

Fees Yearbook 2024



Information Booklet

T: 051 401 9111 | E: tuitionfees@ufs.ac.za | www.ufs.ac.za

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*Inspiring excellence. Transforming lives.
Inspireer uitnemendheid. Verander lewens.*

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



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1. Contact details

IMPORTANT: Always mention your student number in all correspondence with the university.

1.1 Student Finance: Bloemfontein Campus

Telephone number: +27 51 401 9111 (select option 3)

Email: tuitionfees@ufs.ac.za

1.2 Student Finance: Qwaqwa Campus

Telephone numbers: +27 58 718 5024

+27 58 718 5262

+27 58 718 5295

1.3 Student Finance: South Campus

Telephone numbers: +27 51 505 1487

+27 51 401 3448

2. Where to pay

2.1 ABSA Bank

Account name: UFS Student Accounts (**Tuition Fees**)

Branch code: 630734

Account number: 1570 151 688



- Reference number (use the applicable option):

First payment for registration: 100, directly followed by your student number.

Tuition and accommodation fees: 100, directly followed by your student number.

- Reference number for meal or book allowances:¹

Meals: 101, directly followed by your student number.

Books: 102, directly followed by your student number.

- Reference numbers for **DEPOSITS**:

Accommodation deposit: 103, directly followed by your student number.

¹ Payments received with deposit identifiers 101 or 102, will be transferred to FUNDI to be paid to students' personal bank accounts. FUNDI was contracted by UFS to process all payments to students. The transfer and payment process may take up to 3 (THREE) working days.

MBChB reservation deposit: 104, directly followed by your student number.

MBChB skeleton deposit: 105, directly followed by your student number.

Submit proof of payment to: tuitionfees@ufs.ac.za

2.2 Electronic fund transfers (EFT)

Register the university as a beneficiary.
Use the ABSA banking details in par. 2.1.

2.3 Facility for online credit card payments

See www.ufs.ac.za and follow the links:
Students – Student Finance – Online credit card payments.

2.4 Location of cashiers: Thakaneng Bridge, Bloemfontein Campus

Monday to Friday: 08:30–14:30

Location of cashiers: Admin Building, QwaQwa Campus

Monday to Friday: 08:30–15:00

Location of cashiers: Admin Building, South Campus

Monday to Friday: 08:30–16:00

2.5 SAMBA Card

The cashiers at the Thakaneng Bridge accept SAMBA card payments. For more information about SAMBA cards, see www.ufs.ac.za and follow the links:
Students – Student Finance – SAMBA.

3. Rules regarding fees

3.1 Errors and omissions

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

3.2 Amendments

All university fees are determined and approved by the Council, which may amend these at any time. The amended amount will be payable on request.

3.3 Fees payable

Fees are payable in full, irrespective of whether any services 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.

3.4 Payment dates

Tuition and residence fees are calculated per semester. All fees must be paid as follows, regardless of whether an account has been received or not. It is your responsibility to enquire if you have not received an account.

- **Account statements are emailed to students' UFS4life email addresses.**
- You can access your account through the student self-service portal; <https://www.ufs.ac.za/kovsielife/student-self-service>

The university strictly adheres to the Protection of Personal Information Act (POPIA). Account statements or any other personal information will NOT be shared with a third party.

You must forward the account to the person(s) responsible for paying the account.

3.4.1 Payment dates for South African students

- First payment for registration:
Five (5) working days prior to registration.
- First semester fees:
All fees for the first semester are payable on/before **31 March 2024**.

- Second semester fees:
All fees for the second semester are payable on/before **31 August 2024**.

PAYMENT DATES: SA STUDENTS	
What to pay	When to pay
First payment	Five (5) working days prior to registration
First semester fees	31 March 2024
Second semester and all other fees (Full account)	31 August 2024

3.4.2 Payment dates for international students

- First payment for registration:
Five (5) working days prior to registration.
- First semester fees:
All fees for the first semester are payable on/before **31 March 2024**.
- Second semester fees:
All fees for the second semester are payable on/before **30 June 2024**, regardless of any other date that may appear on account statements.

PAYMENT DATES: INTERNATIONAL STUDENTS	
What to pay	When to pay
First payment	Five (5) working days prior to registration
First semester fees	31 March 2024
Second semester and all other fees (Full account)	30 June 2024

All other fees are payable before the end of the month, following the month in which the transaction took place, as indicated on the account statement, unless specifically otherwise stipulated in the regulations (e.g., if the transaction took place in May, the fees are payable by no later than the end of June).

3.4.3 If payments are not made by the due dates:

- All academic records, including qualification certificates, conduct certificates and certified declarations will be withheld.

- International students with outstanding fees as of 1 July 2024 will not be allowed to continue with their second-semester studies.

3.5 Financial support for prospective, current and postgraduate students

For more information about financial support, please see www.ufs.ac.za and follow the links: Students – Financial Aid.

3.6 Official registration

The registration of a student becomes official once the required fees have been paid and an official proof of registration has been issued to the student.

3.7 Fees in arrears

If a student is in arrears with payments on any of his/her university accounts, the university has the right, notwithstanding any arrangements the student may have made for an extension of time or otherwise, to refuse to mark any examination papers and/or withhold statements of results, study records, certified examination timetables and examination results, until the amounts owed have been paid.

Conduct certificates, certified declarations and certificates for qualifications obtained will only be issued once all outstanding fees owed to the university, irrespective of the nature or origin thereof, have been paid.

3.8 Prescribed (i.e., expired) outstanding debt: Fees for the academic year are payable in advance.

- (i) A previously registered student of the UFS who has failed to pay outstanding fees may not be allowed to register unless the fees for the year are paid in advance. This includes students who have prescribed (i.e., expired) debt. Should a student believe that sufficient reason exists for exemption from this requirement, he/she must appeal in writing to tuitionfees@ufs.ac.za
- (ii) An academic record/certificate of a qualification obtained by a previously registered UFS student who has failed to pay outstanding fees, may not be issued, unless an amount equal to the prescribed/expired amount is paid.

3.9 Claiming of credit balances

After three years, a previously registered UFS student who has failed to claim credit balances, will no longer be permitted to claim any credit balances (i.e., this right will have lapsed).

3.10 Re-registration

If a student has not settled his/her previous year's account(s) in full, the university may, irrespective of whether or not the student has arranged for extension of time or otherwise, refuse his/her re-registration until the said amount(s) is/are settled in full.

3.11 Defaulting on payments to be made

Should a student fail to settle his/her account(s) with the university, the university shall be entitled, notwithstanding any other rights, to hand over the account(s) for collection.

3.12 Disciplinary measures

A student remains financially liable, even if prevented from continuing his/her studies by any university regulation or rule.

3.13 Bursaries and loans

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 provide their sponsors with details of their accounts.

3.14 Access to personal Student Finance account

UFS Self-Service

You can access your personal Student Finance account via UFS Student Self-Service.

The username is your student number. UFS ICT Services provides the initial password. For security reasons, you are advised to change your password as soon as possible.



Fees payable: 2024

4. First payments prior to registration

4.1 STUDENTS STUDYING BY MEANS OF FINANCIAL AID, e.g. VIA NSFAS, BURSARIES, LOANS ETC. (SA STUDENTS ONLY)

For more information about financial support, please see www.ufs.ac.za and follow the links: Students – Financial Aid

Students studying with financial aid from recognised and reputable funders are exempted from paying the first payment after all the following conditions have been met:

- Historic debt from the previous year has been paid off.
- The funding must be officially confirmed by the funder. Proof of confirmed funding must be submitted to Student Finance **five (5) working days prior to registration**. Please email the confirmation letter to tuitionfees@ufs.ac.za
- The funding awarded must cover the full cost of study for the year.

The above excludes:

- **International** students who are studying with the assistance of financial aid are **NOT EXEMPT** from paying the first payment as indicated in paragraph 4.2 (SELF-PAYING STUDENTS).
- Students who applied/appealed for funding but have **not** yet received funding confirmation, must pay the first payment as indicated in paragraph 4.2 (SELF-PAYING STUDENTS), **five (5) working days prior to registrations**. Payments will be refunded when funding is confirmed.
- Students with financial aid (i.e. NSFAS/bursary/loan) which **does not cover the FULL cost of study for the year**, **MUST** pay the first payment as indicated for SELF-PAYING STUDENTS (paragraph 4.2), **five (5) working days prior to registration**.

4.2 SELF-PAYING STUDENTS

- First payment is due **five (5) working days prior to registration**. Students will not be able to register until this payment reflects on their tuition fees account.
- Historic debt from the previous year must be paid off.
- Should the total fee for the year be less than the first payment required, the total fee must be paid in full.

Amounts payable as first payments prior to registration:

		SA Students	SADC	Non-SADC
All qualifications on all campuses unless indicated separately in this table.	Residence student	R16,700	R29,380	R56,620
	Non-residence student	R8,770	R17,470	R35,770
ACE and ACT	Residence student	R14,980	R24,740	R38,080
	Non-residence student	R7,050	R12,830	R17,230
School of Financial Planning Law		R8,730	R13,990	R18,850
Students with UFS study benefits: No historic debt	Employee: Residence Student	R7,930	R11,910	R20,850
	Employee: Non-residence	R0	R0	R0
	Employee dependent: Residence Student	R9,870	R13,850	R22,790
	Employee dependent: Non-residence Student	R1,940	R1,940	R1,940

Note: Should a student qualify for an academic merit award, it may be used, partially or fully, to cover the first payment on condition that the student has no historic debt.

4.3 Regarding registration in July 2024 (second-semester modules):

- **Accounts may not be overdue.**
- Advance payments are payable **five (5) working** days prior to registration. You will not be able to register until this is paid. If your

total fees are less than the amounts required, the full amount must be paid.

4.3.1 South African students

Payments to be made prior to registration for the second semester are indicated in paragraphs 4.1 or 4.2.

4.3.2 International students

International students must pay **all** fees for the second semester in advance before registration can take place.

4.3.3 First payments for Master's and PhD students

Submission dates and the dates on which assessment results are captured will determine whether you need to re-register and pay a first payment, as indicated in paragraphs 4.1 or 4.2.

4.3.3.1 If your assessment results are captured on PeopleSoft on/before the end of February, re-registration and payment is not required.

4.3.3.2 **If your assessment results are not captured by the end of February or you have to resubmit your thesis for assessment, then you have to re-register and pay the required first payment as indicated.**

- If your results are received and captured on PeopleSoft in time for the first yearly graduation (April), then all module fees will be credited to your account.
- If your results are too late for the first yearly graduation, but in time for the second graduation ceremony (December), then 50% of the module fees will be credited to your account.
- If your results are too late for both the graduation ceremonies, then all fees charged for the year remain due and payable.

4.3.3.3 Should you believe sufficient reason exists for exemption from paying fees, you and your study leader must appeal in writing to the Deputy Director Student Finance, tuitionfees@ufs.ac.za Supporting documents must accompany your appeal.

4.3.3.4 Credit balances after credits have been allocated, may be refunded to you according to the UFS refund policy described in paragraph 10.

4.4 Levy for international students R3,070

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

5. Cancellation/discontinuation of studies

After registration has been completed, all students can freely make changes (cancellation/discontinuation of modules) by means of the self-service process, except during examination periods.

Corrections/changes/discontinuation of your registration can be done on the self-service platform.

Please visit <http://www.ufs.ac.za/register> for access to the self-service platform in Oracle PeopleSoft.

- The electronic process cannot be used by students who register for occasional study modules. These students must please contact their faculty/academic advisor for assistance.
- Students must ensure that they are registered correctly on or before the last day allowed for registration.
- Uncompleted/discontinued modules registered for a specific year **cannot** be carried over to the next year; a new registration process must be followed.

5.1 CUT-OFF DATES FOR CANCELLATIONS TO QUALIFY FOR FINANCIAL CREDIT OF MODULE FEES

	First-semester modules	Second-semester modules	Year modules
100% of <u>module fees</u> will be credited if first semester, second semester, and year modules are cancelled on/before:	31 March 2024	15 August 2024	31 March 2024
50% of <u>module fees</u> will be credited for year modules cancelled after 31 March 2024 but on/before 15 August 2024 .			

IMPORTANT NOTE

The registration fee is **non-refundable** and will not be credited to accounts in the case of cancellations/discontinuations.

6. Fees per study programme

- The cost per programme is an estimated average cost per year, solely for the purpose of planning your financial commitments. Fees are subject to Council approval of fee adjustments and may be different to the amounts published in this document.
- Tuition fees are charged per module.
- Programme prices vary according to the modules registered for.
- Prices quoted are for SA and SADC students. International, non-SADC students pay the actual module price + 50%.

	Year 1	Year 2	Year 3	Year 4
HUMANITIES				
UNDERGRADUATE PROGRAMS				
B Social Work	R54,680	R47,430	R46,090	R34,210
B.Soc.Sc (3 years)	R52,940	R38,420	R43,360	
B.Soc.Sc (4 years)	R29,490	R41,850	R38,420	R43,360
BA (3 years)	R54,680	R39,060	R43,360	
BA Drama & Theatre Arts	R46,300	R44,620	R43,360	
BA Governance and Political Transformation	R53,810	R44,000	R55,200	
BA Journalism	R54,660	R44,620	R43,390	
BA Integrated Organisational Comm	R54,680	R42,680	R43,380	
BA Language Practice	R60,260	R50,220	R43,400	
B Music	R49,090	R44,620	R40,650	R39,500
ECONOMIC AND MANAGEMENT SCIENCES				
UNDERGRADUATE PROGRAMS				
B.Acc	R67,480	R71,040	R53,080	
B.Admin (3 years)	R49,300	R44,410	R48,400	
B.Admin (4 years)	R21,750	R25,600	R55,000	R48,400
B.Com (3 years)	R55,070	R49,180	R51,140	
B.Com (4 years)	R33,130	R36,440	R47,910	R51,780
B.Com Acc	R56,720	R41,920	R64,760	
B.Com Economics	R55,070	R47,410	R51,780	
B.Com HR Management	R42,850	R46,840	R53,270	
B.Com Law	R57,260	R51,940	R44,210	

	Year 1	Year 2	Year 3	Year 4
B.Com Marketing	R50,910	R45,890	R53,950	
LAW				
UNDERGRADUATE PROGRAMS				
LLB	R44,770	R37,950	R41,400	R34,480
NATURAL AND AGRICULTURAL SCIENCES				
UNDERGRADUATE PROGRAMS				
B.Arch Stud	R57,960	R49,560	R51,370	
B.Sc Agric	R72,940	R53,040	R53,120	R56,250
B.Agric	R64,730	R53,040	R61,170	
B.Sc Quantity Surveying	R48,850	R38,010	R42,560	R32,120
B.Sc Chemistry & Physics	R58,060	R52,950	R51,520	
B.Sc Geology	R54,760	R52,970	R51,520	
B.Sc Geology & Environmental	R71,330	R77,000	R51,480	
B.Sc Information Technology	R68,150	R50,890	R54,440	
B.Sc Biochemistry & Microbiology	R69,600	R52,900	R51,520	
B.Sc Consumer Science	R64,680	R49,510	R61,170	
B.Sc Actuarial Science	R73,570	R79,040	R51,440	
B.Sc Forensic Science	R66,310	R52,900	R51,560	
B.Sc Extended Curriculum	R31,490	R59,920	R52,900	R51,520
EDUCATION				
UNDERGRADUATE PROGRAMS				
B.Ed	R54,080	R41,270	R46,820	R41,380
B.Ed Extended (5 th year = R40,130)	R21,180	R40,550	R46,230	R45,570
THEOLOGY				
UNDERGRADUATE PROGRAMS				
BTh/B.Div	R50,900	R45,960	R42,100	R42,120
BTh/B.Div Extended (5 th year = R42,120)	R21,460	R49,350	R43,560	R42,100
HEALTH SCIENCES				
UNDERGRADUATE PROGRAMS				
B Biokinetics	R49,860	R56,670	R55,310	R55,370
B Optometry	R56,000	R53,970	R58,310	R60,580
BSc Occupational therapy	R52,680	R63,230	R45,800	R39,700
BSc Dietetics	R57,120	R56,080	R52,460	R55,390
BSc Physiotherapy	R62,240	R47,210	R61,250	R50,850
BSocSc Nursing	R50,210	R50,040	R46,620	R42,060
Radiation Sciences	R63,670	R73,590	R59,760	

	Year 1	Year 2	Year 3	Year 4
B Sport Coaching & Development	R51,800	R49,060	R48,060	
M.B.,Ch.B. (5 th year = R79,750)	R69,520	R70,060	R54,390	R76,230
ALL FACULTIES				
POSTGRADUATE PROGRAMS				
Honours	R46,160			
Master's Degree	R19,780	R20,670		
Doctoral Degree	R13,780	R14,400	R15,050	

* Not all programme prices can be published. Quotations for other official UFS programmes can be obtained online. Please see www.ufs.ac.za and follow the links: Students – Student Finance –Quotation.

7. Other academic costs

7.1 Notes, study material and other study-related charges

The prices of supplementary support cannot be quoted, as these prices are not fixed. Printed study material/notes are automatically prepared when you register, and they are charged accordingly. It is your responsibility to collect the study material. In the event of cancellation/discontinuation of modules, no credit can be granted for printed material/notes.

7.2 Writing examinations at other centres

In terms of the UFS General Rules, students may, in the prescribed manner and before a date specified by the UFS, apply to take a written examination at another off-campus venue. Please contact the examination centre for more information and fee charges, externalexams@ufs.ac.za

7.3 Renting of academic dress

Gown	R340
Hood	R150
Mortarboard	R150

7.4 Issuing of duplicate certificates.

Contact Student Academic Services about the process and payments.
Contact details: Certification@ufs.ac.za; +27 51 401 9111

7.5 Issuing of academic transcripts (current students)

Contact Student Academic Services about the process and payments.
Contact details: StudentAdmin@ufs.ac.za; +27 51 401 9111

7.6 Issuing of academic transcripts (former students and alumni)

Contact Student Academic Services about the process and payments.

Contact details: Transcripts@ufs.ac.za; +27 51 401 9111

8. Housing and Residence Affairs

Prices quoted are estimated averages for accommodation for the year.

Fees are subject to Council approval of fee adjustments and may be different to the amounts published in this document.

QWAQWA	
Old Residences: Chris Hani, OR Thambo, Hector Peterson, Peter Mokaba , Steve Biko Postgraduate: PGU 2 & Medix Block H	
Double room Shared	R33,390
Single room	R37,165
New residences: Tshimolohong, Bokamoso, Khayelitsha, Khayaletu, Fulufhelo, Charlotte Maxeke, SHU-7	
Double room Shared	R47,980
Single room	R52,155
Triplet	R43,825
Post Grad	R66,840
Paraplegic	R49,895
SOUTH CAMPUS	
Legae, Liberty, Toka	
Double room shared	R47,980
Single room	R52,155
Paraplegic (en suite)	R49,895
BLOEMFONTEIN	
Junior residences Akasia, Emily Hobhouse, Kestell, Madelief, Lehakwe, Roosmaryn, Soetdoring, Vergeet-my-nie, Wag-'n-Bietjie, Welwitschia, Harmony, Abraham Fischer-Boetapele, Armentum, Beyers Naude, Karee, Khayalami, Tswelopele & Villa Bravado	
Double room shared	R33,390
Single room	R37,165
Outeniqua, ConLaures, Harmony, Ardour	
Double room shared	R47,980
Single room	R52,155
Paraplegic (on suite)	R49,895

Senior residence:	
Intsika-ye-Khaya, Karee Annex, Imvelo-Yesizwe, Madelief Annex, Welwitschia Annex, Toa Mageuzi, Eagles Nest, Marula, Ardour Annex	
Double room:	
Shared	R34,620
Single Occupancy	R68,700
Single room:	
Small	R41,520
Medium	R44,160
Large	R46,740
Extra Large	R49,260
Units	
Single room:	
Extra Small	R48,120
Small	R52,260
Medium	R58,080
Large	R66,840
Extra Large	R73,860
Paraplegic	R75,960
Double room:	
Single Occupancy	R96,720
Shared	R48,360
Paraplegic Single Occupancy	R98,940
Paraplegic Shared	R49,500
Postgraduate (Kovsie Inn)	
Communal bathroom & kitchen	R66,840
Share Bathroom & kitchen	R72,420
1 Bedroom Flat	R79,320

Tariffs for living units in different buildings are available on request.

Residential students must familiarise themselves with all policies on accommodation.

8.4 Accommodation during vacations

Tariff per day

R95

8.5 Residence levy

R195

8.6 Breakage deposit

8.6.1 Residences

R980

8.6.2 Rent rooms and living units

R2,800

8.6.3 Rules regarding residence deposits

You will forfeit the deposit if accommodation has been allocated to you and a place has thus been reserved for you, if:

- (a) You do not show up; or
- (b) You cancel your place after 31 December.

The deposit may be used at the sole discretion of the university to recover any losses suffered as a result of damages, penalties, etc.

The deposit will be refunded if you:

- (a) Do not comply with admission requirements.
- (b) Are not selected for a specific course.
- (c) Pass away (i.e. paid to a nearest relative, etc.).
- (d) Submit a satisfactory medical certificate as motivation for cancellation.
- (e) Leave at the end of your accommodation term.

The deposit will be transferred to the student's Student Finance account. If this results in credit on the account, the credit may be paid out on request.

8.7 Accommodation costs in case of cancellation of studies

If you stay in a residence and cancel your course/s, the actual accommodation cost up to the date of vacating the residence is payable.

9. Other fees

9.1 Campus levy

R275

Payable by all undergraduate and honours students.

M and PhD students and students registered for distance learning programmes do not pay a campus levy.

9.2 Meal fees

Money for meals can be paid into a separate account in advance (see p. 3, par. 2.1). Amounts deposited with the deposit identifier **101** and received by the UFS, will be transferred to FUNDI, who will pay it into

students' personal bank accounts. The process may take up to 3 (THREE) working days.

9.3 Books and printing

Money for books and printing can be paid into a separate account in advance (see p. 3, par. 2.1). Amounts deposited with the deposit identifier **102** and received by the UFS, will be transferred to FUNDI, who will pay it into students' personal bank accounts. The process may take up to 3 (THREE) working days.

10. Credit balances on student accounts

From time to time and for whatever reason, a credit balance may appear on your account at the University of the Free State. Students may then request that the credit amounts be paid out to them.

Any credit balances on student accounts will only be paid out if:

- (a) All your university fees (e.g., student finance and accommodation costs) have been paid.
- (b) The necessary documentation, as prescribed by the Finance Department of the University of the Free State, has been properly completed and submitted to the department.
- (c) Registered students have completed and submitted a refund application online. Login to PeopleSoft and click on the tile *REFUND APPLICATIONS*.
- (d) Non-registered students have completed and submitted a refund application form that is available on the website:
<https://www.ufs.ac.za/kovsielife/student-finance>
- (e) Official confirmation of banking details is received (only required for payments to a person/party other than the student).

Note: A handling fee will be charged/deducted from the amount refundable (see par. 10.2).

Furthermore, credit balances will only be paid out to the person who confirms on the admission application that he/she is responsible for the payment of the student's fees ("the payer"). Credit balances will not be paid out to any other person without the **written permission** of the payer.

If you are studying with the aid of a bursary or loan, credit balances on accounts will only be paid to you with the written permission of the entity that granted you the bursary or loan.

A refund takes a minimum of five (5) working days to process.

10.1 FUNDI refund process (Registered students only)

The UFS has officially contracted FUNDI to pay allowances and/or credit balances on student accounts to students.

The terms and conditions for refunds and payments remain the same.

- **Any credit balances on student accounts will only be paid out if all university fees (e.g., student finance and accommodation costs) have been paid.**
- **You must have an active South African bank account in your own name.**
- The official refund application and the necessary documentation, as prescribed by the Finance Department of the University of the Free State, must be properly completed and submitted to the Student Finance Division.
- Credit balances will not be paid out to students without the written permission of the person or party who initially made the payment.
- If students are studying with a bursary or loan, credit balances on the accounts will only be paid out to them with the written permission of the entity that granted the bursary or loan.

The process for payments into YOUR personal bank account:

- You must have an active bank account in your own name at any of the **SA banks**.
- If you do NOT hold a SA bank account, follow the refund process for 3rd party payments.

* **Step 1: Complete the refund application**

Complete the refund application available on PeopleSoft. Login using your student number as USERNAME and your password.

* **Step 2: Check your cell phone number on PeopleSoft**

It is crucial that your cell phone number is correct on UFS systems, as FUNDI uses that number to communicate with you by means of SMS messages.

- * **Step 3: Select what must be paid as well as the amount**
Select what must be paid, e.g., meals R500.00.
- * **Step 4: Upload supporting documents**
 - Proof of payment for own payments
 - Confirmation of bursary/loan from funder
 - Permission for the refund
- * **Step 5: Submit application**
Submit your application after you have completed the required information and after you have uploaded the required documents.
- * **Step 6: Verification**
UFS Student Finance will review your refund application. Your account will be reconciled and supporting documents will be verified. You will receive notification of the status of your application. You can also access your application to check its status.
- * **Step 7: UFS transfers the refund amount to FUNDI**
If Student Finance finds your application to be in order, it will be approved. UFS will transfer the refundable amount to FUNDI for payment.
- * **Step 8: FUNDI notification**
FUNDI will send a SMS message to notify you of the amount(s) received and payable to you. **NB:** Please make sure that your cell phone number on the UFS PeopleSoft system is correct.
- * **Step 9: Upload your banking details**
As soon as you receive the SMS message, as explained in the previous step, you have to login to **FUNDI'S website**: <https://mycard.fundi.co.za/> to upload **YOUR** banking details. **You must have an active bank account in your own name at any of the SA banks.**
- * **Step 10: Verification of banking details**
FUNDI will verify your banking details. You will again receive a SMS message to indicate the date on which the payment will be made.
- * **Step 11 Payment**
The processing of a refund takes between three (3) and five (5) working days.

FUNDI helpline for enquiries: 0860 5555 44

Process for payments to a THIRD party or International Bank Accounts

Steps to be followed for payments which must be made to any other person, such as a friend, parent, relative or landlord, or to an international bank account.

* **Step 1: Complete the refund application**

Complete the refund application available on PeopleSoft. Login using your student number as USERNAME and your password.

* **Step 2: Check your cell phone number on PeopleSoft**

It is crucial that your cell phone number is correct on UFS systems.

* **Step 3: Select the 3rd party payment option**

* **Step 4: Complete the 3rd party details**

Fill in the personal and banking details of the person to be paid. Indicate the amount to be paid.

* **Step 5: Upload supporting documents**

- Proof of payment for own payments
- Confirmation of bursary/loan from funder
- Permission for the refund
- **Official confirmation of the banking details**

* **Step 6: Submit application**

Submit your application after you have completed the required information and after you have uploaded the required documents.

* **Step 7: Verification**

UFS Student Finance will review your refund application. Your account will be reconciled and supporting documents will be verified. You will receive notification of the status of your application. You can also access your application to check its status.

* **Step 8: Payment**

If Student Finance finds your application to be in order, it will be approved. UFS Student Finance will process the payment. The refund process to 3rd parties may take between three (3) and five (5) working days.

THIRD PARTY REFUND ENQUIRIES:+27 51 401 9111(SELECT OPTION 3)

10.2 Handling fee for processing refunds:

10.2.1 FUNDI refund

R15

FUNDI charges a minimum handling fee and it will be deducted from the amount payable to you.

10.2.2 UFS refund to a third party (excluding payments to international bank accounts)

A minimum handling fee is charged per transaction and will be deducted from the amount payable to the 3rd party.

Refund of R1 to R5 000

R110

Refund of R5 001 to R10 000

R230

Refund of R10 001 to R15 000

R340

Refund of more than R15 000

R450

10.2.3 UFS refund to an international bank account (SWIFT transfer)

A minimum handling fee per transaction is charged and will be deducted from the amount payable to you.

R520

11. Payment referred to Drawer

R300

In cases where banks refer a payment back to the drawer, a penalty will be debited to your tuition fee account. When, as the result of a rejected payment, you no longer meet the financial requirements for registration, your studies may be cancelled with immediate effect.

12. Student card

Your student card is your key to all kinds of services and events at the UFS. It is your official university identification and, as a student or employee, you are required to carry it with you whenever you are on campus. An electronic student card is for the student's personal use only and must not be used by other people. Your personal details are associated with your card and are unique to your card.

12.1 Access control

The Electronic Access Control System has been implemented by the university to protect the university community, its property, and assets. Your cooperation will ensure that security and safety are maintained on campus.

The university reserves the right to examine all electronic information on its systems and monitor usage in order to ensure that the facilities and systems function in a secure, efficient, and effective manner and that all rules/procedures are complied with.

- Keep your student card with you at all times.
- Do not allow any person to access any door or gate with your student card or sneak in/out behind you.
- Never place any object in front of a door to keep it open.

12.3 Replacement of damaged or lost student card

R100

13. Access (Parking) disc

R50

All students who park motor vehicles or motorcycles on campus must display an access disc on their vehicles. Discs are available from Protection Services at an annual fee of R50 per disc, per vehicle. An access disc is valid for one year and must be renewed annually before the 28th of February. The parking policy is available on the UFS website https://www.ufs.ac.za/docs/librariesprovider8/default-document-library/parking-policy.pdf?sfvrsn=1b06e021_2

14. Discounts on tuition and/or accommodation fees (only SA students)

14.1 Family discount

If three or more students who are dependants from the same family (children, stepchildren, adopted children – excluding children-in-law or married children) study at the university and/or stay in university residences at the same time, the following discount will be granted on the amount payable for residing in a UFS residence, and on modules for which the students are registered:

- Three students: 10%
- Four or more students: 15%

The following conditions for granting a discount are applicable:

- (a) A discount may only be claimed for full-time undergraduate SA students.
- (b) Dependants/students must all be under the age of 26.

- (c) Students who receive any form of financial aid for tuition and/or accommodation fees do not qualify for this discount.
- (d) The discount will be recalculated if one or more of the students discontinues their studies or leaves the residence.
- (e) Family discounts are not granted automatically. You must apply for a family discount in writing, submit proof of the relationship, and provide the full particulars of the students concerned.
- (f) A discount may only be claimed for the current academic year, and family discounts will only be given on:
 - Module fees.
 - Accommodation fees.

14.2 Discounts for early payments

Discounts are granted for early payment of Student Finance accounts. Standard discounts are granted annually, as follows:

- 5 %, if all outstanding fees for the entire year are paid before 28 February.
- 2½ %, if all first-semester fees are paid before 28 February.
- Discounts are not given automatically - you must apply in writing.
- Students who receive any form of financial aid for tuition and/or accommodation fees do not qualify for this discount.

Discounts may only be granted on the following fees levied:

- Module fees.
- Accommodation fees.

**FOR ANY QUERIES, PLEASE CONTACT THE STUDENT FINANCE
ACCOUNTS DIVISION**

(SEE PAGE 2 FOR CONTACT DETAILS)