



Dear student

We are excited about 2021 and to welcome you as a KOVSIE!

You have been accepted to study in 2021 and we know that you just can't wait to start a new chapter in your life as a student. Your admission to study has been confirmed by the University of the Free State (UFS), and the next step will be to enrol (register) for the learning programme that you will attend as part of your studies during this year.

*[What does it mean? You have applied for study in a particular learning programme – say a Higher Certificate in Humanities or to do the UAP programme in Humanities in Oudtshoorn. Each learning programme consists of a curriculum, which is all the modules (courses) you will be studying during the next year.]*

Because we value your academic success, we would like to help you register (enrol) correctly, and this brochure offers some important information that you need to take note of as part of the planning for your studies.

Please take note that the registrations will be virtual.

The registration process consists of eight steps:

- Step 1: Use the student number that you received when you applied in 2020.
- Step 2: Make sure that your UFS password is active or set it up if you have not used it before. Step 2 on the pages below will guide you on how to set up your password.
- Step 3: Make the required first payment five (5) working days prior to registration or submit confirmation of approved bursary/loan.
- Step 4: Complete the DV4 registration form that was sent to you by the Access officer and send the completed form back to the email address from which you received the DV4 form.
- Step 5: Obtain your student card. Only for South Campus students and not Motheo, Welkom, Sasolburg, Bethlehem, Phuthaditjhaba, and Oudtshoorn subregion students.
- Step 6: Get your study material.
- Step 7: Confirm your modules on Blackboard.
- Step 8: Gateway orientation information.

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

**Important note:**

- Classes for the first semester commence on **15 March 2021**.
- The last date to cancel first-semester modules with full credit is **31 March 2021**.

**STEP 1: STUDENT NUMBER**

Once you apply for admission to a learning programme at the UFS, you will receive a unique 10-digit student number.

Your student number is something like 2017000000, which you received earlier.

## STEP 2: UFS PASSWORD

You will require a UFS password during your studies to access electronic systems used by the UFS.

How to set up your UFS password:

- Log on to: <http://selfservice.ufs.ac.za>
- To activate your password, log in with the following:  
Username: student number (as given to you by the UFS)  
Password: password issued by the UFS (sent by SMS) – this is only a temporary password and must be changed the first time you log in to the system.

If you need further assistance with this facility, please contact the student helpdesk at +27 51 401 2442.

## STEP 3: 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 required first payment has been made, the student has registered for the learning programme 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 may pay a different amount. Whether you register in person or virtually from a different location – all registrations legally happen in Bloemfontein. You are only registered once you have paid all the required fees, completed the DV 4 form, and we have sent you an official document stating that you are registered – without proof, you are not registered.]*

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, the full amount is payable.

**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), which was emailed to them. Students must upload the document as per the instructions, or alternatively email the documents to [tuitionfees@ufs.ac.za](mailto: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.**

The amounts payable before registration are available on the university's website. Visit <https://www.ufs.ac.za/kovsielife/student-finance>

**SA students:** First payment includes the registration fee + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

**International students:** First payment includes the registration fee + international levy + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

### **Students with bursaries (SA students only)**

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

- A document of the bursary/loan must be submitted to the Department of Finance: Tuition Fees.
- If the bursary does **NOT cover all fees** for the year, the first payment remains payable **five (5) working days** prior to registration.

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 have to 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.

The first payment is not applicable if you (SA students only) have received a provisional offer from NSFAS for 2021 and a NSFAS bursary has been allocated to you by the UFS Financial Aid Office (you must receive a confirmation SMS in this regard from the Financial Aid Office). Please note that your NSFAS funding will not be valid if you register for a course that is not funded by NSFAS. If you want to register for a course that is not funded by NSFAS, you will have to pay the first payment five (5) days prior to registration.

If you are a top achiever with a final AP of 35 and higher, you will receive a merit award according to the value that corresponds with your AP score. This amount will be automatically credited to your tuition-fee account after you have registered. If the merit award does not cover the first payment payable five (5) days prior to registration, you will have to pay the shortfall.

### **Programme prices**

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

**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>

You will need the module codes to get a quote. Please click on the [link](#) to get your module codes.

**NB:** Please note that these quotes only include the class fees. Study material (textbooks and study guides) is not included in these quotes.

## **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.

**Email proof of payment 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.

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

### Online credit card payment facility

At <http://studentportal.ufs.ac.za>

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. South Campus: 08:30-15:30

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

**Email proof of payment to:** [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

## 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 2021 – <b>five (5) days</b> prior to registration.	<b>First payment:</b> January-March 2021 – <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 2021</b> .	<b>First semester:</b> All fees for the first semester are payable on or before <b>31 March 2021</b> .
<b>Second semester:</b> All fees for the second semester are payable on or before <b>31 August 2021</b> .	<b>Second semester:</b> All fees for the second semester are payable on or before <b>30 June 2021</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>	

All financial rules, information, and processes are available at <https://www.ufs.ac.za/kovsielife/student-finance>

## STEP 4: REGISTRATION (ENROLMENT)

### How do I register as a Higher Certificate or UAP student?

You will receive a DV4 form that you need to complete, sign, and send the completed form back to the email address from which you received the DV4 form.

Once the Access office receives your DV4 form, they have to check and make sure that you have made the payment and that it reflects on your account. Only when this is done and there is no outstanding ID or NSC documents, can they continue to register you. You are only a registered student once you have received proof of registration from the UFS.

## 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 DV4 form and sent it back to the Access office, we will email a copy of the proof of registration to your **UFS4LIFE** email address.

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.

If you are unable to continue with your studies at all after registration, you must cancel the studies you were registered for. Cancellations made after **31 March 2021** and **15 August 2021** will incur a financial liability.

## STEP 5: GET YOUR STUDENT CARD

Only Higher Certificate students on the South Campus needs a UFS student card. You must present your student card as proof of registration. You will need this card during your studies to access university facilities. The student card can also be used to pay for meals or purchasing books. A complete list of service providers that accept student card payments is available on the Student Finance webpage.

### How does it work?

- The student completes a student-card application form.
- Proof of registration for the current academic year is presented.
- ID/passport is presented.
- A colour photo of the student is taken, and the card is printed on site\*. No card may be issued without a photo.
- The student receives his/her card immediately.

### How much does it cost?

- A student receives his/her first student card free of charge.
- All subsequent replacement cards cost R90.

The money can be deposited into the following account:

Name of account:	University of the Free State (main account)
Branch code:	632005
Account number:	<b>1570850071</b>
Swift code for international transfers:	ABSAZAJJ
Reference:	<b>413</b> directly followed by student number

Proof of payment must be presented before a replacement card can be issued.

## Where can I get one?

South Campus

Student cards for first-entry students and senior students can be obtained at the following venues:

- Security Services at the gate – no access permit required.

**Please note that this step is not applicable to Motheo, Welkom, Sasolburg, Bethlehem, Phuthaditjhaba, and Oudtshoorn subregion students.**

### STEP 6: ACCESS YOUR STUDY MATERIAL

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

### STEP 8: CONFIRM YOUR MODULES ON BLACKBOARD

Blackboard is an online learning management system where you will find study material and assessments related to the modules you registered for at the university. Students must verify that the modules they registered for reflect on the Blackboard portal, where applicable.

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

- Please contact the Blackboard Helpdesk at +27 51 401 9452 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://learn.ufs.ac.za>
- To log into your Blackboard account, type: Username: Student number; Password: UFS campus password

### STEP 8: GATEWAY ORIENTATION PROGRAMME

More details will be sent to you at a later stage.

### 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 rulebooks 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

#### STUDENT FINANCE

##### Student Finance

##### Accounts/amounts payable

Undergraduate/Postgraduate Certificates and Diplomas and Honours degrees

T: +27 51 401 2806

or +27 51 401 3003

F: +27 51 401 3579  
E: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

Staff and Council Bursaries  
T: +27 51 401 2817

Student Card (Meals and Books)  
T: +27 51 401 2799/3337

Collections:  
T: +27 51 401 3448

## FINANCIAL AID

### **NSFAS enquiries: Bloemfontein and South Campuses**

Helpdesk: +27 51 401 3955

Ms Ntswaki Masoleng  
T: +27 51 401 7125  
E: [Masolengnu@ufs.ac.za](mailto:Masolengnu@ufs.ac.za)

Ms Namhla Ntia  
T: +27 51 401 2207  
E: [Ntian@ufs.ac.za](mailto:Ntian@ufs.ac.za)

Mr Thabiso Mbo  
T: +27 51 401 9894  
E: [Mbota@ufs.ac.za](mailto:Mbota@ufs.ac.za)

Mrs Judy Mothibedi  
T: +27 51 401 7731  
E: [Mothibedij@ufs.ac.za](mailto:Mothibedij@ufs.ac.za)

Mr Tokelo Fako  
T: +27 51 401 7175  
E: [fakota@ufs.ac.za](mailto:fakota@ufs.ac.za)

Ms Tracey-Lee Smith  
E: [smitht2@ufs.ac.za](mailto:smitht2@ufs.ac.za)

Ms Pulane Maine  
E: [mainep@ufs.ac.za](mailto:mainep@ufs.ac.za)

### **For other bursaries, please contact:**

Mr David Macheu  
T: +27 401 2218  
E: [Maheutd@ufs.ac.za](mailto:Maheutd@ufs.ac.za)

### **Qwaqwa Campus**

Mr Lekhotla Lechoba  
T: +27 58 718 5198  
E: [Lechoball@ufs.ac.za](mailto:Lechoball@ufs.ac.za) (student surnames A-L)

Ms Tsoanelo Mosikili  
T: +27 58 718 5061

E: [Mosikilitf@ufs.ac.za](mailto:Mosikilitf@ufs.ac.za) (student surnames M)

Mr Van Rooi Hlapane

T: +27 58 718 3625

E: [Hlapanevj@ufs.ac.za](mailto:Hlapanevj@ufs.ac.za) (student surnames N-Z)

## Student Support Services

### Centre for Universal Access and Disability Support (CUADS):

#### **South Campus:**

T: +27 51 505 1355

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.

#### **South Campus:**

T: +27 51 505 1298

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

### Student Service Centre and Registrations:

#### **Call Centre:**

T: +27 51 401 9666

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

### Faculties:

#### **Faculty of Economic and Management Sciences:**

Mrs L Pretorius

T: +27 51 401 2173

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

Ms Sibongile Mlotya

T: +27 51 401 3825

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

Ms Reabetswe Parkies

T: +27 51 401 3819

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

#### **Faculty of the Humanities:**

Ms K Mabulana

T: +27 51 401 2459

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

Ms JK Hlongwane

T: +27 51 401 3269

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



Mrs N Ravhuhali  
T: +27 51 401 3519  
E: [RavhuhaliNF@ufs.ac.za](mailto:RavhuhaliNF@ufs.ac.za)