

2021 REGISTRATION GUIDE

IMPORTANT DATES

- 1-13 March 2021: Academic advice and virtual registration for first-year students
- 8-26 February: Academic advice
- 15 March: Lectures begin (first-years)
- **31 March**: Last date to cancel module(s) with financial credit

REGISTRATION TIMES

- Weekdays from 08:00 to 16:00.

FIRST PAYMENTS FOR REGISTRATION 2021

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

- First-time-entering students (students who will register for the first time at the UFS) and who will still be minors in February and March 2021, are reminded to have their parent/guardian/other third party complete and sign the Financial Agreement (Credit Facility form) that was emailed to them. Students must upload the document as per the instructions, or alternatively email the documents to tuitionfees@ufs.ac.za as soon as possible prior to registration. Failure to do so will delay registration. For enquiries, call +27 51 401 3003 / 2806.
- First payments are payable **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. Should the tuition fee be less than the amount required during registration, the full amount is then payable upfront. Generate a quotation on <http://kovsielife.ufs.ac.za/quote/quote.aspx>

SA Students	
Residential	R14 080
Non-residential	R7 480
Students with approved NSFAS loans	R0
<u>UFS study benefits:</u>	
Employees	R0
Employee dependents: residential	7 820
Employee dependents: non-residential	R1 220

International Students (NSADC)	
Residential	R49 450
Non-residential	R32 050
<u>UFS study benefits:</u>	

Employees	R0
Employee dependents: residential	R18 620
Employee dependents: non-residential	R1 220

International Students (SADC)	
Residential	R25 180
Non-residential	R15 280
UFS study benefits:	
Employees	R0
Employee dependents: residential	R11 120
Employee dependents: non-residential	R1 220

Students with bursaries (SA students only)

Confirmation of an **approved** bursary must be submitted **five (5) working days** prior to registration.

- An original document of the bursary/loan must be handed in at the Department of Finance: Tuition Fees, or
- If the bursary does **NOT cover all fees** for the year, the first payment **remains payable** 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. Should the tuition fee be less than the prepayment required, the full amount is payable.

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursary holders must furnish details of their accounts to their bursary providers.

If a bursary provider does not pay a student's account in time, interest will be charged and debited to the account, and the student or his/her parents or guardian will be responsible for the payment of such interest.

BANKING DETAILS

The banking details for the first payment are:

Bank	ABSA
Name of account	University of the Free State Tuition Fees
Branch code	630734
Account number	1 570 151 688
SWIFT CODE (for international transfers)	ABSAZAJJ
Reference number	100 directly followed by student number

2021 PAYMENT DATES

SA Students	
January-March	First payment prior to registration: five (5) days prior to registration.
31 March	First semester (second payment): All fees for the first semester.
31 August	Second semester (third and final payment): All fees for the second semester.

International Students	
January-March	First payment prior to registration: five (5) days prior to registration.
31 March	First semester (second payment): All fees for the first semester.
30 June	Second semester (third and final payment): All fees for the second semester.

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.

ACADEMIC ADVICE

Academic Advice:

- Academic advice is a process where you receive support and advice on your studies.
- Academic advice does not only happen during the registration period; it is also a continuous service by the Access office to support your studies and advise you in order to perform and progress towards obtaining your certificate or completing your year successfully.
- To obtain academic advice, you need to contact Mr Chwaro Shuping of the Access Office at advisingsc@ufs.ac.za

LET'S GET REGISTERED:

Registration:

- Enrol (register) by completing the DV4 document that you received from the Access office and send the completed form back to the email address from which you received the DV4 form.
- You need a unique password to access UFS systems such as email, Blackboard, and library services.

POST-REGISTRATION ACTIONS

Timetable:

- South Campus students, you will receive your timetables online on Blackboard.
- Students in the subregions (Motheo, Welkom, Sasolburg, Bethlehem, Phuthaditjhaba, and Oudtshoorn), you will receive your timetables from the college.

- **Study guides:**

All students will receive their study guides online. The only students who will receive study guides in hard copy, are the BCom Mathematics students in Oudtshoorn – it will be handed out to you in Oudtshoorn.

RULES

The rules of the University of the Free State 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.

- It is important to consult the faculty rulebooks as the final and correct source.
- The rules and rulebooks can be found at (www.ufs.ac.za/about-the-ufs/governance/policy-documents)
- Financial rules are available at <https://www.ufs.ac.za/kovsielife/student-finance>

Your registration for 2021 is subject to the above rules.

SOUTH CAMPUS IMPORTANT NUMBERS

Access Office: Lydia Lerato	+27 51 505 1490 / accessinfo@ufs.ac.za +27 51 505 1201 +27 51 505 1508
Elsa	+27 51 505 1200
Call Centre	+27 51 401 9111
Student Service Centre	+27 51 401 9666
UFS Protection Services	+27 51 505 1217 / 1478
Tuition Fees	+27 51 401 3955 / 7125 / 9894 / 7731 / 7175 / 2218
Financial Aid – NSFAS	FinAidEnquiriesSouth@ufs.ac.za
Housing and Residence Affairs	+27 51 505 1205 / +27 51 401 1564 / SCResApplications@ufs.ac.za
Student Cards	+27 51 505 1487 / FarmerTJ@ufs.ac.za
Blackboard General	+27 51 401 9452 / ehelpdesk@ufs.ac.za
Academic Advising	+27 51 505 1430 / advisingsc@ufs.ac.za
Kovsie Health	+27 51 505 1495
Student Counselling and Development	+27 51 505 1298 / SCDSouth@ufs.ac.za
Free mental-health support	0800 00 6363 or SMS 43302 or hepline@sadag.org
Centre for Universal Access and Disability Support	+27 51 505 1355 / MotaungEG@ufs.ac.za
ICT Support (passwords)	+27 51 401 2000 / studentdesk@ufs.ac.za