

# Stewardship

Your success, our priority

## FEES YEARBOOK

# 2026

[www.ufs.ac.za](http://www.ufs.ac.za)

*Inspiring excellence, transforming lives  
through quality, impact, and care.*



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



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## 1. CONTACT DETAILS

### IMPORTANT:

Always include your student number in all correspondence with the university.

#### 1.1 Student Finance: Bloemfontein Campus

- Telephone: +27 51 401 9111 (Option 3)
- Email: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

#### 1.2 Student Finance: Qwaqwa Campus

- Telephone:
- +27 58 718 5024
- +27 58 718 5262
- +27 58 718 5295

#### 1.3 Student Finance: South Campus

- Telephone:
- +27 51 505 1215



## 2. PAYMENT METHODS

#### 2.1 Online Payments

We recommend using the Online Payment facility for faster processing, as the payment will reflect immediately on your account.

- Visit the following link for online payments: [Online Payments](#)
- Alternatively, go to [www.ufs.ac.za](http://www.ufs.ac.za) and navigate: Students > Student Finance > Online Payments

#### 2.2 ABSA Bank Details

- Account Name: UFS Student Accounts (Tuition Fees)
- Branch Code: 630734
- Account Number: 1570 151 688

## Reference Numbers (based on your payment type):

- First Payment for Registration: **100** followed by your student number, e.g. **1001234567890**
- Tuition and Accommodation Fees: 100 followed by your student number, no spaces.
- Meals: **101** followed by your student number
- Books: **102** followed by your student number
- Accommodation Deposit: **103** followed by your student number
- MB ChB Reservation Deposit: **104** followed by your student number
- MB ChB Skeleton Deposit: **105** followed by your student number

Important: Payments made at Absa branches will reflect on your account within one hour. This method is also recommended.

## 2.3 Electronic Fund Transfers (EFT)

You may also make payments via EFT by registering the university as a beneficiary, using the Absa Bank details provided in section 2.2.

## 2.4 On-Campus Cashiers

- Bloemfontein Campus: Thakaneng Bridge, **Absa** Branch
- Qwaqwa Campus: Administration Building
- South Campus: Administration Building

## 2.5 Samba Card Payments

You may pay your tuition fees using a Samba card. For payments or enquiries, visit the Samba offices at The Blocks | Block C, cor. Topsy Smith and TT Cloete Streets, Bloemfontein, or contact them on +27 51 448 0111.



### 3. RULES REGARDING FEES

#### 3.1 Errors and Omissions

While the information contained in the yearbook has been compiled with the utmost care, 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 reserves the right to amend fees at any time. The revised amounts will become payable upon request.

#### 3.3 Fees Payable

Fees are payable in full, regardless of any disruption to university services beyond the university's control, including strikes, student protests, public unrest, or other campus disruptions.

#### 3.4 Payment Dates

Tuition and residence fees are calculated per semester. All fees must be paid by the specified deadlines, even if you have not received an account. It is your responsibility to ensure that payment is made on time.

- Account statements are sent to students' UFS4life email addresses.
- Self-service portal: You can access your account at: [Student Self-service](#)

*Please note:* In compliance with the Protection of Personal Information Act (POPIA), account statements and other personal information will not be shared with any third parties. It is your responsibility to forward your account to the appropriate payer.

##### 3.4.1 Payment Dates for South African Students

First payment for registration: **Five (5) working days before registration.**

First semester fees: Due on or before **31 March 2026**.

Second semester fees: Due on or before **31 August 2026**.

Payment Due	Deadline
First payment	Five (5) working days before registration
First semester fees	31 March 2026
Second semester and all other fees	31 August 2026

### 3.4.2 Payment Dates for International Students

First payment for registration: **Five (5) working days before registration.**

First semester fees: Due on or before **31 March 2026**.

Second semester fees: Due on or before **30 June 2026**, regardless of any alternative dates listed on the account statement.

Payment Due	Deadline
First payment	Five (5) working days before registration
First semester fees	31 March 2026
Second semester and all other fees	30 June 2026

Other fees must be settled by the end of the month following the transaction date, as shown on the account statement (e.g., if the transaction occurred in May, fees are due by the end of June), unless otherwise specified.

### 3.4.3 Consequences of Missed Payment Deadlines

All qualification certificates, conduct certificates, and certified declarations will be withheld if payments are not made by the due dates.

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

## 3.5 Financial Support

For details on financial support for prospective, current, and postgraduate students, visit the following links: [UFS Financial Aid](#) and/or [Bursaries](#)

### 3.6 Official Registration

A student's registration becomes official only after the required fees have been paid and proof of registration has been issued.

### 3.7 Erroneous Registration

If a student registers for any degree, course, or module and it is determined after the official cancellation cut-off dates that the student does not qualify for it or was erroneously registered, the student will remain responsible for all applicable fees. These fees will be treated as if the student had cancelled their studies, and the relevant rules and regulations will apply *mutatis mutandis*.

### 3.8 Conferment of a Degree

Unless a student's account with the university is settled in full at least **21 days** before a graduation ceremony, the university may withhold the qualification certificate until the account is paid in full, regardless of any extensions or other arrangements made by the student.

### 3.9 Fees in Arrears

If a student is in arrears with any university account, the university reserves the right to withhold qualification certificates, conduct certificates, and certified declarations.

### 3.10 Prescribed (Expired) Outstanding Debt

Fees for the academic year are payable in advance.

- A previously registered student with outstanding fees may not register for the current year unless the full amount for that year has been paid in advance. This includes students with prescribed (expired) debt. Appeals for exemption must be made in writing to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za).
- Certificates for qualifications obtained will not be issued unless the outstanding amount has been settled.

### 3.11 Claiming Credit Balances

Previously registered students had three years to claim any credit balances. After this period, the right to claim the balance will lapse.

### **3.12 Re-registration**

Students who have not fully settled the previous year's accounts may be refused re-registration until the outstanding amounts have been paid in full.

### **3.13 Defaulting on Payments**

Should a student fail to settle their university account(s), the university reserves the right to hand over the account(s) for collection.

### **3.14 Disciplinary Measures**

A student remains financially liable for fees even if they are prevented from continuing their studies due to university regulations or rules.

### **3.15 Bursaries and Loans**

Bursary holders are responsible for ensuring that their sponsors make payments on time and in accordance with university regulations. It is the student's responsibility to provide sponsors with account details.

### **3.16 Damage to University Property**

Any damages for which the student is liable because of loss or damage to university property will be debited directly against his/her tuition fee account.

### **3.17 Theft of or Damage to Personal Property**

The university does not accept any responsibility for the theft of or damage to students' property.

### **3.18 Access to Personal Student Finance Account**

Students can access their personal student finance account via the UFS Student Self-Service portal. [Student Self-service](#)

- Your username is your student number.
- UFS ICT Services provides the initial password, which should be changed for security reasons.

# FEES PAYABLE:



## 4. FIRST PAYMENTS FOR FULL REGISTRATION

### 4.1 SOUTH AFRICAN STUDENTS

#### 4.1.1 STUDENTS WITH CONFIRMED FULL FUNDING

(NSFAS, BURSARIES, LOANS)

For more information about financial support, please visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students – Financial Aid

Students receiving financial aid from recognised and reputable funders **are exempted** from making the first payment, provided that the following conditions have been met:

- Historic debt from the previous year has been paid off. (**Students with historic debt must contact Student Finance for financial advice**)
- The funding has been 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](mailto:tuitionfees@ufs.ac.za).
- The funding awarded covers the **full cost** of study for the year.

#### 4.1.2 SELF-PAYING and PARTIALLY FUNDED STUDENTS

- First payments are payable by all self-paying and/or partially funded students.
- The 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.
- Should the total fee for the year be less than the first payment required, the total fee must be paid in full.
- \* **Note:** Should a student qualify for an academic merit award, it may be used either partially or fully to cover the first payment, on condition the student has no historic debt.

## AMOUNTS PAYABLE SOUTH AFRICAN STUDENTS:

RESIDENCE STUDENTS	OFF-CAMPUS STUDENTS	STUDENTS STUDYING WITH UFS STAFF STUDY BENEFITS	
R19 000	R9 900	Employees: Residence	R9 100
		Employees: Off-campus	-
		Employee dependants: Residence	R11 390
		Employee dependants: Off-campus	R2 290

## 4.2 INTERNATIONAL STUDENTS

- Historic debt from the previous year must be paid.
- All international students must pay the first payment.
- The 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.
- Should the total fee for the year be less than the first payment required, the total fee must be paid in full.
- Note: Should a student qualify for an academic merit award, it may be used either partially or fully to cover the first payment, on the condition that the student has no historic debt.
- International students with confirmed funding are **NOT** exempted from paying the first payments.
- **Note: Should a student qualify for an academic merit award, it may be used either partially or fully to cover the first payment, on the condition that the student has no historic debt.**

## AMOUNTS PAYABLE INTERNATIONAL STUDENTS:

Residence Students		Off-Campus Students		Students studying with UFS staff study benefits	SADC	NSADC
SADC	NSADC	SADC	NSADC		SADC	NSADC
R37 730	R72 130	R21 280	R44 720	Employees: Residence	R20 310	R31 270
				Employees: Off-campus	R3 860	R3 860
				Employee dependants: Residence	R22 600	R33 560
				Employee dependants: Off-campus	R6 150	R6 150

## 4.3 FIRST PAYMENTS FOR MASTER'S AND PHD STUDENTS

Whether a first payment is required depends on submission and assessment result dates. The relevant payment rules are outlined in paragraphs 4.1 and 4.2.

### 4.3.1 No Payment Required

If assessment results are captured on PeopleSoft by the **end of February**, re-registration and payment are **not** required.

### 4.3.2 Payment Required

If your assessment results have **NOT** been captured by the **end of February**, or if you must resubmit your thesis for assessment, re-registration and payment of the required amount as stipulated in paragraph 4.1 or 4.2, are required.

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

### 4.3.3 Appeals for Exemption

If you believe there are valid reasons for an exemption from paying fees, you and your study leader must submit a written appeal to the Deputy Director of Student Finance at [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za), along with final examiners' reports.

## 4.4 Registration for July (Second-Semester Modules)

- Outstanding Fees: Accounts must be up to date with no overdue balances.
- Advance Payments: An advance payment must be made at least **five (5) working** days before registration. Registration cannot proceed until this payment is received. If your total fees are less than the required payment, the full amount must be paid.

### 4.4.1 South African Students

Refer to paragraphs 4.1 or 4.2 for details on payments required prior to second- semester registration.

#### 4.4.2 International Students

All second-semester fees must be paid in full before registration.

#### 4.4.3 Registration fee

R2 290

The registration fee, included as part of the first payment required at registration, is a **non-refundable** fee that is applied upon completing the registration process. This fee is mandatory and secures a student's place in the programme, contributing to administrative costs associated with enrolment. Students should be aware that once registration is completed, the registration fee cannot be refunded, even if they choose to cancel their registration or withdraw from their studies.

#### 4.4.4 International Student Levy

R3 860

The non-refundable administrative levy, included as part of the first payment required at registration, applies to all international students. Students should be aware that once registration is completed, the administrative levy cannot be refunded, even if they choose to cancel their registration or withdraw from their studies.

### 4.5 Credit Refunds

Credit balances, once credits have been allocated, may be refunded according to the UFS refund policy outlined in paragraph 10.



## 5. CANCELLATION / DISCONTINUATION OF STUDIES

### 5.1 How to cancel / Discontinue Modules or Courses

- You can cancel your registration **online via self-service**
- The date on which we receive your electronic cancellation recorded as the official cancellation date (as outlined in **UFS General Rules A15.3 and A25.4**).
- Cancellations can only be made during the periods approved by Senate. Please note that specific cut-off dates apply if you want to qualify for financial credit.

### 5.2 Cut-Off Dates to Qualify for Financial Credit on Module Fees

Type of Module	100% Credit Deadline	50% Credit Deadline
First-Semester Modules	31 March 2026	N/A
Second-Semester Modules	15 August 2026	N/A
Year Modules	31 March 2026	15 August 2026

### 5.3 Important Notes

- If you cancel a module after the due dates, you may:
  - not be allowed to register for the module again, and
  - remain liable for the full tuition fees.
- The **registration fee (R2 290)** is **non-refundable** and will not be credited, no matter when you cancel.

## 6. FEES PER STUDY PROGRAMME

- The listed fees represent estimated average costs per year and are provided for planning purposes only. Final fees are subject to Council-approved adjustments.
- Tuition fees are calculated per module, and programme costs vary based on the modules registered.
- Prices apply to SA and SADC students. Non-SADC international students are required to pay the module fee plus an additional 50%.
- Note: **Academic Supplementary Fees**

Some courses/modules may have additional fees for specific training-related expenses, such as excursions, which are charged separately from tuition fees. (See Appendix A on page 18)

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>HUMANITIES</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B Social Work	72 230	52 050	50 570	37 530	
B.Soc.Sc (3 years)	58 060	42 160	47 570		
B.Soc.Sc (4 years)	32 340	42 990	42 160	47 570	
BA (3 years)	59 980	42 870	47 580		
BA (4 years)	33 030	45 910	42 870	47 580	
BA Drama & Theatre Arts	50 790	48 970	47 580		
BA Governance & Political Transformation	59 020	48 280	60 560		
BA Journalism	59 960	48 970	47 600		
BA Integrated Organisational Comm	59 970	46 830	47 590		
BA Language Practice	66 110	55 110	47 610		
B Music	53 850	48 970	44 630	43 340	
<b>ECONOMIC AND MANAGEMENT SCIENCES</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B.Acc	73 440	77 940	58 230		
B.Admin (3 years)	54 060	48 700	53 100		
B.Admin (4 years)	21 110	28 060	57 370	53 100	
B.Com (3 years)	60 380	53 950	56 100		
B.Com (4 years)	32 240	39 950	52 550	56 810	

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>ECONOMIC AND MANAGEMENT SCIENCES</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B.Com Acc	62 190	45 990	71 040		
B.Com Economics	60 380	52 010	56 810		
B.Com Human Resource Management	43 460	52 660	58 440		
B.Com Law	62 790	51 220	54 290		
B.Com Marketing	55 490	56 840	52 150		
<b>LAW</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
LLB	49 130	41 630	45 430	37 810	
<b>NATURAL AND AGRICULTURAL SCIENCES</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B.Arch Stud	63 590	54 390	56 360		
B.Sc Agric	80 010	58 190	58 270	59 990	
B.Agric	70 990	58 190	60 040		
B.Sc Quantity Surveying	53 600	41 710	46 700	35 030	
B.Sc Chemistry & Physics	70 960	54 470	56 510		
B.Sc Geology	67 330	58 140	56 510		
B.Sc Geology & Environmental Sciences	78 240	67 220	56 470		
B.Sc Information Technology	69 300	52 190	59 720		
B.Sc Biochemistry & Microbiology	76 350	58 060	56 510		
B.Sc Consumer Science	70 930	54 320	52 970		
B.Sc Actuarial Science	80 760	79 460	56 430		
B.Sc Forensic Science	72 730	58 060	56 560		
B.Sc Extended Curriculum	34 570	62 140	58 060	56 510	
<b>EDUCATION</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B.Ed	59 340	45 290	51 380	45 390	
B.Ed Extended Curriculum	30 880	44 500	50 730	50 010	44 030
<b>THEOLOGY</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
BTh/B.Div	55 820	50 430	46 570	46 650	
BTh/B.Div Extended Curriculum	23 520	54 150	47 800	46 570	46 580

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>HEALTH SCIENCES</b>					
<b>UNDERGRADUATE PROGRAMS</b>					
B Biokinetics	61 910	54 800	59 380	52 610	
B Optometry	61 340	59 670	64 050	66 430	
BSc Occupational therapy	57 810	69 410	49 760	43 570	
BSc Dietetics	62 640	61 530	57 560	60 770	
BSc Physiotherapy	68 270	51 800	67 190	55 790	
BSocSc Nursing	55 080	54 880	51 160	46 290	
Radiation Sciences	69 840	80 760	65 580		
B Sport Coaching & Development	56 810	53 850	52 730		
M.B.,Ch.B.	79 950	83 030	60 000	83 630	87 520
<b>ALL FACULTIES</b>					
<b>POSTGRADUATE PROGRAMS</b>					
Honours	50 650				
Master's Degree	31 350	31 350			
Doctoral Degree	23 000	23 000	23 000		

- \* Not all programme prices can be published. Quotations for other official UFS programmes can be obtained online. Please visit [Quotation](#)

## 7. OTHER ACADEMIC COSTS

### 7.1 Academic Supplementary Fees

Some courses may have additional fees for specific training-related expenses, such as excursions, which are charged separately from tuition fees. For enquiries about these fees, please contact the relevant department directly. See Annexure A on page18 for a detailed list of academic supplementary fees per module.

### 7.2 Notes, Study Material, and Other Study-Related Charges

The prices for supplementary study support, such as notes and materials, cannot be predetermined as they are subject to change. Printed study materials or notes are automatically prepared upon registration and will be charged to your account accordingly. It is your responsibility to collect the materials. Please note that [no credits will be issued for printed materials/notes in cases where modules are cancelled or discontinued](#).

### **7.3 Faculty of Health Sciences: Transportation fee R1 735**

Students in the Faculty of Health Sciences are required to pay a transportation fee. This fee covers the cost of transportation to clinics and hospitals where students are required to complete their practical training as part of their academic programme.

### **7.4 Writing Examinations at Other Centres**

In accordance with UFS General Rules, students may apply to write an examination at an alternative off-campus venue, following the prescribed procedure and before the specified deadline. For further information and details about applicable fees, please contact the examination centre at [externalexams@ufs.ac.za](mailto:externalexams@ufs.ac.za).

### **7.5 Renting of graduation attire**

Gown	R340
Hood	R150
Mortarboard	R150

### **7.6 Issue of duplicate certificates**

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

### **7.7 Issue of academic transcripts (current students)**

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

### **7.8 Issue of academic transcripts (former students and alumni)**

Contact Student Academic Services about the process and payments. Contact details: [Transcripts@ufs.ac.za](mailto: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 differ from the amounts published in this document.

QWAQWA	
<b>Old residences:</b> Chris Hani, OR Thambo, Hector Peterson, Peter Mokaba , Steve Biko	
Double room Shared	37 700
Single room	42 000
<b>New residences:</b> Tshimolohong, Bokamoso, Khayelitsha, Khayalethu, Fulufhelo, Charlotte Maxeke, Kutlano; Ntlo Ya Tsebo; Ntlo Ya Botshepehi	
Double room Shared	54 165
Single room	58 880
Triplet	49 475
Post Grad	66 770
Paraplegic	56 330
SOUTH CAMPUS	
Legae, Liberty, Toka	
Double room shared	51 170
Single room	58 880
Paraplegic (en suite)	56 330
BLOEMFONTEIN	
<b>Junior residences:</b> Akasia, Emily Hobhouse, Kestell, Madelief, Lehakwe, Roosmaryn, Soetdoring, Vergeet- my-nie, Wag-'n-Bietjie, Welwitschia, Harmony, Abraham Fischer-Boetapele, Armentum, Beyers Naude, Keree, Khayalami, Tswelopele & Villa Bravado	
Double room shared	37 700
Single room	42 000
Outeniqua, ConLaures, Harmony, Ardour	
Double room shared	54 170
Single room	58 880
Paraplegic (on suite)	56 330
<b>Senior residence:</b> Intsika-ye-Khaya, Keree Annex, Imvelo-Yesizwe, Madelief Annex, Welwitschia Annex, Toa Mageuzi, Eagles Nest, Marula, Ardour Annex	
Double room:	

Shared	39 110
Single Occupancy	77 580
Single room:	
Small	49 905
Medium	49 845
Large	52 785
Extra Large	55 595
<b>Ike e: /xarra //ke-President Steyn</b>	
Single room:	
Extra Small	54 315
Small	58 980
Medium	65 565
Large	75 470
Extra Large	83 390
Paraplegic	85 755
Double room:	
Single Occupancy	109 210
Shared	51 575
Paraplegic Single Occupancy	111 700
Paraplegic Shared	55 915
<b>Postgraduate (Kovsie Inn)</b>	
Communal bathroom & kitchen	75 470
1 Bedroom Flat	89 525

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

Residential students must familiarise themselves with all policies on accommodation.

<b>8.1 Accommodation during vacations</b>	<b>R110/day</b>
<b>8.2 Residence levy</b>	<b>R220</b>
<b>8.3 Breakage deposit</b>	
<b>8.3.1 Residences</b>	<b>R990</b>
<b>8.3.2 Rented rooms and living units</b>	<b>R3 100</b>

## 8.4 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

- you do not show up; or
- you cancel your place after 31 December.

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

The deposit will be refunded if you

- do not comply with admission requirements.
- are not selected for a specific course.
- pass away (i.e. paid to a nearest relative, etc.).
- submit a satisfactory medical certificate as motivation for cancellation; and
- leave at the end of your accommodation term.

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

## 8.5 Accommodation costs in case of cancellation of studies

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

# 9. OTHER FEES

## 9.1 Campus Levy

R300

The campus levy supports the university's Vision 130 and UFS Strategy contributing towards funding co-curricular and extracurricular programmes offered by the Department of Student Affairs.

- All undergraduate, honours, and master's students are required to pay this levy.
- PhD students and students registered for distance learning programmes are exempt from this fee.

## 9.2 Meal Fees

Funds for meals can be deposited using deposit identifier 101, as outlined in paragraph 2.2 on pages 3 and 4. Payments received by the UFS with this deposit

identifier will be transferred to FUNDI, which will then credit the amounts to students' personal bank accounts. Please allow up to three (3) working days for processing.

### 9.3 Books and Printing

Funds for books and printing can be deposited using deposit identifier 102, as detailed in paragraph 2.2 on pages 3 and 4. Payments received by the UFS with this deposit identifier will be transferred to FUNDI, which will credit the amounts to students' personal bank accounts. Processing may take up to three (3) working days.

## 10. CREDIT BALANCES ON STUDENT ACCOUNTS

Occasionally, a credit balance may appear on your account at the University of the Free State for various reasons. Students may request that these credit amounts be disbursed under the following conditions:

- All university fees (e.g., student finance and accommodation costs) must be fully paid.
- The necessary documentation, as outlined by the Department of Finance, must be accurately completed and submitted.
- Refund application must be submitted online.
- Students can access the online application via the UFS Student Self-Service portal.

Student Self-service. Your username is your student number. (If you need password assistance, contact ICT Services at +27 51 401 2442)

#### Important notes:

- A handling fee will be deducted from the refundable amount (refer to paragraph 10.2).
- Additionally, credit balances will only be disbursed to the individual identified as responsible for the payment of the student's fees on the admission application ('the payer'). **Disbursements to any other person require written permission from the last/final payer.**
- For students receiving a bursary or loan, credit balances will only be disbursed with written consent from the granting entity.
- Refunds typically take a minimum of five (5) working days to process.

## 10.1 FUNDI Refund Process

The UFS has engaged FUNDI to manage the disbursement of allowances and/or credit balances on student accounts.

The terms and conditions for refunds and payments remain consistent:

- Credit balances will only be disbursed if all university fees (e.g., student finance and accommodation costs) have been settled.
- You must have an active **South African bank account in your name**.
- The official refund application and required documentation, as specified by the Department of Finance, must be properly completed and submitted on PeopleSoft.
- Credit balances will not be disbursed to students without written consent from the individual or party who made the initial payment.
- For students using a bursary or loan, credit balances will only be disbursed with written permission from 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 third party payments

### Step 1: Complete the refund application

Complete the refund application available on PeopleSoft. Log in 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, e.g., meals R500.

### Step 4: Upload supporting documents

- Proof of payment for own payments
- Confirmation of bursary/loan from funder
- Refund permission letter from last/final payer

## **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. The UFS will transfer the refundable amount to FUNDI for payment.

## **Step 8: FUNDI notification**

FUNDI will send an 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 must log in 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. You only must do this once or when your banking details have changed.

## **Step 10: Verification of banking details**

FUNDI will verify your banking details and process the payment. You should receive a SMS from your bank that the money was deposited.

## **Step 11: Payment**

The processing of a refund takes between three (3) and five (5) working days.

FUNDI helpline for enquiries: 0860 5555 44

## 10.2 THIRD PARTY Refund Process

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

Complete the refund application available on PeopleSoft. Log in 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 third-party payment option**

### **Step 4: Complete the third-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 letter from initial payer 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 third parties may take between three (3) and five (5) working days.

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

## 10.3 Handling fee for processing refunds:

### 10.3.1 FUNDI refund R20

FUNDI charge a minimum handling fee, which will be deducted from the amount payable to you.

### 10.3.2 Third party refund

(Excluding payments to international bank accounts)

A minimum handling fee is charged per transaction, which will be deducted from the amount payable to the third party.

- Refund of R1 to R5 000 R120
- Refund of R5 001 to R10 000 R255
- Refund of R10 001 to R15 000 R375
- Refund of more than R15 000 R500

### 10.3.3UFS refund to an international bank account (SWIFT transfer)

R575

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

## 10.4 Rejected payments R335

In cases where banks reject transactions due to incorrect information provided, e.g., incorrect bank details, a penalty will be debited to your tuition fee account.



## 11. 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.

### 11.1 Replacement of damaged or lost student card R125

## 12. ACCESS (PARKING) DISC

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 a fee per vehicle. An access disc is valid in the year of purchase and must be renewed annually before 28 February. The parking policy is available on the UFS website [Parking Policy](#)

## 13. DISCOUNTS ON TUITION AND/OR ACCOMMODATION FEES (SA STUDENTS ONLY)

### 13.1 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 discount may only be claimed for full-time undergraduate SA students.
- Dependants/students must all be under the age of 26.
- Students who receive any form of financial aid for tuition and/or accommodation fees do not qualify for this discount.
- The discount will be recalculated if one or more of the students discontinues their studies or leaves the residence.
- 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.
- A discount may only be claimed for the current academic year, and family discounts will only be given on:
- Module fees.
- Accommodation fees.

## 13.2 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 DIVISION OF STUDENT FINANCE ACCOUNTS (SEE PAGE 2 FOR CONTACT DETAILS)

## Annexure A

### 13. ACADEMIC SUPPLEMENTARY FEES

Module Code	Fee Amount
AGMA6815	1 230
AGMA6845	934
ANIB4814	300
ANIB4823	300
ANIP4814	600
ANIP6814	600
ANTA3725	370
ANTE3716	370
BBSR1504	400
BIKP3709	1 915
BIKP4800	2 000
BIPR6804	400
BKCB1500	415
BKCB2600	1 739
BLGY2615	150
BOTA3744	1 300
BOTA3754	2 260
BOTA6814	160
BTNY2621	2 687
BTNY3712	3 556
BTNY3744	900
BWIL2602	400
BWIL3702	400
CCOP3704	200
CCOP4802	100
CLIM3734	1 280
CLIM4874	1 280
CLIM6874	1 280
CLIM7900	1 400

Module Code	Fee Amount
CLNS4806	100
CONS1506	120
CONS2600	1 665
CONS3700	120
CONS6808	120
CROP3714	120
CROP3754	120
CROP4814	2 100
CROP4824	600
CROP6814	2 000
CROP6824	600
CSIS3784	11 800
DDIS7900	800
DESN1500	2 500
DESN2600	2 500
DESN3700	2 500
DESN6800	2 500
DGNS2721	100
DGNS3702	200
EEC06814	5 000
ENMT7935	1 000
ENT03714	5 440
ENT03724	4 200
ENT06862	5 409
FSMT3714	1 700
FSMT4807	2 450
GEOG1512	260
GEOG1512	260
GEOG2644	310
GEOG3702	4 450
GEOG3702	4 450
GEOH3724	240
GEOH6836	1 000
GEOH6845	1 350

Module Code	Fee Amount
GEOH6865	5 517
GEOP1624	120
GEOP2614	340
GEOP2624	370
GEOR6808	3 210
GEOR6808	3 210
GEOR8900	1 200
GEOR9100	1 200
GISC8900	1 200
GISC9100	1 200
GLGY1624	228
GLGY2632	1 859
GLGY2662	2 059
GLGY3714	471
GLGY3724	2 302
GLGY3734	1 830
GLGY3744	1 458
GLGY3764	2 302
GLGY6823	1 657
GLGY6836	7 000
GLGY6856	4 192
GLGY6863	7 000
GLGY6873	2 800
HKGK1514	213
HORT3724	2 000
HORT3734	500
HORT3764	2 000
HORT3774	500
ISDN1500	920
IWRM5820	750
IWRM7935	1 000
LVIS4804	100
MATM1534	270
MCLI2720	147

Module Code	Fee Amount
MCLI3713	149
MFAM5818	208
MFAM5828	208
MIAM5810	100
MIAM5820	100
MOBG3823	130
MOBG4818	163
MOBG4828	163
MPAE5816	120
MPAE5826	120
MSUR4810	149
MSUR4820	149
NPOP5800	330
NPPP5800	330
NUGP1512	1 152
NUGP3714	449
NUGP4814	449
NUMP2614	449
NUTD2614	1 085
OCTA1504	267
OCTA2614	189
OCTC1603	441
OCTC3708	122
OCTC4800	122
OCTP3708	803
PABV4806	100
PATH4802	100
PHBP1500	2 432
PHBP2600	637
PLTB2613	900
PLTB2623	650
PLTB3724	197
PLTB3744	1 050
SCSC2624	2 500

Module Code	Fee Amount
SCSI3614	585
SOIL4814	985
SOIL4844	1 250
SOIL6844	2 200
SWPP2706	275
TCON4822	177
THDS3700	2 500
THET1504	2 505
TMIS2614	135
TMIS3712	135
TMIS4814	135
TNUT3734	110
TNUT4800	110
TPAS3722	253
TPAS4822	260
TPCC7916	1 100
TPMT5800	2 974
XBDK3708	2 130
XBDK4808	2 130
XBHK1505	1 790
XBHK2605	4 693
XBKE4808	2 130
XGFK1505	1 790
XGFK2605	1 790
XSKN1505	1 790
XSKN2605	2 080
XTKN1505	1 790
XTKN2605	1 790
XTKN3708	2 130
ZLGY3714	6 502
ZLGY3734	6 502
ZLGY6844	5 409
ZLGY6862	5 409
ZOOL3714	4 200