



Registration information (**click on links below** for more details)

1. Programme fees

a. **Undergraduate Programmes:**

- i. Advanced Diploma in Estate and Trust Administration

b. **Postgraduate Diplomas:**

- i. Postgraduate Diploma in Financial Planning
- ii. Postgraduate Diploma in Estate Planning
- iii. Postgraduate Diploma in Investment Planning

2. Amount payable as first payment

3. International student Levy

4. Students with financial aid (bursary/loan)

5. Quotations

6. Bank details

7. Online Credit card payments

8. Required documents before registration

9. Contact information: School of Financial Planning Law

Important documents:

First payments and important information (including payment dates)

Fees yearbook 2025 – Information booklet which includes rules and detailed financial information



School of Financial Planning Law

1. Programme fees 2025

- ✓ The **First payment** is due **five days before registration**.
- ✓ Students cannot register until the first payment is reflected on the student account.
- ✓ **SA citizens** can submit a **bursary letter** covering the full course fees to be **exempt from the first payment** before registration.
- ✓ If the bursary or financial aid does not cover the full cost of study for the year, the student **MUST** pay the first payment indicated below.
- ✓ **International students** studying with bursary assistance or financial aid **are not exempt** from paying the first payment and thus cannot register without the first payment.
- ✓ **Historic debt** from previous years **should be paid off before registration**.

Undergraduate Diploma

Advanced Diploma in Estate and Trust Administration (BD320300)

Registration fee		R2 200
Regulatory Environment	REEN1700	R9 050
Administration of Deceased Estates	ADDE1700	R9 050
Trust Administration	TRAD1700	R9 050
Estate Planning and Drafting of Wills	EPDW1700	R9 050

Postgraduate Diplomas

Postgraduate Diploma in Financial Planning (BC350000)

Registration fee		R2 200
Financial Planning Environment	LFPE5800	R9 030
Personal Financial Planning	LFPP5800	R9 030
Corporate Financial Planning	LFPC5800	R9 030
Financial Planning Case Study	LFPS5800	R9 030

Postgraduate Diploma in Estate Planning (BC256000)

Registration fee		R2 200
Estate Planning	LFPB5800	R13 550
Personal Financial Risk Management	LFPR5800	R13 550

Postgraduate Diploma in Investment Planning (BC356200)

Registration fee		R2 200
Asset Types and Investment Planning	LFPA5800	R13 550
Principles of Portfolio Planning	LFPP5800	R13 550

School of Financial Planning Law

Registration 2025

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2. Amounts payable as first payments before registration:

School of Financial Planning Law	SA Students	SADC	Non-SADC
Payable 5 days prior to registration	R9 300	R21 500	R45 000
International students studying with financial aid assistance are NOT EXEMPT from payment of the first payment as indicated above.			

3. Levy for international students – R3 700

An additional administrative levy for all international students is payable before registration and is not refundable.

Students from non-SADC countries must also pay an additional amount more per module. International students must please get in touch with the International Office at +27 51 401 3219 or niemannaja@ufs.ac.za

4. Students studying with financial aid (bursary/loan) (SA Students only)

Students with financial aid (bursary/loan), which does not cover all the fees for the year, must pay the first payment five (5) working days prior to registration. Failure to do so will delay registration.

International students are **not exempt** from paying the first payment before registration.

Bursary letter (only SA citizens). The bursary letter should contain the following information:

- Company letterhead (with address- and contact details)
- Signed by the relevant head (not by the student)
- Year, program, and amount or % approved
- Student number / ID number

5. Quotations

Quotations are available on the UFS webpage (www.ufs.ac.za -> click on students -> click on Student Finance):

- Please select the **Financial Planning Law** under the option **Location**.
- Choose qualification Postgraduate - or Undergraduate diploma
- Quotations are not issued to third parties (including employers)
- The option for books, transport, meal fee, and a diary does not apply to the above programmes.
- Textbook information is available in the study guides after registration is finalised. Quotations for textbooks can be requested directly from the suppliers (refer to study guide).
- **Invoices/student accounts** are available on the **UFS4life email address** after a successful registration.
- Contact the tuition fee department for inquiries of invoices (tuitionfees@ufs.ac.za)

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6. PAYMENT DATES

First payments for registration	Payable 5 days prior to registration	Applicable to: SA and/or international students
First semester fees: payable on or before	31 March 2025	SA and international students
Second semester fees: payable on or before	30 June 2025	International students
Second semester fees: payable on or before	31 August 2025	SA students

7. Bank details

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

8. Online credit card payment facility

www.ufs.ac.za -> Students -> Student Financials -> [Online credit card payments](#) (see more helpful links)

9. Required financial documentation 5 days prior to registration:

1. Payment or a bursary letter (SA citizens only) that cover full cost of study this year:

Proof of payment (required first payment or full payment)

OR

Bursary letter (only SA citizens). The bursary letter should contain the following information:

- Company letterhead (with address- and contact details)
- Signed by the relevant head (not by student)
- Year, program, and amount or % approved
- Student number / ID number

AND

2. Financial agreement (credit facility form). A copy of ID document must accompany the signed document.

Students should follow up on their registration.

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10. Contact person if your surname starts with the letter:

A - H: Jaqueline Badenhorst badenhorstje@ufs.ac.za
I – N: Julia Molete moletemj@ufs.ac.za
O – Z: Joyce Leeuw leeuwj@ufs.ac.za
Office number: 27 51 4012823
Webpage: www.ufs.ac.za/SFPL

Please refer to the [Fees yearbook 2025](#) for details regarding rules and regulations.