

# 2022

## REGISTRATION GUIDE SENIOR STUDENTS

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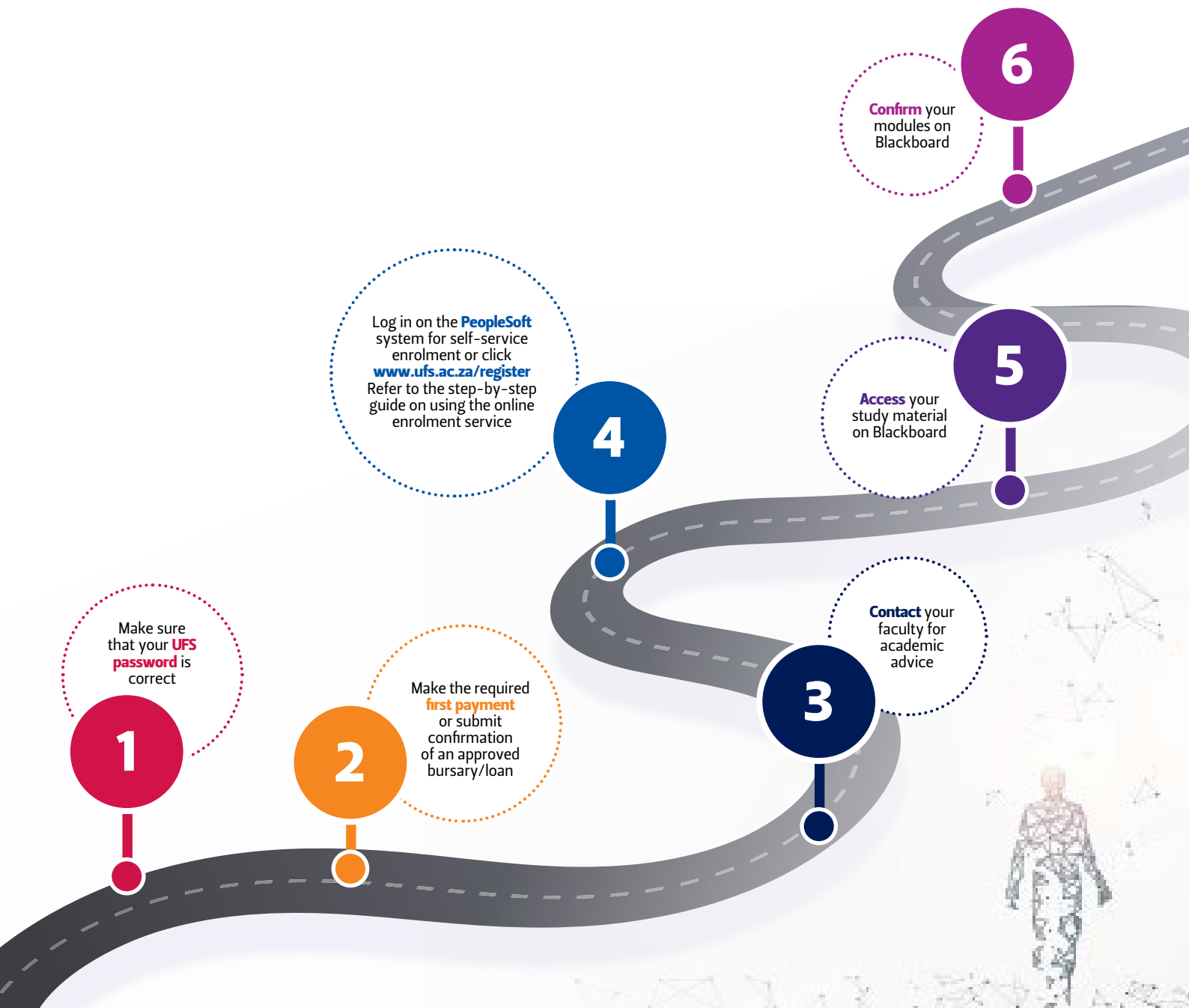
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through quality, impact, and care.*

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# 6 STOPS

The registration journey consists of 6 pit-stops



## Dear student

We are excited about 2022 and to welcome you into the academic year!

Online self-service registration (enrolment) will be available as from **17 January 2022**. Senior students requiring assistance with registration can contact their respective faculties for academic advice during the weeks from **17 to 31 January 2022**.

**Students who need further assistance/support with online registration can contact the Student Service Centre at 051 401 9111.**

Comprehensive registration information is also available online at [www.ufs.ac.za/register](http://www.ufs.ac.za/register)

Academic activities for the first semester will start on **14 February 2022**.

Last date to cancel first-semester modules with financial credit: **31 March 2022**

## STEP 1: UFS PASSWORD

Please make sure that your UFS password has not expired, as you will require the password for access to electronic systems used by the UFS.

### How to set your UFS password:

- Log on to: <http://selfservice.ufs.ac.za>
- To activate your password, log in with the following:  
Username: student number | Password: your personal password.

In the event that your password was reset, the UFS issues a temporary password that must be changed the first time you log in to the system. You will require your cellphone for the one-time PIN.

If you need further assistance with this facility, please contact the Student Helpdesk at +27 051 401 9111 (**press option 4**).

## STEP 2: FEES PAYABLE

Although the information included in this guide has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions.

### Important note:

The agreement that results from the admission or registration of a student shall be deemed as concluded in Bloemfontein, notwithstanding the method of registration.

The registration of a student only becomes official after the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted, and after the student has registered for the qualification and modules during the registration period and has received an official proof of registration.

***What does it mean?** First payments are not the same for all students. If you are not from South Africa, you will pay a different amount. Whether you register in person or online from a different location – all registrations legally happen in Bloemfontein. You are only registered once you have paid all the required fees, completed the online registration process or the required registration form, and we have sent you an official document stating that you are registered – without proof of registration, you are not registered.]*

## FIRST PAYMENTS FOR REGISTRATION 2022

1. 2021 account balances must be zero.
2. First payments are due **five (5) working days prior to registration**. Students will not be able to register until these amounts reflect as **CREDITS** on their tuition-fee accounts.
3. The full amount is payable if the total fees are less than the first payment required.
4. Students studying with financial aid (bursary/loan) (**SA students only**):
  - a. Students with confirmed NSFAS funding are exempted from paying the first payment, provided that their 2021 account balance is zero.

- a. First-time-entering students who applied for NSFAS funding but have not received funding confirmation, must make the first payment. Payments will be refunded once NSFAS is confirmed.
- b. First-time-entering students who applied for NSFAS funding but have not received funding confirmation, must make the first payment. Payments will be refunded once NSFAS is confirmed.
- c. Students with financial aid (bursary/loan) that does **not cover all the fees for the year**, must make the first payment five (5) working days prior to registration. Failure to do so will delay registration.
- d. If the financial aid covers all the expenses for the full academic year, the first payment will be reduced by the amount of the financial aid.
- e. Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment.
- f. Proof of financial aid must be faxed to +27 51 401 3579 or emailed to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za), five (5) working days prior to registration. The ORIGINAL CONFIRMATION of the bursary/loan must be presented during registration.
- g. IMPORTANT: If you have a bursary, it is your responsibility to ensure that your bursary donor makes payments on time, and in accordance with university regulations. You must also make sure that your bursary provider has your student account details.
- h. If your bursary provider does not pay your account on time, interest will be charged and debited to your account. You or your parents/guardian will be responsible to pay such interest.

## WHERE TO PAY

### ABSA Bank

Any branch

**Name of account:** University of the Free State

**Branch code:** 630734

**Account number:** 1570 151 688

**SWIFT Code for international transfers:** ABSAZAJJ

**Reference number 100** followed directly by student number for the **first payment**, tuition, and accommodation fees.

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Internet (EFT)

You must register the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

**Reference number 100** followed directly by your student number.

**E-mail proof of transaction to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### Online credit card payment facility

At <https://www.ufs.ac.za/kovsielife/student-finance>

NB: An official UFS student number is required when this facility is used for payment.

### On Campus cashiers' office

Bloemfontein Campus: Mondays to Fridays: 08:30–14:30.

QwaQwa Campus: Mondays to Fridays: 08:30 – 15:00

### SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus..

**E-mail proof of payments to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)



## Amounts payable as first payments prior to registration

Please take note of the amounts that are payable **five (5) working days** prior to registration:

			SA Students	SADC	Non-SADC
1	Bloemfontein and Qwaqwa Campuses: All degrees, certificates, diplomas	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
2	South Campus: ACT	Residence students	R13 150	R22 010	R34 150
		Non-residence students	R6 150	R 11 510	R15 700
		Online ACT session course	R3 040	R 3 485	R6 520
3	South Campus: All other programmes	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
4	Business School		R8 985	R17 125	R34 565
5	School for Financial Planning Law:		R7 400	R12 120	R16 490
6	UFS study benefits: <b>No historic debt</b>	Employees: Residence	R 7 000	R10 500	R18 450
		Employees: Non-residence	R 0	R0	R0
		Employee dependents: Residence	R 8 280	R11 780	R19 730
		Employee dependents: Non-residence	R 1 280	R1 280	R1 280
7	NSFAS, bursaries and loans: <b>No historic debt</b>	Students with <b>100%</b> bursaries / loans	R0	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>
		Students with partial bursaries / loans	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>	<b>As in categories 1-5</b>

## RULES WITH REGARD TO FEES

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.

### Payment dates

Tuition fees are calculated per course or semester. Accommodation fees are also calculated per semester. All fees must be paid, whether an account has been received or not. Account statements are emailed to your **UFS4LIFE email address**. You have to forward the account to the person(s) responsible for paying the account. It is your responsibility to make enquiries if you did not receive an account.

SA students	International students
<b>First payment:</b> January-March 2022 – <b>five (5) days</b> prior to registration.	<b>First payment:</b> January-March 2022 – <b>five (5) days</b> prior to registration.
<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2022</b> .	<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2022</b> .
<b>Second semester:</b> All fees for the second semester are payable on or before <b>31 August 2022</b> .	<b>Second semester:</b> All fees for the second semester are payable on or before <b>30 June 2022</b> .
<b>All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place, as indicated on the account, unless specifically stipulated otherwise in the regulations.</b>	

### Programme prices

Tuition fees are charged per module. Programme prices will vary according to the modules registered for and are estimated average costs per year. International non-SADC students pay the actual module price plus 50%.

You will need the module codes to get a quote. Module codes are available online [[www.ufs.ac.za](http://www.ufs.ac.za)] in the relevant faculty rulebook. Follow the links: <https://www.ufs.ac.za/templates/faculty-list>

**NB**

We cannot publish all programme prices here. You can get an official quote for UFS programmes online. Please visit <https://kovsielife.ufs.ac.za/quote/quote.aspx>

## STEP 3: FACULTY ACADEMIC ADVICE PROGRAMME

Academic advice for seniors will take place from **17 to 31 January 2022**. \*Students to contact the faculty directly for detailed information regarding academic advice.

## UFSS1504/UFSS1522 Modules:

UFSS1504 is a sixteen-credit, year-long compulsory module for mainstream students, and the successful completion of UFSS1504 is a prerequisite for degree completion. UFSS1522 is an eight-credit, second-semester compulsory module for students in the extended programme who have passed SCLL1504 or SCNS1504 or SCLL1412+SCLL1522.

UFSS1504/UFSS1522 is equivalent to UFS101, thus Rule A3.9 of the General Rules of the University of the Free State is applicable to all students registered for UFSS1504.

The aim of UFSS1504 in the first semester is to support you in the transition from high school to university by teaching you the academic skills you need to be successful in your studies. These academic skills are taught in the first semester in a condensed, high-impact three-day online summer school.

In the second semester, you will learn how to make the most of your undergraduate experience to prepare for the world of work. The aim of UFSS1504/UFSS1522 in the second semester is to support you in your studies, and to get you thinking about how to make the most of your undergraduate experience to prepare for life after university.



## STEP 4: HOW TO ENROL

We will make use of an online system to allow students to enrol for the modules they have discussed with their academic advisers.

**An enrolment guide will be sent to you for step-by-step guidance on using the online system.**

For comprehensive information, you can also go to the UFS webpage at: [www.ufs.ac.za/register](http://www.ufs.ac.za/register)

**Important note:** Classes for the first semester will commence on **14 February 2022**.



## PROOF OF REGISTRATION

**NB: It is the responsibility of the student to ensure that his/her registration has been completed correctly [correct study code/module code(s)/centre of presentation].**

After you have completed your online registration, please print a copy of your Proof of Registration. A Proof of Registration can also be printed at any time during the year through self-service.

NB: It is the responsibility of the student to ensure that his/her registration has been completed correctly [correct study code/module code(s)/centre of presentation].

You must make sure that you are registered correctly on or before the last date allowed for changes to avoid financial complications or problems with bursaries.

You can cancel first-semester and year modules until **31 March 2022** and second- semester modules until **15 August 2022**.

If you are unable to continue with your studies after registration, notify your faculty administration officials of your cancellation or drop/cancel modules from the self-service platform. Cancellations made after 15 March 2022 and 15 August 2022 will incur a financial liability.

**NB.** You cannot carry over any uncompleted/discontinued modules to the next year – you will have to register for that module again the following year.

### INCORRECT MODULE REGISTRATIONS

In motivated cases, incorrect registrations can be rectified at a fee before the start of the examination, on condition that the module(s) is/are in the same subject field, e.g., if a student is registered for EBUS2714 instead of EBUS2715. An additional amount will be payable after the last date for registration.

## STEP 5: ACCESS YOUR STUDY MATERIAL

Printed study material is issued by Minolta on behalf of the UFS or as arranged by the programme. The cost for the study guides and material will be added to your tuition-fee account. Once you have enrolled for all our modules (courses), you can collect printed material from Minolta on the Bloemfontein and Qwaqwa Campuses.

Not all study material is available in print format. Other study material will be available in electronic format. The electronic material will be available on Blackboard.

## STEP 6: CONFIRM YOUR MODULES ON BLACKBOARD

**Please note:** Newly enrolled modules will only be available on the platform after 24 hours.

Please contact the Blackboard Helpdesk at +27 051 401 9111 for assistance if the modules you registered for are not reflected on the portal after 24 hours of registering.

To access Blackboard, visit the following website: <https://ufs.blackboard.com/> To log into your Blackboard account, type:

**Username:** student number | **Password:** UFS campus password

## RULES

**The rules of the UFS are applicable to you in all respects during the course of your studies.**

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the following link: General rules



The faculty rule books can also be found on the UFS website at <http://www.ufs.ac.za/templates/yearbooks>



Financial rules are available at <https://www.ufs.ac.za/kovsielife/student-finance>



# CONTACT PERSONS



## FINANCE

### STUDENT FINANCE

**Undergraduate / Postgraduate Certificates and Diplomas and Honours degrees**

T: +27 51 401 9111 (select option 3)

E: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

### FINANCIAL AID

#### NSFAS enquiries:

Helpdesk: +27 51 401 9111 (select option 3)

E: [finaidenquiriesbfn@ufs.ac.za](mailto:finaidenquiriesbfn@ufs.ac.za) – Bloemfontein Campus

E: [finaidenquiriesouth@ufs.ac.za](mailto:finaidenquiriesouth@ufs.ac.za) – South Campus

E: [FinAidQwa@ufs.ac.za](mailto:FinAidQwa@ufs.ac.za) – Qwaqwa Campus

#### For other bursaries, please contact:

Mr David Macheu

E: [Maheutd@ufs.ac.za](mailto:Maheutd@ufs.ac.za)

### HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (Option 6)

E: [resinfoqc@ufs.ac.za](mailto:resinfoqc@ufs.ac.za)

E: [resapplications@ufs.ac.za](mailto:resapplications@ufs.ac.za)

### INTERNATIONALISATION

T: +27 51 401 9111

E: [mokgosike@ufs.ac.za](mailto:mokgosike@ufs.ac.za)

### STUDENT SUPPORT SERVICES

#### CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS):

T: +27 51 401 9111 (select option 7)

E: [cuads@ufs.ac.za](mailto:cuads@ufs.ac.za)

#### CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD):

Student Counselling and Development offers registered and prospective students the opportunity to explore their 'best fit' career by undergoing the career counselling process. The process includes a complete psychometric evaluation of interests, aptitude, and personality, as well as an intensive decision-making process with a professional personnel member. Career counselling is offered to prospective students at a fee.

T: +27 51 401 9111 (select option 7)

Bloemfontein Campus: E: [SCD@ufs.ac.za](mailto:SCD@ufs.ac.za)

South Campus: E: [SCDSouth@ufs.ac.za](mailto:SCDSouth@ufs.ac.za)

Qwaqwa Campus: E: [SCDQQ@ufs.ac.za](mailto:SCDQQ@ufs.ac.za)

#### STUDENT SERVICE CENTRE:

T: +27 51 401 9111 T: +27 51 401 9111 (select option 1)

E: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za)

### BLACKBOARD

T: +27 51 401 9111

E: [ehelpdesk@ufs.ac.za](mailto:ehelpdesk@ufs.ac.za)

### FACULTIES

**STUDENTS SHOULD CONTACT THEIR FACULTIES VIA THE REGISTRATION QUERY TAB OR OPTION 2 ON +27 51 401 9111.**