

# Fees Yearbook 2017



## Information Booklet

T: 051 401 9111 | E: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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Inspireer uitnemendheid. Vernader lewens.*

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



# 2017 Fees Yearbook

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## Official Address:

Please address ALL correspondence about financial matters to:

The Senior Director of Finance  
University of the Free State  
PO Box 339  
BLOEMFONTEIN  
9300

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

## 1. Contact Details

### 1.1 Tuition Fees

Undergraduate students:

051 401 3003  
051 401 2806  
051 401 2817  
051 401 9090  
051 401 9670

Postgraduate students:

051 401 9537

Staff and Council Bursaries:

051 401 9668

Fax number: 051 401 3579  
Email: tuitionfees@ufs.ac.za

## 1.2 Housing and Residence Affairs

051 401 3455  
051 401 3562

## 2. Where to Pay

### 2.1 ABSA BANK

Name of account: UFS Student Accounts (Tuition Fees)  
Branch code: 630734  
Account number: 1570 151 688



- Reference number [use the applicable option]:

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

**Meals:** 101 directly followed by your student number

**Books:** 102 directly followed by your student number

- Reference numbers for **DEPOSITS**

**Accommodation reservation deposit:** 103 directly followed by your student number

**MB ChB reservation deposit:** 104 directly followed by your student number

**MB ChB skeleton deposit:** 105 directly followed by your student number

**Quantity Surveying reservation deposit:** 106 directly followed by your student number

### 2.2 Electronic Fund Transfers

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

### 2.3 Facility For Online Credit Card Payments

See [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students – Tuition Fees – Online Credit Card Payments.

### 2.4 Cashiers: Thakaneng Bridge, Bloemfontein Campus

Monday to Friday: 08:30–14:30

Cashiers: Admin Building, Qwaqwa Campus

Monday to Friday: 08:30–15:00

Cashiers: Admin Building, South Campus

Monday to Friday: 11:00–16:00

### 2.5 Post Office

Any branch.

Reference number: Student number only.

Reference number: Student number only.

## 2.6 SAMBA

SAMBA card payments can be made at the cashiers at the Thakaneng Bridge.

## 2.7 Proof of Payment

Fax to 051 401 3579 or

Email to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

# 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.

***What does this mean?** There may be mistakes in this document – although we hope not! If there are, the official UFS amounts and/or info apply.*

## 3.2 Amendments

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

***What does this mean?** If the council make changes to any fees, you must pay the changed amount, and not the initial amount published in this document.*

## 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 was received or not. (It is your responsibility to supply the university with your correct contact details and to make enquiries if you did not receive an account.)

### Payment dates for South African students:

First semester: all fees for the first semester are payable on/before **31 March**.

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

### Payment dates for international students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **30 June**, regardless of any other date which may appear on account statements.

All other fees are payable not later than the end of the month, following the month in which the transaction took place, as indicated on the account statement, unless specifically stipulated otherwise in the regulations.

**If payments are not made by the due dates:**

- interest at the prime bank rate as charged by ABSA BANK + 2% will be levied on all accounts in arrears;
- all academic records will be withheld; and
- International students with outstanding fees on 1 July will not be allowed to continue with their second-semester studies.

***What does this mean?*** You must stick to payment deadlines, and make sure that you receive an account. Even if you don't receive an account, you are still responsible for payment – claiming that you never received an account, is not an excuse.

### **3.5 Interest charged on overdue accounts**

Failure to pay on the set dates shall entitle the university, irrespective of the exercising of any other rights, to charge interest on the outstanding fees at an interest rate equal to the prime bank rate levied by ABSA Bank + 2%, calculated from the date on which each amount is payable up to the date of payment.

### **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 the payments on any of his/her accounts at the university, 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 to withhold statements of results, study records, certified examination timetables and examination results, until the amounts in arrears have been paid to the university.

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

***What does this mean?*** If your account is not paid up to date, you are not entitled to any UFS services and/or documentation. If you made payment arrangements to settle the debt, services and/or documentation will be supplied to you only after the full outstanding payment was made.

### 3.8 Prescribed debt: fees for the academic year are payable in advance

A student previously registered as a student of the UFS, but who failed to pay outstanding fees, will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein 9300.

### 3.9 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.

### 3.10 Default of payment

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) to an attorney for collection.

### 3.11 Disciplinary measures

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

***What does this mean?*** *If you are not allowed to complete your studies, you are still responsible to pay all outstanding fees.*

### 3.12 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. Bursars have to provide their sponsors with details of their accounts.

If a sponsor 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.

***What does this mean?*** *You must make sure that your bursary donor/s pays your account. If they don't, you will be responsible for payment.*



### 3.13 Access to personal tuition fees account

#### UFS Self-help service

You can gain access to your personal tuition fees account via the UFS Self-help Service. Please visit [www.ufs.ac.za](http://www.ufs.ac.za), and follow the links: Students – Tuition Fees – My Account. The username is your student number. The initial password is provided by the UFS Information and Communication Technology Services. For security reasons, you are advised to change your passwords as soon as possible.

### *Fees Payable: 2017*

#### 4. *Payments prior to registration*

##### 4.1 Registrations during January-February 2017 (first-semester and year modules)

- Account balances for 2016 must be zero.
- Prepayments are due **five (5) working** days prior to registration. You will not be able to register until these amounts are paid. If your tuition fees are less than the amounts required, pay the full amount.

##### 4.1.1 SA Students

|                 |                |
|-----------------|----------------|
| Residential     | <b>R12 980</b> |
| Non-residential | <b>R6 870</b>  |

##### 4.1.2 International Students

|                 |                |
|-----------------|----------------|
| Residential     | <b>R43 160</b> |
| Non-residential | <b>R28 160</b> |

##### 4.2 Registration in July 2017 (semester modules)

- Account balances for 2016 must be zero.
- Advance payments are payable **five (5) working** days prior to registration. You will not be able to register until these amounts are paid. If your tuition fees are less than the amounts required, pay the full amount.

##### 4.2.1 South African students:

Payments prior to registration for the second semester are as indicated in paragraph 4.1.1

##### 4.2.2 International students:

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

##### 4.3 Students receiving financial aid (SA students only)

If you receive financial aid (bursary/loans), and the bursary or loan covers all fees for the year, the amount payable before registration will be reduced by the amount of the financial aid. If your bursary or loan does not cover all fees for the year, you must still pay the prepayment before you register. The amount payable in advance must be reflected as a credit balance on your tuition fees account before you will be allowed to register.

Please fax proof of your bursaries/loans to +27 51 401 3579 five (5) working days before you register. You must bring the original proof of your bursary/loan with you when you register.

#### 4.4 Levy for international students

**R2 210**

Additional administrative levy for all international students. This levy is payable before registration and is not refundable.

#### 4.5 Late registration fee

**R260**

If you are granted approval for registration after the closing date for registration, an additional amount per module for late registration will be charged.

### 5. *Minimum cost charges if studies are discontinued*

**R1 890**

If you cancel all your courses before 15 February, you will be held liable for the minimum cost charges. The minimum fee will also be charged if you register for the first time in July, and cancel all your second-semester modules before 15 August 2017.

### 6. *Cancellation/discontinuation of studies*

**Notice of discontinuation can be given as follows:**

- You may cancel/discontinue modules yourself on the PeopleSoft self-service page ([www.ufs.ac.za/register2017](http://www.ufs.ac.za/register2017)) throughout the year of registration.
- You can submit a notice of discontinuation of academic registration to the administrative faculty officer concerned in the George du Toit Administration Building after registration and throughout the year.
- If you already left the university, you must send the notice by registered post to:

The Senior Director: Student Academic Services

PO Box 339

BLOEMFONTEIN

9300

**NB:**

- The date on which the notice is handed in/received by the university, will be considered the date of notification for the purposes of calculating the amount due.
- Oral cancellations or cancellations received by fax/telephone/email will not be accepted.

#### 6.1 The due dates for cancellation in order to qualify for credit with regard to module fees are as follows:

##### 6.1.1 First-semester modules:

Cancellation before 15 February 2017: full credit will be granted for all the cancelled modules.

Cancellation after 15 February 2017: no credit will be granted for first-semester module fees.



6.1.2 Second-semester modules:

Cancellation of modules before 15 August 2017: full credit will be granted for all the cancelled modules.

Cancellation after 15 August 2017: no credit will be granted for second-semester modules.

6.1.3 Year modules:

Cancellation after 15 February 2017, but before 15 August 2017: 50% credit will be granted for year-module fees.

Cancellation after 15 August 2017: no credit will be granted.

7. *Programme prices*

The cost per programme is the average cost per year.

Tuition fees are charged per module.

Programme prices vary according to the modules registered for.

Prices quoted are for SA and SADEC students registered on the Bloemfontein Campus.

International non-SADEC students pay the actual module price + 50%.

7.1 The Humanities\*

|                             |                |
|-----------------------------|----------------|
| B Social Work               | R29 886        |
| BSocSc                      | R28 312        |
| BA                          | R28 955        |
| BA Drama and Theatre Arts   | R27 808        |
| BA Political Transformation | R31 682        |
| BA Journalism               | R28 955        |
| BA Communication Studies    | R26 662        |
| BA Language Practice        | R30 102        |
| <b>Average</b>              | <b>R29 045</b> |

7.2 Economic and Management Sciences

|                  |         |
|------------------|---------|
| BAcc             | R38 165 |
| BAdmin (3 years) | R29 538 |
| BAdmin (4 years) | R24 884 |
| BCom (3 years)   | R33 172 |
| BCom (4 years)   | R27 621 |
| BComAcc          | R32 002 |

|  |                |
|--|----------------|
| BCom Economics                         | R31 723        |
| BCom Entrepreneurship                  | R31 337        |
| BCom Human Resource Management         | R28 053        |
| BCom Investment Management and Banking | R32 028        |
| BCom Law                               | R34 540        |
| BCom Marketing                         | R30 092        |
| <b>Average</b>                         | <b>R31 096</b> |

### 7.3 Law\*

|     |         |
|-----|---------|
| LLB | R31 801 |
|-----|---------|

### 7.4 Natural and Agricultural Sciences\*

|  |                |
|--|----------------|
| BArchStud                              | R36 478        |
| BScAgric                               | R38 844        |
| BAgric                                 | R41 420        |
| BSc Quantity Surveying                 | R31 990        |
| BSc Chemistry, Physics, and Biology    | R37 008        |
| BSc Geology                            | R33 600        |
| BSc Geology and Environmental Sciences | R40 210        |
| BSc Information Technology             | R37 210        |
| BSc Microbiology                       | R31 918        |
| BSc Consumer Science                   | R35 989        |
| BSc Forensic Science                   | R36 848        |
| BSc Extended Programme                 | R26 116        |
| <b>Average</b>                         | <b>R35 635</b> |

### 7.5 Education

|       |         |
|-------|---------|
| BEd   | R26 749 |
| PGDip | R15 505 |

### 7.6 Theology

|          |         |
|----------|---------|
| BTh/BDiv | R27 215 |
|----------|---------|

### 7.7 Health Sciences

|                          |                |
|--------------------------|----------------|
| B Biokinetics            | R36 765        |
| B Optometry              | R38 710        |
| BSc Occupational Therapy | R32 090        |
| BSc Dietetics            | R35 831        |
| BSc Physiotherapy        | R34 213        |
| BSocSc Nursing           | R26 463        |
| <b>Average</b>           | <b>R34 012</b> |

|               |                         |                |
|---------------|-------------------------|----------------|
| <b>MB ChB</b> | <b>Average per year</b> | <b>R44 390</b> |
|---------------|-------------------------|----------------|

### 7.8 HONOURS\*

|  |                |
|--|----------------|
| Cost of degree (120 credits) over 1 year | <b>R29 064</b> |
|--|----------------|

### 7.9 MASTER'S DEGREE\*

|                             |                |
|-----------------------------|----------------|
| Cost of degree over 2 years | <b>R25 080</b> |
| Year 1                      | <b>R12 540</b> |
| Year 2                      | <b>R12 540</b> |

### 7.10 DOCTOR'S DEGREE\*

|                             |                |
|-----------------------------|----------------|
| Cost of degree over 3 years | <b>R25 980</b> |
| Year 1                      | <b>R8 660</b>  |
| Year 2                      | <b>R8 660</b>  |
| Year 3                      | <b>R8 660</b>  |

\* All programme prices cannot be published. Quotations for other official UFS programmes can be obtained online. Please see [www.ufs.ac.za](http://www.ufs.ac.za), and follow the links: Students – Tuition Fees – Quotation.

## 8. Other academic costs

### 8.1 Notes and study material

The prices of supplementary notes cannot be quoted, as these prices are not fixed.

Study material/notes are automatically prepared when you register and 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 notes.

### 8.2 Writing examinations at other centres

**R465**

In exceptional cases, you may be granted permission to write an examination at a centre other than Bloemfontein, and be charged a fee.

The actual expenses incurred by the remuneration of invigilators must also be paid. When more than one student write an examination at the same time and at the same place (i.e. during the same examination session), invigilators' fees will be jointly payable by the students. Admission and invigilators' fees do not apply to BEd students writing examinations in Welkom and Kimberley.

### 8.3 Change of a module code

**R110**

If you used a wrong code, e.g. ENG instead of ENS, or AFN115 instead of AFN215, the correction will be made after the deadline date at an additional fee per module code, which will be added to the tuition fees.

### 8.4 Renting of academic dress

|             |             |
|-------------|-------------|
| Gown        | <b>R250</b> |
| Hood        | <b>R105</b> |
| Mortarboard | <b>R105</b> |

### 8.5 Posting of qualifications received in absentia

|               |             |
|---------------|-------------|
| National      | <b>R170</b> |
| International | <b>R190</b> |

### 8.6 Issuing of duplicate certificate

**R325**

### 8.7 Issuing of additional official academic report

Registered students receive three free (3) official Academic Records per year

|                               |             |
|-------------------------------|-------------|
| Academic record               | <b>R100</b> |
| Comprehensive academic record | <b>R540</b> |

## 9. Housing and Residence Affairs

You or your parent/guardian or both are responsible for the full accommodation fee for the accommodation period.

Prices quoted are for accommodation on the Bloemfontein Campus

### 9.1 Junior residences per year

|                    |                |
|--------------------|----------------|
| Single room        | <b>R22 935</b> |
| Double room shared | <b>R20 585</b> |

### 9.2 Senior residences and living units per month

|                              |               |
|------------------------------|---------------|
| Single room: Small           | <b>R2 150</b> |
| Single room: Medium          | <b>R2 285</b> |
| Single room: Large           | <b>R2 420</b> |
| Single room: Extra large     | <b>R2 550</b> |
| Double room: Single occupant | <b>R3 560</b> |
| Double room: Shared          | <b>R1 790</b> |

### 9.3 Outeniqua/ConLaures/Harmony

|                       |                |
|-----------------------|----------------|
| Single room           | <b>R32 250</b> |
| Double room shared    | <b>R29 655</b> |
| Paraplegic (en suite) | <b>R30 845</b> |

### 9.4 Pres Steyn living units per month

|   |               |
|---|---------------|
| Single room: Extra small                | <b>R2 490</b> |
| Single room: Small                      | <b>R2 710</b> |
| Single room: Medium                     | <b>R3 010</b> |
| Single room: Large                      | <b>R3 465</b> |
| Room: Paraplegic                        | <b>R3 935</b> |
| Double room: Single occupant            | <b>R5 010</b> |
| Double room: Shared                     | <b>R2 510</b> |
| Double room: Paraplegic single occupant | <b>R5 120</b> |
| Double room: Paraplegic shared          | <b>R2 570</b> |

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

Residential students must familiarise themselves with all policies regarding accommodation.

### 9.5 Accommodation during vacations

|                |            |
|----------------|------------|
| Tariff per day | <b>R60</b> |
|----------------|------------|

### 9.6 Reservation deposit

See page 1 paragraph 2.1 for payment details.

|                  |               |
|------------------|---------------|
| 9.6.1 Residences | <b>R1 860</b> |
|------------------|---------------|

#### 9.6.2 Rooms for rent and living units

Deposit is equal to one month's rent.

When you accept the offer of accommodation, you must pay the reservation deposit.

#### 9.6.3 Rules regarding deposits

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

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

The reservation deposit may be used at the sole discretion of the university to recover any contingencies resulting in costs, losses, damages, penalties, etc.

**The reservation deposit will be refunded if you:**

- (a) do not comply with admission requirements;
- (b) are not selected for a specific course;
- (c) pass away;
- (d) submit a satisfactory medical certificate as motivation for cancellation;
- (e) leave at the end of your term of accommodation.

The deposit will be transferred to the student's tuition fees account, and if this results in a credit on the account, the credit may be paid out on request.

**9.7 Electricity levy for fridge in residence (per year) R290 – R360**

**9.8 Reserved parking for residential students R530**

Fee is not refundable when you vacate a residence.

**9.9 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.

## 10. Other fees

### 10.1 Campus levy

Residential students **R325**

Non-residential students **R195**

Postgraduate students, e-learning students, and students registered at the School of Open Learning who do not reside on the campus, do not pay a campus levy.

### 10.2 Meal fees

Money for meals can be paid into a separate account in advance (see page 1 par. 2.1). The amount paid is transferred to your student card. Your student card can be used at the following suppliers.

| Meals on Campus          |              |                  |
|--------------------------|--------------|------------------|
| Bloemfontein Campus      | South Campus | Qwaqwa Campus    |
| Thakaneng Bridge Vendors | Treats       | Qwaqwa Cafeteria |
| Medical Cafeteria        |              |                  |

|                        |  |                    |
|------------------------|--|--------------------|
| Soetdoring Cafeteria   |  |                    |
| Roosmaryn Cafeteria    |  |                    |
| Meals off Campus       |  |                    |
| Bloemfontein Campus    |  | Qwaqwa Campus      |
| Pick 'n Pay Brandwag   |  | Boxer Store        |
| Pick 'n Pay Bloemgate  |  | Bibi Cash 'n Carry |
| Pick 'n Pay Loch Logan |  |                    |

At the end of each academic year, the credit available on your meal money account will automatically be transferred to your tuition fees account.

### 10.3 Books and Printing

Money for books and printing can be paid into a separate account in advance (see page 1 par. 2.1). The amount paid is transferred to your student card. Your student card can be used at the following suppliers.

|                                 |  |                       |
|---------------------------------|--|-----------------------|
| Books on Campus                 |  |                       |
| Bloemfontein Campus             |  | Qwaqwa Campus         |
| Van Schaik - Thakaneng Bridge   |  | Van Schaik            |
| Pimp my Book - Thakaneng Bridge |  |                       |
| Bloempaper - Thakaneng Bridge   |  |                       |
| Printing on Campus              |  |                       |
| Bloemfontein Campus             |  | Qwaqwa Campus         |
| Computer Laboratories           |  | Computer Laboratories |
| Xerox                           |  | Xerox                 |
| SASOL Library (Lab) level 6     |  |                       |
| Frik Scott lower ground floor   |  |                       |
| Books off Campus                |  |                       |

|                           |  |
|---------------------------|--|
| Bloemfontein              |  |
| Van Schaik - Opposite CUT |  |
| Protea Books - Brandwag   |  |

At the end of each academic year, the credit available on your book money account will automatically be transferred to your tuition fees account.

#### 10.4 Credit balances on tuition fees accounts

From time to time, a credit balance may appear, for whatever reason, on your account at the University of the Free State. You may then requests that the amount be paid out to you.

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

- (a) all your university fees (e.g. tuition fees 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; and
- (c) official confirmation of banking details is submitted together with the refund request form.

Furthermore, credit balances will only be paid out to the person confirming on the application for admission 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 a bursary or loan, credit balances on the accounts will only be paid to you with the written permission of the entity which granted the bursary or loan to you.

The processing of a refund takes a minimum of five (5) working days.

##### 10.4.1 Handling fee for payment of credit balances:

|                               |             |
|-------------------------------|-------------|
| Refunds of R1 to R5 000       | <b>R75</b>  |
| Refunds of R5 001 to R10 000  | <b>R150</b> |
| Refunds of R10 001 to R15 000 | <b>R225</b> |
| Refunds of more than R15 000  | <b>R300</b> |

#### 10.5 RD cheque / Debit order

**R190**

In cases where banks refer a payment (cheques or debit order) back to the drawer, the costs will be debited to your tuition fees account. When, as the result of a rejected payment, you no longer meets the financial requirements for registration, your studies may be cancelled with immediate effect.



## 10.6 Student diary (SRC Project)

R70

Student diaries are optional. The cost of the diary will be debited to your tuition fees account and is payable within 30 days.

## 10.7 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 persons. Your personal details are associated with your card and are unique to your card.

### Prevention Tips

- Never tell anyone your pin code.
- Use a unique pin code. This must not be consecutive numbers such as 12345 or related to your student number, ID number or passport number, as these are printed on the student card.
- Keep an eye on your student card every time you use it, and make sure you get it back as quickly as possible. Whenever possible, try not to let your card out of your sight.
- Be very careful to whom you give your card when doing a transaction.
- Do not write your pin code on your student card or store it anywhere near your card (in the event of your wallet being stolen).
- Never leave your cards or receipts lying around.
- Check your bill promptly and make sure there are no unusual charges. Treat your student card bill like your bank account – reconcile it monthly. Save your receipts so that you can compare them with your student account.
- If you find any charges that you do not recognise, report such charges promptly (and in writing) to the Card Division.
- Never lend a student card to anyone else.
- If you believe you have been a victim of card fraud, contact the Card Division immediately.



### Access Control

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

The university reserves the right to examine all electronic information on its systems and to monitor usage in order to ensure compliance with these conditions and to ensure that the facilities and systems function in a secure, efficient, and effective manner.

- Keep your own student card with you at all times.

- Do not allow any person to access any door or gate with your student card or by sneaking in/out behind you.
- Never put any device in front of a door or keep it open.

### Example with regard to the anti-pass-back system:

You arrive at your residence gate and swipe your card through the card device to enter the building. Now, you must wait five minutes before trying to get access at any other access control point in the building. You may exit again, but will only be allowed to swipe in again after a waiting period of ten minutes. You **MUST** also swipe out to get access to other buildings. If you do not swipe out, the system will regard you as still being in your residence.

The anti-passback system has been activated due to misuse at media labs and the library where students were handing their cards to other students without cards, to enable access. There is a fine for misuse of student cards in this regard.

### Replacement of damaged or lost student card

**R70**

### 10.8 Parking disk

**R55**

All students who park motor vehicles or motorcycles on campus must display a parking disk on the vehicles.

### 10.9 Discounts on tuition and/or accommodation fees (only SA students)

#### 10.9.1 Family discount

If three or more students who are dependents from the same family (children, stepchildren, adopted children, but 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 the students are registered for:

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) Dependents/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 should if one or more of the students discontinue their studies, or leave the residence.
- (e) Family discounts are not granted automatically. You must apply for family discount in writing, and submit proof of relationships, and the full particulars of the students concerned.

(f) A discount may only be claimed for the current academic year.

- Family discounts will only be given on:
- Module fees
- Accommodation fees

#### 10.9.2 Discounts for early payments

Discounts are granted for early payment of tuition fees accounts. Standard discounts are granted annually as follows:

- 5% if all outstanding fees for the whole year are paid before 28 February.
- 2 ½ % 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 from the UFS on tuition and/or accommodation fees, do not qualify to claim this discount.

Discounts may only be granted on the following fees levied:

- Module fees
- Accommodation fees

FOR ANY QUERIES, PLEASE CONTACT THE TUITION FEES ACCOUNTS DIVISION.

SEE PAGE 1 FOR CONTACT DETAILS.