243-8 tak 052-838.

NWU VENDING is dus uitsluitlik vir die kontant etestelsel bedoel terwyl **NWU STUDENT** vir Klas-, losies en ander geld bedoel is.

Betalings kan ook steeds by die **kassier in die Joon van Rooy-gebou** vanaf 08:00 tot 15:30 weeksdae gedoen word.

5.4 ANDER GEBRUIKE

Behalwe vir etes, mag daar net kampus goedgekeurde items gekoop word op die universiteitskaart soos bv. PUK-dagboeke, PUK-rugby truie, eerstejaarsdinees of toegangskaartjies na goedgekeurde studentefunksies.

5.5 VOORWAARDES VIR GEBRUIK

'n 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 universiteitskaart gedeaktiveer kan word.

Beskermingsdienste se beheerkantoor is 24 uur per dag, 7 dae per week oop, en is bereikbaar by (018) 299 2215 vir na-uur se deaktivering van verlore universiteitskaarte. Die personeel wat u tydens kantoorure met die deaktivering van u kaart sal bystaan is André Viviers of Corrie Bornman by (018) 299 2209 of andre.viviers@nwu.ac.za / corrie.bornman@nwu.ac.za

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

6 LOSIESGELDE

MANS- EN DAMESKOSHUISE	**PER JAAR**
Caput, Excelsior, Heide, Hombrè, Karlien, Kasteel, Klawerhof, Kom en Gaan, Minjonet, Oosterhof, Over de Voor, Patria, Vergeet-my-nie, Veritas, Wag-'n-Bietjie en Wanda	R13 300
MANS- EN DAMESKOSHUISE: ENKELKAMERS	
De Wilgers, Republiek, Eikenhof, Laureus en Ratau	R13 800
OPPIRIF	
Selfsorgeenhede	R18 070

Bogenoemde bedrae sluit die aansoekgelde om koshuisinwoning van R500 in, asook die R1 000 wat betaal is ter bevestiging van die koshuisinwoning in die geval van eerstejaars, wat reeds in die voorafgaande jaar betaalbaar was om u plek in die koshuis te bespreek en te bevestig. Die aansoekgelde word as 'n losiesdeposito op u rekeningstate aangedui en sal aan die einde van Maart oorgeplaas word as krediet op u klas- en losiesgeldrekening.

7 ANDER GELDE

Die volgende is ŉ lys van ander gelde wat gehef kan word op ŉ student se Universiteitsrekening indien van toepassing op die student.

			Rand
1	**Aansoekgelde**	Nuwe RSA-studente	150
		Nuwe buitelandse studente	550
		B-statusgeld (Indien vir studiestatus aansoek gedoen word)	600
		Spesiale toelatingseksamen	440
2	**Registrasiegelde**	Registrasiegeld	1 000
		Boete vir laat registrasie	500
		MBA: Jaarlikse toelating tot die skool	3 000
		Nagraadse diploma in Bestuur: Jaarlikse toelating tot skool	500
		LLM: Eenmalige toelating tot die program	2 000
3	**Akademiese administrasie**	Erkenning van Vorige Leer gehef op ad hoc-basis	-
		Vrystellingsgeld ***per aansoek, vir modules geslaag by ander instellings***	150
		Akademiese rekord saamgestel uit ou lêers	100
		Akademiese rekord saamgestel uit ou lêers tesame met sillabusse	200
		Aansoek/Hernuwing vir voorwaardelike matrikulasievrystelling (MR-gelde)	210
		Aansoek/Hernuwing van voorwaardelike matrikulasievrystelling op grond van ouderdom	400
		Aansoek/Hernuwing van voorwaardelike matrikulasievrystelling op grond van Senaatsdiskressie	400
		Wysiging van voorwaardelike matrikulasievrystellingsertifikaat (MR-gelde)	210
		Laat aanmelding van modulewysigings (per transaksie)	150
		Tweede eksamengeleentheid (per module)	170
		Heffing ten opsigte van eksamengeleentheid vir studente buite RSA (per module)	800
		Eksamen buite Potchefstroom (per vraestel)	220
		Toekenning van 'n graad of diploma in absentia	100
		Vervanging van graad- of diplomasertifikaat	150
4	**Studenteverenigings**	**Commercia, Excursio, FRSV & SAIPA**: Ekonomiese en Bestuurswetenskappe Studenteverenigings, **Ad Vivendum, BSV, Exatomos & Scientiae**: Natuurwetenskappe-studenteverenigings, **BRS**, **Caritas, Curona, Nutricamus, Privatus & Viviente**: Gesondheidswetenskappestudente-verenigings, **ISV**: Ingenieurstudentevereniging, **Let Wel**: Lettere en Wysbegeerte Akademiese Studentevereniging, **Onderwysraad**: Onderwysstudentevereniging, **SRVP**: Studenteregsvereniging Potchefstroom & **TSV**: Teologiese Studentevereniging	70
		PASV : Potchefstroom-Aptekerstudentevereniging	90
5	**Finansiële administrasie**	Onbetaalde/gedishonoreerde tjek	70
		Duplikaatrekening of -kwitansie	15
		Uitreik van 'n tjek aan 'n student	15
6	**Koerierkoste**	Plaaslike en buitelandse koerierkoste teen werklike bedrag	-
7	**Beskermingsdienste**	Kaarthouers	5
		Draagbandjies ("lanyards")	15

		Uitreiking van parkeerskyfie	25
		Vervanging van universiteitskaart	40
		Jaarlikse gereserveerde onderdakparkering	708
		Jaarlikse gereserveerde oop parkering	420
8	**Statistiese Konsultasiediens**	Statistiese beplanning, interpretasie van resultate, redigering van verhandelinge / proefskrifte	Gratis
		Dataverwerking, programmering, grafika asook hulp met publikasies, per uur	160
		Hulp by publikasies met SKD-personeellid mede-outeur	Koste sal teruggeskryf word ná bewys van publikasie
		Hulp by verhandelings / proefskrifte met SKD-personeellid hulpleier / promotor	Gratis
		Datavaslegging per karakter (met verifiëring)	0.035
		Drukwerk per bladsy	0.35
9	**Verpleegkundeprogramme**	Voortsetting van praktika	100
		Transkripsies	350
10	**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 ʼn 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 ʼn algemene, ruim pakket van IT-dienste wat vir hierdie groep studente beskikbaar gestel word. Die dienste hierby ingesluit bestaan uit ʼn aantal kategorieë: • Ruim nasionale en internasionale internet; • Onbeperkte toegang tot Wi-Fi-netwerk op kampusse (waar beskikbaar); • ʼn Verskeidenheid akademiese programmatuurpakkette, sowel as e-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.	* 950
		Drukwerktarief vir studente wat van die rekenaarfasiliteite van die Universiteit gebruik maak per bladsy	0.40
11	**Konservatoriumgelde** Geregistreerde studente is slegs studente wat ingeskryf is vir modules **MUSU174/5/7 MUSU274/5/7 MUSU374/5/6/7 MUSU474/5/6 MZSU177/277.** Verwys na punt 4 vir kansellasieprosedures wat ook hier van toepassing is	Registrasiegeld tot 15 Februarie	110
		Laat registrasie ná 15 Februarie	210
		Lesgeld (1 uur vir 34 weke per jaar)	5 340
		Geregistreerde student – oefengelde: Klavier	1 020
		Geregistreerde student – oefengelde: Orrel	1 180
		Geregistreerde student – oefengelde: Sang, stryk- en blaasinstrumente	690
		Ander student/personeel – oefengelde: Klavier	2 040
		Ander student/personeel – oefengelde: Orrel	2 360
		Ander student/personeel – oefengelde: Sang, stryk- en blaasinstrumente	1 400
12	**Gesondheidsorgsentrum** ** Die Universiteit behou die reg voor om in eie diskresie, met redelike vooraf kennisgewing, van	Toegang tot basiese mediese gesondheidsorg	** Gratis

	studente 'n basiese markverwant administrasiefooi te begin hef.		

8 FINANSIëLE STEUN

Navrae in verband met die beurse 8.1 tot 8.5 kan telefonies gerig word aan Finansiële Steundienste by (018) 299 2045/6 of e-pos 22063927@nwu.ac.za of 22081453@nwu.ac.za

8.1 AKADEMIESE BEURSE

Die volgende beurse is beskikbaar:

- Nuweling akademiese beurs
- Senior akademiese beurs

Akademiese beurse word outomaties toegeken aan voltydse studente indien die student daarvoor kwalifiseer. Deeltydse studente moet jaarliks aansoek doen vir die beurse. Die Universiteit se doeldatum vir uitbetaling van hierdie beurse is jaarliks einde Maart.

8.2 LEIERSKAPSBEURS & KUNS- EN KULTUURBEURSE

Die volgende beurse is beskikbaar en moet voor aansoek gedoen word:

- Hoofleiersbeurs
- Presidentsverkenner hoofleierswag
- Verskeie vorms van kuns- en kultuurbeurse

Die sluitingsdatum vir beursaansoeke van voornemende studente is 31 Januarie 2012. Die Universiteit se jaarlikse doeldatum vir uitbetaling van hierdie beurse is einde Maart.

8.3 ONDERSTEUNINGSBEURSE

Die volgende beurse is beskikbaar en moet voor aansoek gedoen word:

- Afstandsbeurs
- Beurs vir fisies gestremde studente
- Gesinsbeurs
- Wees- en Pleegbeurs
-

Die sluitingsdatum vir beursaansoeke van voornemende studente is 31 Januarie 2012 en vir senior studente 15 Oktober 2011. Die Universiteit se jaarlikse doeldatum vir uitbetaling van hierdie beurse is einde Maart.

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 aan alle voltydse, voorgraadse studente wat aan 'n reeks vereistes voldoen.

Die sluitingsdatum vir NSFAS-beurs-leningskema-aansoeke van voornemende studente is 30 November 2011 en vir 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 hul 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 was.

Sluitingsdatum vir Funza Lushaka-beursaansoeke van voornemende studente is 30 November 2011 en vir senior studente 15 Oktober 2011

8.6 SPORTBEURSE

Daar is sportbeurse beskikbaar aan studente wat gekwalifiseer het vir provinsiale kleure of hoër in sportsoorte wat wel op die Potchefstroomkampus van die Universiteit beoefen word, maar daar moet daarvoor aansoek gedoen word. Die sluitingsdatum vir beursaansoeke van voornemende en senior studente is 15 Oktober 2011 vir elke jaar.

Navrae in verband met alle sportsoorte kan gerig word aan Charmaine van der Westhuizen (018) 299 2905 of e-pos 12941530@nwu.ac.za

8.7 NWU-PUK-ALUMNILENINGSFONDS

Dié skema is beskikbaar aan studente waarvan een of albei ouers as ŉ oudstudent tot die NWU-PUK-Alumnifonds 'n bydrae lewer. Die skema bepaal dat ŉ ouer aansoek doen vir ŉ studentelening by Edu-Loan en dat die NWU-PUK-Alumnikantoor ŉ rentesubsidie kan toestaan. Aansoeke word regdeur die jaar hanteer.

Navrae in verband met die oudstudentefonds kan gerig word aan Yolandi Yssel by Bemarking en Kommunikasie, (018) 299 2768 of e-pos yolandi.yssel@nwu.ac.za

8.8 BEURSE VANAF INSTANSIES BUITE DIE UNIVERSITEIT

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

Die Invorderingsafdeling van die Universiteit kan telefonies gekontak word by (018) 299 2662/ 2663/ 2664 of per e-pos by PUK-invorder@nwu.ac.za

8.9 KREDIETSALDO'S

Indien ŉ kredietsaldo ontstaan weens ŉ beurs en/of lening (uitsluitende NSFAS), kan dit onder andere vir die volgende aangewend word:

- om 'n boekrekening of goedgekeurde toerustingsrekening te vereffen;
- om 'n universiteitslening te delg;
- om volgens beursvoorskrifte van die beursgewer op te tree;
- om dit as minimum betaalbare gelde vir die volgende jaar oor te dra; en
- kan finalejaarstudente wat nie oor 'n universiteitslening beskik nie, skriftelik aan die einde van die jaar die beskikbare fondse aanvra, met die skriftelike goedkeuring van die beursgewer.

Indien ŉ kredietsaldo weens NSFAS-gelde ontstaan, word dit soos volg aangewend:

- delging van klasgelde;
- delging van losies- en etegelde ten opsigte van universiteitsinwoning en private inwoning volgens NSFAS-skale;
- vereffening van 'n boekrekening of goedgekeurde toerustingsrekening;
- indien 'n kredietsaldo ontstaan, moet dit in geheel voor of op 31 Desember aan NSFAS teruggestuur word.

Wanneer daar ŉ krediet op ŉ universiteitsrekening ontstaan, kan daar op die voorgeskrewe vorm aansoek gedoen word dat die kredietbedrag uitbetaal word per tjek of direkte oorplasing, maar **geen** krediet sal in kontant uitbetaal word nie. Daar sal ŉ standaardheffing op die student se rekening gehef word vir elke tjek wat vir hierdie doel uitgereik of elektroniese oorplasing wat vir hierdie doel gedoen word.

Amptelike aansoekvorms vir kredietuitbetalings is beskikbaar by studentrekeningnavrae en moet volledig ingevul en goedgekeur word vir die uitbetaling van krediete.

8.10 ALGEMEEN

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

Die Universiteit behou hom die reg voor om toekennings sonder voorafkennisgewing by te voeg, terug te trek of te verander, en regstreekse koste soos van tyd tot tyd deur die universiteit bepaal, is betaalbaar by ondertekening van die betrokke dokumentasie.

Enige verdere navrae kan gerig word aan: Noordwes-Universiteit, Finansiële Steundienste, Potchefstroom Kampus, Privaatsak X6001, POTCHEFSTROOM, 2520 of besoek hul by gebou F19 of skakel hulle telefonies by (018) 299 2045/6, of e-pos hulle 22063927@nwu.ac.za of 22081453@nwu.ac.za

8.11 EDU-LOAN

Edu-Loan doen finansiering van universiteitstudies op sekere voorwaardes teen ŉ baie billike rentekoers en billike terugbetalingsvoorwaardes.

Daar is in die middel van die gids ’n uithaal-leningsaansoekvorm vir aansoek om finansiering by Edu-Loan. Die leningsaansoekvorm moet voltooi en ingedien word by Edu-Loan.

Navrae in verband met die lenings kan gerig word aan Edu-Loan by:

- Telefoon: (018) 299 1007/8
- Faks: (018) 299 1009
- E-pos: heatherh@eduloan.co.za

Fees Payable & Financial Rules 2012

1 GENERAL CONDITIONS

1.1 CHANGES IN UNIVERSITY FEES

The Council for the North-West University reserves the right to change the stipulated tuition, boarding 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. Students must note that they are not seen as only a number, **HOWEVER**, 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's bank account for a student's account towards tuition and boarding fees, other fees or cash for meals.

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, 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 is signed by the student and/or sponsor/co-debtor, binds the student inter alia to the payment of the full class, boarding 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 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 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 published 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 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 have been 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 councelor that all debt has been settled. The North-West University stricktly 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 point 3)

1.4 RESPONSIBILITY OF A STUDENT

The responsibility for the payment of tuition, residence and other fees lies with the student and/or alternatively the student's surety/ co-principal debtor, depending on the circumstances. 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 University is not responsible for sending bills to bursary or loan institutions. The responsibility lays 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 must be done at Academic Administration which can be reached at (018) 299 4201.

The fact that no statement has been received is not accepted as an excuse for any failure in paying University fees.

1.5 OFFICIAL ADDRESSES

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

Academic affairs:
The Director
Academic Administration
Private bag X6001, POTCHEFSTROOM, 2520
Fax: (018) 299 4381

Financial affairs:
The Head of Department and Senior Accountant
Financial Administration: Revenue
Private bag X6001, POTCHEFSTROOM, 2520
Fax: (018) 293 5383

Bursary and loan affairs:
The Head
Financial Support Services
Private bag X6001, POTCHEFSTROOM, 2520
Fax: (018) 299 2194

1.6 INDEMNITY

This is the only and official guide of the North-West University (Potchefstroom Campus) 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 accounts of students.

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. You hereby confirm that you are fully aware of and understand what this indemnity entails.

The English names of the different modules in the under mentioned table are used for effectiveness only; this does not mean that the modules are necessarily also presented through the medium of English.

1.7 WEB ADDRESS

The guide is also available on the web at: http://www.nwu.ac.za/far/index.html

2 FEES PAYABLE

2.1 ENQUIRIES

Enquiries with regard to student accounts may be directed to the staff at student accounts in the pay hall, which is on the ground floor of the Joon van Rooy Building.

Tel: (018) 299 2667/ 2668/ 2669/ 2670/ 2671/ 2672/ 2673
Fax: (018) 293 5230/ 5234/ 5252/ 5255/ 5313/ 5314/ 5315
E-mail: PUK-studyfees@nwu.ac.za

Enquiries at the above numbers can at times reach very high volumes in which case the University switchboard can be contacted at (018) 299 1111 or 299 2222.

2.2 AMOUNTS PAYABLE

2.2.1 Application fee

New students must apply for admission to the North-West University and a fee of R150 must accompany the application. The amount is not refundable and will not appear on the account of the student.

ONLY for this purpose a direct bank deposit or electronic payment can be made into the North-West University bank account. The account "**NWU DIVERSE**" must be used and the account details are as follows:

- ABSA 670-642-313 branch 632-005.

The most important is your reference. Please use the letter A together with the prospective student's ID number as reference on our bank account Eg. A8804151234081.

2.2.2 Registration fee

2.2.3 All students must pay the annual registration fee as listed under clause 7.2. These registration fees are used to fund the registration process. The amount is not refundable and does not qualify for staff discount, nor can it be paid of in monthly instalments. Registration after the official communicated dates will result in a late registration fine as listed under clause 7.2, Tuition fees

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 ajustment the University makes to the total cost of the spesific 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.

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 in the payment hall of the Joon van Rooy building. 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.

2.2.4 Boarding fees

When applying for admission to a residence, an application fee of R 500 as well as a R 1, 000 to confirm your place in a residence in case of first year students, are payable. (See point 4 – general information in regard to residences.)

It is obligatory for all first-year boarding students to take all meals during the Reception and Introduction Programme. The costs of these meals will be debited once, at the end of February, to the Tuition and boarding fees account of the student.

Boarding fees for 2012 are listed under clause 6.

2.2.5 Other fees

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

2.2.6 Internet services

The University reserves the right to amend the system with the necessary period of notice from the current usage of Internet and other services on credit to a cash system for these services. Internet fees are listed under clause 7, specific point 10.

2.2.7 Meals account

Meals at the University are handled strictly on a cash basis. This means that you will have available only what you have paid into your meals account; no credit will be granted on meals!

It is therefore important for students to ensure that there is sufficient cash on their Meals account for purchases. Meals, calculated at R75 per day for 170 academic days, amount to approximately R12 750 per year, or R1 500 per month. ***This is only an estimate!***

Meals in residence dining halls can only be paid for via the university card. Students pay only for meals taken. Meals and snacks can also be purchased in the cafeteria via the university card. Other than meals, only campus-approved items may be bought on the student card, e.g. PUK diary, PUK rugby jersey, 1st-years' dinner or tickets to approved student functions.

A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at **ABSA, First National Bank, Nedbank** or **Standard Bank**. The pre-defined account named "**NWU VENDING**" must be selected from list of beneficiaries under ABSA's Account payments, FNB's Public Recipients, Nedbank's Bank-approved beneficiaries or Standard Bank's Companies. Only the student's 8-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 e-mail to PUK-bankdeposit@nwu.ac.za

The relevant account numbers are:

- ABSA 40-7010-0351 branch 632-005
- FNB 6216-191-6849 branch 240-438
- Nedbank 1713-378-558 branch 171-338
- Standard Bank 33-038-243-8 branch 052-838.

NWU VENDING is therefore exclusively for the cash meal system while **NWU STUDENT** is meant for Tuition, residence or other fees only.

Payments may also still be made at the **cashiers in the Joon van Rooy building** from 08:00 to 15:30 weekdays.

2.2.8 Maximum tuition fee periods

2.2.8.1 Undergraduate and honours degrees

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

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, 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, is 2 years for a master's degree and 3 years for a doctoral degree according to the new model put in place from 2011. **Again, these tuition fee periods should not be confused with any of the General Academic Rules!**

When a master's or doctoral student does not adhere to the General Academic Rules regarding the submission date of their minidissertations, dissertations or theses, such students run the risk that their examination results will be received late and will therefore not be updated on the graduation lists. The result will be registration for an additional academic year and the possible exceeding of the tuition fee period. The implication of exceeding this tuition fee period is that master's and doctoral students will 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 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 student or 4 years for a doctoral student, class fees shall be levied according to the new model.

2.2.9 Traffic fines

The University account of students who either fail to pay their traffic fines, imposed in terms of the University's official traffic regulations, or fail to apply for a remission of their traffic fines within the prescribed period, will be debited by such amounts. These traffic fines are payable immediately, with levying thereof against the student's university account. Protection Services can be contacted with regard to all traffic fines at (018) 299 4402.

2.2.10 Loss of or damage to Library material

A 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 the 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.

2.3 CONDITIONS OF PAYMENT

2.3.1 Payment options

Personally at the cashier from 8:00 – 15:30 (Monday to Friday). Payments may be made by way of cash, cheque, postal order, debit or credit card.

By cheque or postal order made payable to the **North-West University (Potchefstroom Campus)**, with the **student's University number** written on the back of the cheque or postal order and sent to: The Campus Registrar, North-West University, Private bag X6001, Potchefstroom, 2520. Cheques must be crossed and clearly marked **"Not negotiable"** and **"Not transferable"**

A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-west University at **ABSA, 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 list of beneficiaries. Only the student's 8-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 e-mail to PUK-bankdeposit@nwu.ac.za

The relevant account numbers are:

- ABSA 40-7009-9350 branch 632-005
- FNB 6216-190-7335 branch 240-438
- Nedbank 1713-378-531 branch 171-338
- Standard bank 33-038-446-5 branch 052-838.

NWU STUDENT is therefore exclusively for Tuition, residence or other fees while **NWU VENDING** is meant for the cash meals system only.

Payments may also still be made at the **cashiers in the Joon van Rooy building** from 08:00 to 15:30 weekdays.

2.3.2 Minimum first payment

2.3.2.1 First semester registration

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

	Residence	Town	Off campus
First payment of tuition fees	4 800	4 800	4 800
First payment of boarding fees	4 400	-	-
Meals during R&I* (Compulsory for boarding 1st years)	750	-	-
Registration fee	1 100	1 100	1 100
Total before cash for meals	**R11 050**	**R5 900**	**R5 900**
Suggested payment for meals (February & March 2012)**	2 250	2 250	-
Total including cash for meals	**R13 300**	**R8 150**	**R5 900**

* Reception and Introduction programme for 1st year students.
** Meals at R75/day for 170 academic days = R12 750/annum of R1 500/month. ***This is only an estimate!***

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 on 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 on all instalments in arrear.

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.

All MBA students of the Potchefstroom Business School pay an annual admission fee of R3 000 and the Postgraduate Diploma in Management students pay R500 for admission to the Potchefstroom Business School. Both these amounts are not refundable. All structured LLM students pay a once-off non-refundable levy of R2 000 for admission to the programme.

2.3.2.4 Foreign student registration

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

A direct bank deposit or electronic payment can be made into the bank account of the North-west University at **ABSA**. The pre-defined account named "**NWU DIVERSE**" must be selected from the list of beneficiaries under ABSA's Account Payments. Only the student's 8-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 e-mail to PUK-bankdeposit@nwu.ac.za. The relevant account number is:

- ABSA 670-642-313 branch 632-005 swiftcode ABSAZAJJ

Any student, who wants to make use of examination facilities abroad, will pay an additional amount, as listed under clause 7.3, 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 African currency and take note that the bank costs of the transaction are for the account of the student.

2.3.2.5 UNISA registration

2.3.3 Students who register at the NWU for degree purposes but who do all modules through UNISA only pay registration fees. However, if any module(s) are registered for at the NWU, the annual qualification programme cost and applicable module fee(s) become payable.

2.3.3 Postponement for payment of minimum first payments

2.3.3.1 Bursary students

If a student's studies are financed by way of a bursary, written proof thereof must be submitted to the Collections department during registration. The written proof should set out what the bursary fees should be utilised for, as well as the time when payment thereof will be made.

2.3.3.2 Studies financed by loans

If a student's studies are financed by way of a loan, written proof thereof must be submitted to the Collections department during registration. These students must pay the University the minimum first payment within 14 calendar days of registration and adhere strictly to the payment of the University's required monthly instalments in order to settle the account by 31 July, the same as all other students.The Collections department of the University can be contacted telephonically at (018) 299 2662/ 2663/ 2664 or per e-mail at PUK-invorder@nwu.ac.za

2.3.4 Payment of University account

Tuition and boarding fees may be setled in full at the beginning of the year. If so, you may apply for an early settlement discount as indicated at 2.3.5.

The University then also allows as alternative that tuition and boarding fees may be paid off in instalments once the minimum first payment has been done upon registration. With 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 days following the date of account, **with a final payment settled in full on or before 31 July.** If the required instalments are not adhered to, interest will be calculated thereon. The statements start on the 1st of each month and always end on the last day of the month.

The amount of R500 which accompanied the application for admission to a residence, as well as the R 1,000 to confirm a place in a residence for first-year students, will be credited to the student's tuition and boarding account annually during March.

Other fees are payable strictly within thirty days following the date of account.

In the case where a student falls into arrear in respect of any outstanding amount in terms of the above-mentioned terms of payment, the University shall levy interest in respect of such arrears.

2.3.5 Early settlement discount on tuition and boarding fees

To qualify for a early settlement discount of 2.5%, all the following requirements must be met:

a) Registration fees and other fees do not qualify for a discount.
b) Both tuition and boarding fees must be settled in full to qualify.
c) Short payments will disqualify you in terms of the previous clause.
d) Please confirm settlement amount beforehand to avoid disappointment.
e) All credits must reflect on the student account by end March.
f) No future payments (bursaries, loans or deposit's) will be taken into account for calculations!
g) Payments which reflect on the University's bank account by the end of April will be taken into account.
h) The discount is only applicable to the current year and **cannot be backdated** for previous years!
i) The discount must be applied for annually. E-mail the application to PUK-studyfees@nwu.ac.za or fax it to (018) 293 5230/ 5234/ 5252/ 5255/ 5313/ 5314/ 5315.

2.3.6 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-term 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

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

Enquiries with regard to staff discount on tuition fees may be directed to Student Administrative Systems at (018) 299 4884/5, fax to 0866133368 or e-mails 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 arises 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.

Credit balances on student accounts can only be paid out against acceptable proof on the student's identity. Payment to any other person than the student can only be made on written authority of the student on the prescribed form available at the enquiries desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

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 bursar or financial institution was given in writing.

Official application forms for credit payments are available at the enquiry desks at student accounts or they can be requested by e-mail at PUK-studyfees@nwu.ac.za or downloaded from our web page on the following link: http://www.puk.ac.za/fad/kredietuitbetaling.html . The forms should be correctly and accurately completed and also approved by the student him-/herself for the pay-out of credits, and the NWU 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 time delays before actual pay-out. A standard levy will be charged on the student's account for every cheque issued for this purpose.

2.3.8 Responsibility for compliance with conditions of payment

It is the student's responsibility to see to it that 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. Should a student fall behind with the payment of his/her account, regardless of whether he/she has made an arrangement with the University, the University will charge interest on past due amounts at 4% above the prime lending rate of the University's official bankers. This interest rate is lower than the statutory rate provided for by the National Credit Act with regards to incidental credit agreements.

Accounts for tuition, boarding and other fees 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.

2.3.9 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 Head: Collections in advance, with the provision that the **final payment 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 student's University card;
- refusal of tuition admission;
- refusal of admission to the examinations;
- non-issue of examination results;
- non-issue of diploma and degree certificates, to be held in safekeeping at the NWU;
- refusal of participation in the graduation ceremony;
- refusal of registration as student;
- exclusion from University residence; and
- handing over to the University lawyers or collection agencies for purposes of collecting the debt, in which event the student will be liable for interest and legal costs on an attorney' and private client scale.

The student consents to the jurisdiction of the Magistrate's Court, in the event that the University institutes an action arising from the student's not complying with any of the conditions contained herein, but this does not prohibit the University at its sole discretion from instituting action or making an application in the High Court f South Africa.

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 CANCELLATION OR CHANGING OF STUDY

3.1 PROCESS UPON CANCELLATION OF STUDY

Your notice of cancellation of study or single course modules should be done on the official cancellation form available from Department of Academic Administration at the faculty helpdesks in the pay hall, which is on the ground floor of the Joon van Rooy Building.

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 Department of Academic Administration, or from the date of receipt of the registered postal article by the Campus Registrar.

The Campus Registrar or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

3.2 FEES PAYABLE UPON CANCELLATION OF STUDY

Should a student cancel study prior to 17 February for campus students and 9 March for distance students, only the registration fee is payable. Should a student cancel study after 17 February for Campus students and 9 March for distance students, the full qualification programme cost and tuition for the first semester are payable.

Should a student cancel study for the second semester prior to 31 July, only the qualification programme cost and tuition for the first semester are payable. Should a student cancel study after 31 July, the full qualification programme cost and tuition for the year are payable.

Should a distance student cancel study prior to 31 July, and the study material has been dispatched, the fees of the study material are payable, as well as R250 per module for handling and postage fees.

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

3.3 CONTINUED LIABILITY UPON EXPELSION

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.

3.4 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).

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 UNLESS the student, prior to the suspension, obtained approval from the Faculty Board and the decision had been noted on the student's student record.

3.6 DEATH OF A REGISTERED STUDENT

In terms of the University's Rules & Regulations, the fees that were already paid in the semester that the student becomes deceased will be refunded to the estate of the deceased student.

The student accounts department must be supplied with a certified copy of the death certificate of the deceased student, which can be faxed to (018) 293-5315 or per e-mailed to PUK-studyfees@nwu.ac.za for the process of closing the account to be started.

4 RESIDENCES

Comprehensive information in regard to residences is contained in the Rules for Residents of Campus and Town Residences and is available on request from the Student Dean.

4.1 APPLICATION FOR ADMISSION TO A RESIDENCE

A student's application for admission to a residence must be accompanied by the application fee of R 500 as prescribed. For this purpose a direct bank deposit or electronic payment can be made into the North-West University bank account at ABSA. The account "**NWU DIVERSE**" must be used and the account number at ABSA is 670-642-313 with 632-005 as branch code. ***The most important is your reference.*** *Please use the letter A together with the prospective student's ID number as reference on our bank account Eg. A8804151234081.*

Once a first year student has been placed in a residence a confirmation deposit of R 1, 000 is payable to confirm his/her place in the residence. This deposit of R 1, 500, R 500 in the case of senior students, will be credited to the student's tuition and boarding account annually during March.

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 the University Regulations for Residences and 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 statements.

Should a student leave the residence during the first semester, he/she will remain responsible for the full year's boarding fee. See 4.2 in regard to cancellations.

4.2 RESIDENCE CANCELLATION

4.2.1 Refund of boarding deposit to new students

A student forfeits the boarding deposit, unless a written cancellation is received prior to 31 December (which precedes the year of placement) and is supported by one of the following reasons:

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

4.2.2 Refund of boarding deposit to senior students

The boarding deposit will only be refundable if a student cancels his/her reservation for the following year in writing prior to 31 December of the year preceding the placing year, on the basis of:

- illness, in which case a medical certificate must accompany the application for refunding of the boarding deposit; and

- the fact that a student has failed so badly in his/her University examinations that he/she cannot continue his/her next study year and will not return to the University for that reason.

4.2.3 Refunding of boarding fee

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 living in town 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 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 in town 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 his discretion by the Chief Director: Finance and Facilities.

5 UNIVERSITY CARD

5.1 ADMISSION FUNCTION

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

5.2 MEAL FUNCTION

Meals at the university are handled strictly on a cash basis.This means that you will have available only what you have paid into your meals account; no credit will be granted on meals!

It is therefore important for students to ensure that there is sufficient cash on their Meals account for purchases. Meals, calculated at R75 per day for 170 academic days, amount to approximately R12 750 per year, or R1 500 per month. ***This is only an approximation!***

Meals in residence dining halls can only be paid for via the university card. Students pay only for meals taken. Meals and snacks can also be purchased in the cafeteria via the university card. Other than meals, only campus-approved items may be bought on the student card, e.g. PUK diary, PUK rugby jersey, 1st-years' dinner or tickets to approved student functions.

5.3 MEALS PAYMENT OPTIONS

A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at **ABSA, First National Bank, Nedbank** or **Standard Bank**. The pre-defined account named "**NWU VENDING**" must be selected from list of beneficiaries under ABSA's Account payments, FNB's Public Recipients, Nedbank's Bank-approved beneficiaries or Standard Bank's Companies. Only the student's 8-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 e-mail to: PUK-bankdeposit@nwu.ac.za

The relevant account numbers are:

- ABSA 40-7010-0351 branch 632-005
- FNB 6216-191-6849 branch 240-438
- Nedbank 1713-378-558 branch 171-338
- Standard Bank 33-038-243-8 branch 052-838.

NWU VENDING is therefore exclusively for the cash meal system while **NWU STUDENT** is meant for Tuition, residence or other fees only.

Payments may also still be made at the **cashiers in the Joon van Rooy building** from 08:00 to 15:30 weekdays.

5.4 OTHER USAGE

Other than meals, only campus-approved items may be bought on the student card e.g. PUK diary, PUK rugby jersey, 1st-years' dinner or tickets to other approved student functions.

5.5 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 control office of the Department of Protection Services is open 24 hours a day, 7 days a week and can be contacted at (018) 299 2215 to assist with the deactivation of the University cards after hours. The staff who will render assistance with the deactivation during office hours is André Viviers or Corrie Bornman at (018) 299 2209 or andre.viviers@nwu.ac.za / corrie.bornman@nwu.ac.za

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

6 RESIDENCE FEES

MEN'S AND WOMEN'S RESIDENCES	**PER ANNUM**
Caput, Excelsior, Heide, Hombrè, Karlien, Kasteel, Klawerhof, Kom en Gaan, Minjonet, Oosterhof, Over de Voor, Patria, Vergeet-my-nie, Veritas, Wag-'n-Bietjie and Wanda	R13 300
MEN'S AND WOMEN'S RESIDENCES: SINGLE ROOMS	
De Wilgers, Republiek, Eikenhof, Laureus and Ratau	R13 800
OPPIRIF	
Self-catering unit	R18 070

The above-mentioned amounts include the application fee of R500 for admission to a residence as well as the R1 000 payable to confirm your place in a residence for first year students, which had already been payable in the preceding year to reserve and confirm your place in a residence. The application fees will be reflected as a boarding deposit on your account statements and will be transferred at the end of March as a credit on your tuition and residence fees account.

7 OTHER FEES

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

			Rand
1	**Application fees**	New RSA students	150
		New foreign students	550
		B – Status fee (should application for study status be made)	600
		Special admission examination	440
2	**Registration fees**	Registration fee	1 000
		Fine for late registration	500
		MBA: Annual admission to PBS	3,000
		Postgraduate Diploma in Management: Annual admission to PBS	500
		LLM: Once-off admission to the program	2,000
3	**Academic administration**	Recognition of Prior Learning will be levied on ad hoc basis	-
		Exemption fee ***per application for modules completed at other institutions***	120
		Academic record compiled from old files	100
		Academic record compiled from old files, together with syllabuses	200
		Application/Renewal for provisional matriculation exemption (MB fees)	2100
		Application/Renewal of age provisional matriculation	400

		exemption (MB-fees)	
		Application/Renewal of Senate discretion provisional matriculation exemption (MB-fees)	400
		Adjustment of provisional matriculation exemption certificate (MB fees)	210
		Late notice of module changes per transaction	150
		Second examination opportunity (per module)	170
		Levy for examination opportunity for students outside RSA (per module)	800
		Examination outside Potchefstroom (per paper)	220
		Award of a degree or diploma in absentia	100
		Replacement of degree or diploma certificate	150
4	**Students associations**	**Commercia, Excursio, FRSV & SAIPA:** Economic and Management Sciences Students Association, **Ad Vivendum, BSV, Exatomos & Scientiae:** Natural Sciences Students Associations, **BRS**, **Caritas, Curona, Nutricamus, Privatus & Viviente**: Health Sciences Students Associations, **ISV:** Student Engineers Association, **Let Wel:** Faculty of Arts Academic Students Association, **Onderwysraad:** Student Teachers Association, **SRVP:** Potchefstroom Law Students Association & **TSV:** Theological Students Association	70
		PASV: Potchefstroom Pharmacy Students Association	90
5	**Financial administration**	Unpaid/dishonoured cheque	70
		Duplicate account or receipt	15
		Issue of cheque to student	15
6	**Courier costs**	Local and abroad courier costs will be levied at actual cost	-
7	**Protection Services**	Card holders	5
		Issuing of parking disc	25
		Lanyards	15
		Replacement of University card	40
		Annual reserved undercover parking	708
		Annual reserved open parking	420
8	**Statistic Consultation Service**	Statistic planning, interpretation of results, editing of dissertations / theses	Free
		Data processing, programming, graphics or help with publications, per hour	160
		Help with publications with SCS staff member as co-author	Costs will be written back on proof of publication
		Help with dissertations / theses with SCS staff member as assistant supervisor / promoter	Free
		Capturing of data per character (with verification)	0.035
		Printing per page	0.35
9	**Nursing programmes**	Continuation of practica	100
		Transcriptions	350
10	**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 the 1st 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:	* 950

		• 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); Basic support services to enable optimal use of IT services by students.	
		Printing tariff for students who use the computer facilities of the University per page	0.40
11	**Conservatoire fees** Registered students are only students enrolled for modules **MUSU174/5/7 MUSU274/5/7 MUSU374/5/6/7 MUSU474/5/6 MZSU177/277**. Refer to point 4 for cancellation procedures, which are also applicable here.	Registration fee until 15 February	110
		Late registration after 15 February	210
		Tuition fee (1hour for 34 weeks per annum)	5 340
		Registered student practise fees: Piano	1 020
		Registered student practise fees: Organ	1 180
		Registered student practise fees: Singing, strings and wind instruments	690
		Other students / staff members practise fees: Piano	2 040
		Other students / staff members practise fees: Organ	2 360
		Other students / staff members practise fees: Singing, strings and wind instruments	1 400
12	**Health Care Centre** ** The University reserves the right in its sole discretion, with reasonable notice in advance, to start levying from students a basic market related administration fee.	Access to basic medical health	** Free

8 FINANCIAL SUPPORT

Enquiries in regard to bursaries 8.1 to 8.5 may be directed to Financial Support Services at (018) 299 2045/6 or e-mail 22063927@nwu.ac.za or 22081453@nwu.ac.za

8.1 ACADEMIC BURSARIES

The following bursaries are available:

- Academic bursary for a first-time recipient
- Senior academic bursary

Academic bursaries are awarded automatically to full-time students who qualify for the bursaries. Part-time students must apply for the bursaries annually. The University's annual target date for paying out these bursaries is the end of March.

8.2 LEADERSHIP BURSARY & ARTS AND CULTURE BURSARIES

The following bursaries are available and must be applied for:

- Bursary for Leaders of Student Councils
- Different forms of Art and Culture Bursaries

The closing date for the bursary applications for prospective students is 31 January 2012. The University's annual target date for paying out these bursaries is the end of March.

8.3 SUPPORT BURSARIES

The following bursaries are available and must be applied for:

- Distance bursary

- Bursary for disabled student
- Family bursary
- Orphan bursary

Closing date for the bursary applications for prospective students is 31 January 2012 and for senior students 15 October 2011. The University's annual target date for paying out these bursaries is the end of March.

8.4 NSFAS BURSARY-LOAN SCHEME

The object of the NSFAS bursary-loan scheme is to offer financial support to all students with academic potential who are in need financially. The scheme is available to all full-time undergraduate students who comply with a series of requirements.

The closing date for NSFAS bursary-loan scheme applications for prospective students is 30 November 2011 and for 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 and a commitment to undertaking professional teaching education. After qualifying, the students must enter the service of the department of education in a departmental post at a provincial school for each year the bursary as awarded.

The closing date for Funza Lushaka bursary applications for prospective students is 30 November 2011 and for senior student 15 October 2011

8.6 SPORTS BURSARIES

Some sports bursaries are available to students who qualified for provincial or higher colours in sports which are practised at the Potchefstroom campus of the University but must be applied for. The closing date for the bursary applications for prospective and senior students is15 October 2011 annually.

Enquiries in regard to all sports may be directed to Charmaine van der Westhuizen at (018) 299 2905 or e-mail 12941530@nwu.ac.za

8.7 NWU PUK ALUMNI LOAN FUND

This scheme is available to students of whom one or both parent(s) is/are a contributor to the NWU PUK Alumni Fund. The scheme determines that a parent may apply for a study loan at Edu-Loan and that the NWU PUK Alumnus office may grant an interest subsidy. Applications are dealt with throughout the year.

Inquiries regarding the Alumni Fund can be directed to Yolandi Yssel at Marketing and Communications, (018) 299 2768 or e-mail yolandi.yssel@nwu.ac.za

8.8 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 should set out what the bursary fees should be utilised for, as well as the time when payment thereof will be made.

The Collections department of the University can be contacted telephonically at (018) 299 2662/ 2663/ 2664 or per e-mail at PUK-invorder@nwu.ac.za

8.9 CREDIT BALANCES

If a credit balance arises due 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 settle 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
- where final-year students do not have a University loan, they may request in writing the available funds at the end of the year, with written concent of the bursar.

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

- to settle tuition, 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 returned 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. A standard levy will be charged on the student's account for every cheque issued or electronic transfer made for this purpose.

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

8.10 GENERAL

The bursaries, bursary-loans and loans that are awarded and administered by the University are utilised firstly for redeeming tuition and boarding 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: North-West University, Financial Support Services, Potchefstroom Campus, Private bag X6001, POTCHEFSTROOM, 2520 or visit them at Building F19 or contact them telephonically at (018) 299 2045/6 or e-mail them at 22063927@nwu.ac.za or 22081453@nwu.ac.za

8.11 EDU-LOAN

Edu-Loan finances University studies under certain conditions at a very reasonable interest rate and repayment terms.

In the middle of the guide there is a pullout loan-application form for applying for financing at Edu-Loan. This loan-application form must be completed and submitted Edu-Loan.

Enquiries in regard to the loans may be directed to Edu-Loan at:

- Telephone: (018) 299 1007/8
- Fax: (018) 299 1009
- E-mail: heatherh@eduloan.co.za