

## Programmes and Module codes - 2018

Advanced Diploma in Estate and Trust Administration (NQF level 7)		
The registration fee is R1 020. Refer to minimum first payment on next page.		
Module name	Module code	Fees per module
Regulatory Environment	REEN1700	R5 370
Administration of Deceased Estates	ADDE1700	R5 370
Trust Administration	TRAD1700	R5 370
Estate Planning and Drafting of Wills	EPDW1700	R5 370

Postgraduate Diploma in Financial Planning (NQF level 8)		
The registration fee is R1 020. Refer to minimum first payment on next page.		
Module name	Module code	Fees per module
Financial Planning Environment	LFPE5800	R5 320
Personal Financial Planning	LFPP5800	R5 320
Corporate Financial Planning	LFPC5800	R5 320
Financial Planning Case Study	LFPS5800	R5 320

Postgraduate Diploma in Specialized Fields of Financial Planning (NQF level 8)		
POSTGRADUATE DIPLOMA IN the specialised field of INVESTMENT PLANNING		
The registration fee is R1 020. Refer to minimum first payment on next page.		
Module name	Module code	Fees per module
Asset Types and Investment Planning	LFPA5800	R6 140
Principles of Portfolio Planning	LFPP5800	R6 140
POSTGRADUATE DIPLOMA IN the specialised field of ESTATE PLANNING		
The registration fee is R1 020. Refer to minimum first payment on next page.		
Module name	Module code	Fees per module
Estate Planning	LFPB5800	R6 140
Personal Financial Risk Management OR Asset Types and Investment Planning	LFPR5800 LFPA5800	R6 140 OR R6 140

## Online registration

After admission, all that remains is payment before proceeding with the online registration of the modules. It is required to send proof of payment to your contact person and then register for your modules on-line from the 8<sup>th</sup> of January 2018. Refer to bank details on p. 2.

Click on the following link in order to view the online registration demo and to process registration:

Click on [online registration](#)

Please follow information on the online program.

After registration follow the steps below:

Step 1: Once the registration is complete, you are required to print a **Proof of Registration**.

Step 2: Complete the delivery address on the required form (p.3)

Step 3: Send both documents to your contact person below

Step 4: Study guides will be dispatched to you by courier after documents have been received.

Contact person if your surname starts with the letter:

A - H: Jaqueline Badenhorst

I - N: Julia Moleté

O - Z: Joyce Leeuw

Contact number

[badenhorstje@ufs.ac.za](mailto:badenhorstje@ufs.ac.za)

[moletemj@ufs.ac.za](mailto:moletemj@ufs.ac.za)

[leeuwj@ufs.ac.za](mailto:leeuwj@ufs.ac.za)

051-4012823

## FIRST PAYMENTS FOR REGISTRATION 2018

1. **2017 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 are reflected as CREDITS on their tuition fees accounts. Should the **tuition fees be less than the first payment** required, the **full amount is payable**.
3. **Students studying with financial aid (bursary/loan) (SA students only):**
  - 3.1 If the financial aid (bursary/loan) does **not** cover **all** the fees for the year, the first payment is payable **five (5) working days prior** to registration.
  - 3.2 If the bursary/loan was approved and cover the total fees for the year, a letter from the bursar/loan company must be sent to your contact person **five (5) working days prior** to registration.
  - 3.3 The bursary letter should contain the following:
    - Letterhead (with address details)
    - Signed by relevant head (not by student)
    - Year, program and amount or % approved
    - Student number / ID number

## FIRST PAYMENT (compulsory before registration)

South African citizens	R6 340* (include registration fee of R1 020)	Before 25 January
International students (SADC)	R9 890* (include registration fee of R1 020)	Before 25 January
International students (NSADC)	R14 210* (include registration fee of R1 020)	Before 25 January

\* Accommodation fees are not included in the amounts above.

## UFS BANKING DETAILS

<b>BANK</b>	<b>ABSA</b>
Name of account	UFS Tuition Fees
Branch code	630734
Account number	<b>1 570 151 688</b>
SWIFT Code for international transfers	<b>ABSAZAJJ</b>
Reference number:	<b>100</b> directly followed by student number

## PAYMENT DATES

### **SASTUDENTS**

January 2018:	first payment - 5 days prior to registration - amounts as indicated
31 March 2018:	second payment - pay all first-semester fees
31 August 2018:	third and final payment - settle tuition fees account in full

### **INTERNATIONAL STUDENTS**

January 2018:	first payment - 5 days prior to registration - amounts as indicated
31 March 2018:	second payment - pay all first-semester fees
30 June 2018:	third and final payment - settle tuition fees account in full



## DELIVERY ADDRESS DETAILS FOR STUDY GUIDES

First Names: \_\_\_\_\_

Student number:

Surname: \_\_\_\_\_

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## DELIVERY INSTRUCTIONS FOR STUDY GUIDES

*The University of the Free State will not accept responsibility for delivery to an address provided incorrectly.*

1. Please provide a **physical address** for the delivery of study guides.  
(Someone must be at this address provided to accept the study guides from DHL at any time of day.)

2. NO PO Box addresses please, as delivery cannot be made to any post-boxes or Post Offices.

Company (if applicable) \_\_\_\_\_

Building \_\_\_\_\_

Street and number \_\_\_\_\_

City \_\_\_\_\_

Postal code \_\_\_\_\_

Contact person \_\_\_\_\_

Cell no \_\_\_\_\_

### Declaration

I, \_\_\_\_\_, hereby declare that I have registered myself online for the modules that I wish to register for in 2018 and am requesting that The School send my study guides to the following address via courier. I have read and am aware of the contract with the UFS as well as the financial obligations placed on me.

I hereby declare:

- (a) that the preceding information is true and correct;
- (b) I undertake to familiarise myself with all Rules and Regulations of the University and/or any specific rules laid down by any department of the University, which may include, but will not be limited to rules regarding off-campus travelling, laboratory rules or any safety rules as well as any specific instructions and/or arrangements given by any department of the University. I furthermore agree to obey all the said rules, regulations and/or instructions.
- (c) that for the duration of my years of study I commit myself to complying with all Rules and Regulations laid down by the University Council or by any other authorized body or person, as well as further Rules and Regulations the University Council or any other authorized body or person may promulgate from time to time, which Rules and Regulations shall form part of my agreement with the University;
- (d) that I accept responsibility for the prompt payment of all accounts as prescribed in the Rules and Regulations and any other amounts of which I am indebted to the University;
- (e) I hereby cede all rights to which I am or may be entitled to discharge amounts due by dith University as aforesaid against the aforesaid facility.
- (f) Any amounts not paid on the due date thereof shall bear interest at an interest rate of 2% (TWO PERCENT) per month, capitalised in arrear, until date of payment, unless the National Credit Act 34 of 2005 prescribes a lower maximum interest rate from time to time, in which event such lower maximum allowable interest rate shall apply.
- (g) that I furthermore undertake to pay all legal costs of the University, including attorney and client costs as well as collecting charges, if I should fail to meet any obligations with regard to payments;
- (h) that the agreement arising from the signing of this application shall notwithstanding the place of signature deemed to be concluded at Bloemfontein.
- (i) I, the undersigned hereby acknowledge that my registration and participation in the degree/diploma is voluntary, which participation may (depending on the degree/diploma for which I register), without derogating from the generality of the preceding include, but not limited to, research, practical evaluations, laboratory experiments, exposure to chemicals, germs, unsterilised needles, syringes and other medical equipment, travelling on and off campus, participating in tours and travelling during the course of tours (the "related activities"). I furthermore acknowledge that I am aware that there are known and unknown risks and dangers inherent to my participation in the degree/diploma and the related activities, including without limitation, exposure to hazardous substances, air pollution, fire, explosions, micro-organisms, diseases and infections.
- (j) I understand that these risks may result in potential loss or damage to my property or the property in my possession or under my control and/or my personal injury or death; resulting not only from my own actions, omissions or negligence, but also from the actions, omissions or negligence of others or from the condition of buildings or facilities and/or defective equipment, products or substances.
- (k) I, the undersigned, hereby waive any and all rights, claims, demands and causes of action which I may have against the University, its employees, contractors and agents arising from my participation in the degree/diploma or the related activities, including without limitation, any claim for damages to my property or property in my possession or under my control, and/or damages resulting from my personal injury or death.
- (l) I accordingly hereby indemnify the University, its employees, contractors and agents against any and all liability, loss, damages and legal costs which the University, its employees, contractors and agents may incur or sustain as a result of any claims, demands or causes of action which any person (including without limitation, if applicable, my spouse, children or dependants) may have or purport to have to the extent that the same have arisen from, have occurred during or are in any way related to my participation in the degree/diploma or the related activities.
- (m) That I hereby grant permission that the University of the Free State can enquire and verify my qualifications.
- (n) I allow the University of the Free State to make my details available to the Financial Planning Institute of Southern Africa.

I acknowledge that I have read this document, understand its contents and agree to its terms and conditions. I further acknowledge that I am signing this agreement freely and voluntarily.

All Rules and Regulations of the University are available on request at the Administration or on the University's website at <http://www.ufs.ac.za>

**Signature of applicant:**  
**Handtekening van aansoeker:**

**Date/Datum:**