

Stewardship
Your success, our priority

FEES YEARBOOK 2025

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

www.ufs.ac.za



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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

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 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:
<https://www.ufs.ac.za/kovsielife/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 2025.

Second semester fees: Due on or before 31 August 2025.

Payment Due	Deadline
First payment	Five (5) working days before registration
First semester fees	31 March 2025
Second semester and all other fees	31 August 2025

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 2025.

Second semester fees: Due on or before 30 June 2025, 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 2025
Second semester and all other fees	30 June 2025

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 academic records, 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 2025 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 www.ufs.ac.za and follow the links: **Students** → **Financial Aid**.

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 examination papers, result statements, study records, certified examination timetables, and examination results until all outstanding amounts have been paid.

Qualification certificates, conduct certificates, and certified declarations will only be issued after all fees owed to the university, regardless of origin, have been settled.

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.
- Academic records or certificates for qualifications obtained by previously registered students will not be issued unless the outstanding amount has been settled.

3.11 Claiming Credit Balances

Previously registered students have 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 as a result 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**.

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

FEES PAYABLE: 2025



4. First Payments for Full Registration 2025

4.1 Students studying by means of Financial Aid Covering Full Cost of Studies, e.g. NSFAS, Bursaries, Loans, etc. (SA Students only)

For more information about financial support, please visit 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 once all the following conditions have been met:

- Historic debt from the previous year has been paid off.
- 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.
- The funding awarded covers the **full cost** of study for the year.

The above excludes:

- **International** students who are studying with the assistance of financial aid are **NOT EXEMPTED** from paying the first payment as indicated in paragraph 4.2 (SELF-PAYING STUDENTS).
- Students who have 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 registration**. Payments will be refunded when funding is confirmed.
- Students with financial aid (i.e. NSFAS/bursary/loan) that **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 and Partially Funded Students

(SA and International 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:

Residence students

SOUTH AFRICAN	SADC	NSADC
R18 650	R37 800	R72 200

Off-campus students

SOUTH AFRICAN	SADC	NSADC
R9 300	R21 500	R45 000

Students studying with UFS study benefits

	SOUTH AFRICAN	SADC	NSADC
Employees: Residence	R9 350	R20 000	R30 900
Employees: Off-campus	-	R3 700	R3 700
Employee dependants: Residence students	R11 550	R22 200	R33 100
Employee dependants: Off-campus	R2 200	R5 900	R5 900

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.

4.3 Registration for July 2025 (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.

4.3.1 South African Students

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

4.3.2 International Students

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

4.4 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.

4.4.1 No Payment Required

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

4.4.2 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., are required.

- If results are captured in time for the first graduation (April), all module fees will be credited to your account.
- 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.
- If results are received too late for both graduation ceremonies, all fees for the year remain due and payable.

4.4.3 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, along with final examiners' reports.

4.5 Registration fee

R2 200

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.

4.6 International Student Levy

R3 700

The non-refundable administrative levy applies to all international students and must be paid before registration.

4.7 Credit Refunds

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



5. Cancellation or Discontinuation of Studies

After registration, students may freely cancel or discontinue modules through the self-service portal, except during examination periods.

- **Occasional study modules:** Students registered for these programmes must contact their faculty or academic adviser for assistance.
- Ensure correct registration on or before the final registration date.
- Modules not completed in the current year cannot be carried over to the next year and must be re-registered.

5.1 Cut-Off Dates for Module Cancellations to Qualify for Financial Credit

Type of Module	100% Credit Deadline	50% Credit Deadline
First-Semester Modules	31 March 2025	N/A
Second-Semester Modules	15 August 2025	N/A
Year Modules	31 March 2025	15 August 2025

Important Note: The registration fee, **R2 200**, is non-refundable and will not be credited in the case of cancellation.

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%.

	Year 1	Year 2	Year 3	Year 4	Year 5
THE HUMANITIES					
UNDERGRADUATE PROGRAMMES					
B Social Work	R69 490	R50 070	R48 700	R36 150	
BSocSc (3 years)	R55 880	R40 580	R45 840		
BSocSc (4 years)	R31 140	R41 370	R40 580	R45 840	
BA (3 years)	R47 700	R41 230	R45 800		
BA (4 years)	R31 780	R44 170	R41 230	R45 800	
BA Drama and Theatre Arts	R48 860	R47 120	R45 800		
BA Governance and Political Transformation	R46 790	R46 460	R58 330		
BA Journalism	R47 690	R47 110	R45 840		
BA Integrated Organisational Comm	R47 740	R45 080	R45 840		
BA Language Practice	R63 590	R53 010	R45 840		
B Music	R51 850	R47 150	R42 930	R41 730	
ECONOMIC AND MANAGEMENT SCIENCES					
UNDERGRADUATE PROGRAMMES					
BAcc	R70 720	R75 030	R56 060		
BAdmin (3 years)	R52 050	R46 920	R51 120		
BAdmin (4 years)	R20 320	R27 020	R55 280	R51 120	
BCom (3 years)	R58 160	R51 950	R54 010		
BCom (4 years)	R31 030	R38 480	R50 610	R54 690	
BComAcc	R59 900	R44 290	R68 390		
BCom Economics	R58 160	R50 070	R45 690		
BCom HR Management	R41 820	R50 700	R56 260		
BCom Law	R60 480	R49 280	R52 260		
BCom Marketing	R53 420	R54 750	R50 200		

	Year 1	Year 2	Year 3	Year 4	Year 5
LAW					
UNDERGRADUATE PROGRAMMES					
LLB	R47 290	R40 060	R43 700	R36 400	
NATURAL AND AGRICULTURAL SCIENCES					
UNDERGRADUATE PROGRAMMES					
BArchStud	R61 210	R52 360	R54 250		
BScAgric	R77 000	R56 000	R56 090	R57 750	
BAgric	R68 320	R56 000	R57 790		
BSc Quantity Surveying	R51 580	R40 160	R44 950	R33 720	
BSc Chemistry and Physics	R68 310	R52 430	R54 400		
BSc Geology	R64 800	R55 960	R54 400		
BSc Geology and Environmental	R71 330	R77 000	R51 480		
BSc Information Technology	R66 700	R50 260	R57 490		
BSc Biochemistry and Microbiology	R73 480	R55 880	R54 400		
BSc Consumer Science	R68 270	R52 280	R50 990		
BSc Actuarial Science	R77 700	R76 480	R54 320		
BSc Forensic Science	R70 000	R55 880	R54 440		
BSc Extended Curriculum	R33 270	R59 800	R55 880	R54 400	
EDUCATION					
UNDERGRADUATE PROGRAMMES					
BEd	R57 090	R43 570	R49 430	R43 700	
BEd Extended Curriculum	R29 710	R42 830	R48 810	R48 110	R42 380
PGDIP	R25 060	R25 070			
THEOLOGY					
UNDERGRADUATE PROGRAMMES					
BTh/BDiv	R53 730	R48 530	R44 500	R44 520	
BTh/BDiv Extended	R22 660	R52 120	R45 990	R44 500	R44 520
HEALTH SCIENCES					
UNDERGRADUATE PROGRAMMES					
B Biokinetics	R59 590	R52 750	R57 150	R50 670	
B Optometry	R59 920	R53 250	R61 590	R61 220	
BSc Occupational Therapy	R55 610	R66 770	R47 830	R41 940	
BSc Dietetics	R61 940	R58 440	R56 340	R58 510	

	Year 1	Year 2	Year 3	Year 4	Year 5
BSc Physiotherapy	R57 880	R55 760	R64 700	R53 720	
BSocSc Nursing	R53 000	R52 830	R49 230	R44 440	
Radiation Sciences	R67 220	R77 730	R63 120		
B Sport Coaching and Development	R54 710	R51 830	R50 760		
MB ChB (5th year)	R73 450	R74 020	R57 450	R80 520	R84 250
ALL FACULTIES					
POSTGRADUATE PROGRAMMES					
Honours	R48 760				
Master's Degree	R30 000	R30 000			
Doctoral Degree	R20 000	R20 000	R20 000		

* 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 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 page 29 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 670

Students in the Faculty of Health Sciences are required to pay a transportation fee of R1 670. 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.

7.5 Renting of academic dress

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; +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; +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; +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	
Old residences: Chris Hani, OR Tambo, Hector Peterson, Peter Mokaba, Steve Biko	
Double room, shared	R35 560
Single room	R39 580
New residences: Tshimolohong, Bokamoso, Khayelitsha, Khayaletu, Fulufhelo, Charlotte Maxeke, Kutlano, Ntlo Ya Tsebo, Ntlo Ya Botshepehi	
Double room, shared	R51 095
Single room	R55 545
Triplet	R46 670
Postgrad	R62 045
Paraplegic	R53 140
SOUTH CAMPUS	
Legae, Liberty, Toka	
Double room, shared	R51 095
Single room	R55 545
Paraplegic (en suite)	R53 140
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, and Villa Bravado	
Double room, shared	R35 560
Single room	R39 580
Outeniqua, Conlaurê, Harmony, Ardour	
Double room, shared	R51 095
Single room	R55 545
Paraplegic (en suite)	R53 140

Senior residence:

Intsika-ye-Khaya, Karee Annex, Imvelo-Yesizwe, Madelief Annex, Welwitschia Annex, Toa Mageuzi, Eagles Nest, Marula, Ardour Annex

Double room:	
Shared	R36 890
Single occupancy	R73 140
Single room:	
Small	R44 280
Medium	R47 040
Large	R49 740
Extra large	R52 500
!ke e: /xarra //ke-President Steyn	
Single room:	
Extra small	R51 240
Small	R55 680
Medium	R61 860
Large	R71 160
Extra large	R78 660
Paraplegic	R80 880
Double room:	
Single occupancy	R103 020
Shared	R51 510
Paraplegic single occupancy	R105 300
Paraplegic shared	R52 650
Postgraduate (Kovsie-Inn)	
Communal bathroom and kitchen	R71 160
Shared bathroom and kitchen	R77 100
One-bedroom flat	R84 480

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 R100

8.5 Residence levy R205

8.6 Breakage deposit

8.6.1 Residences R990

8.6.2 Rented rooms and living units R2 800

8.7 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.

8.8 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

R290

The campus levy contributes 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.
- **Registered students** must complete and submit a refund application **ONLINE** through PeopleSoft by clicking on the tile labelled REFUND APPLICATIONS.

- **Non-registered students** must submit a hard copy of the refund application. For assistance or to request a form, please contact Student Finance at tuitionfees@ufs.ac.za or call +27 51 401 9111 (Option 3). Official confirmation of banking details is required.

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 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 (Registered Students Only)

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 cellphone number on PeopleSoft

It is crucial that your cellphone 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.

Step 4: Upload supporting documents

- Proof of payment for own payments
- Confirmation of bursary/loan from funder
- Permission from initial payer 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. 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 cellphone 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 have to do this once or when your banking details have changed.

Step 10: Verification of banking details

FUNDI will verify your banking details. You will again receive an 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 to 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. Log in using your student number as USERNAME and your password.

Step 2: Check your cellphone number on PeopleSoft

It is crucial that your cellphone 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 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)

10.2 Handling fee for processing refunds:

10.2.1 FUNDI refund

R20

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

• Refund of R1 to R5 000	R115
• Refund of R5 001 to R10 000	R245
• Refund of R10 001 to R15 000	R360
• Refund of more than R15 000	R480

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

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

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

R550

11. Payment referred to Drawer

R320

In cases where banks refer a payment back to the drawer, a penalty will be debited to your tuition fee account. When, as a 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 to 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.

- Always keep your student card with you.
- 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

R120

13. Access (parking) disc

R55

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 R55 per disc, 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 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 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.

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

Academic Supplementary Fees

Module Code	Additional Fee Amount
AGEG3714	R300
AGEG3724	R300
AGMA3714	R436
CIKP3708/3709	R2 000
BIKP4800	R2 000
BIOL3724	R1 418
BKCB1500	R350
BKCB2600	R2 050
BOTA3744	R1 190
BOTA3754	R2 010
BTNY2621	R4 000
BTNY3712	R4 650
BTNY3744	R750
CCOP3704	R200
CLIM3734	R1 280
CLIM4874	R1 280
CLIM6874	R1 280
CLIM7900	R1 400
CONS1506	R120
CONS2600	R1 800
CONS3700	R120
CONS6808	R120
COPT4800	R500
CROP3714	R200
CROP3754	R200
CROP4814	R2 000
CROP4824	R550

Module Code	Additional Fee Amount
CROP6814	R2 000
CROP6824	R550
CSIS3784	R11 700
DDIS7900	R550
DESN1500	R2 250
DESN2600	R2 250
DESN3700	R2 250
DESN6800	R2 250
DGNS2721	R100
DGNS3702	R200
DIMI5810	R170
DIML5810	R170
DIMN5820	R170
DIMP5820	R170
EMAC6814	R5 000
ENMT7935	R1 050
ENTO3714	R5 280
ENTO6862	R5 242
FSMT3714	R1 700
FSMT4807	R2 250
GEOG3702	R3 650
GEOG3702	R3 650
GLGY1624	R228
GLGY2632	R1 167
GLGY2662	R2 015
GLGY3714	R448
GLGY3724	R2 147
GLGY3734	R1 830
GLGY3744	R1 458
GLGY3764	R2 147
GLGY6823	R1 657
GLGY6836	R5 479

Module Code	Additional Fee Amount
GLGY6856	R4 192
GLGY6863	R1 288
HKGK1514	R213
HORT3724	R800
HORT3734	R450
HORT3764	R800
HORT3774	R450
ISDN1500	R900
IWRM5820	R850
IWRM7935	R1 050
MCLI2720	R125
MCLI3713	R125
MFAM5818	R196
MFAM5828	R196
MIAM5810	R125
MIAM5820	R125
MOBG3823	R125
MOBG4818	R148
MOBG4828	R148
MPAE5816	R125
MPAE5826	R125
MSUR4810	R133
MSUR4820	R133
NUGP1512	R1 144
NUGP1522	R1 144
NUGP4814	R49
NUMP2614	R449
NUPP3712	R449
NUTD2614	R1 050
OCTA1504	R156
OCTA2614	R174
OCTC3708	R100

Module Code	Additional Fee Amount
OCTC4800	R100
OCTC1603	R530
OCTP3708	R780
PLTB2613	R750
PLTB2623	R750
PLTB3744	R750
SCSC2624	R2 500
SCSI3614	R510
SOIL4844	R1 250
SOIL6844	R1 250
SWPP1604	R4 557
SWPP2706	R4 845
SWPP3704	R4 557
SWPP4800	R4 557
THDS3700	R2 325
THET1504	R2 505
THSM6808	R3 562
TMIS2614	R80
TNUT3734	R110
TNUT4800	R110
TPAS3722	R460
TPAS4822	R530
TPMT5800	R3 850
URBP6805	R500
URDT6804	R400
UREP6823	R400
URMD6808	R600
URRP7906	R1 600
URRR6800	R600
URUP7906	R400
XBDK3708	R2 050
XBDK4808	R2 050

Module Code	Additional Fee Amount
XBHK1505	R1 725
XBHK2605	R1 725
XBKE4808	R2 050
XGFK1505	R1 725
XGFK2605	R1 725
XSKN1505	R1 725
XSKN2605	R2 000
XTKN1505	R1 725
XTKN2605	R1 725
XTKN3708	R2 050
ZLGY3714	R6 300
ZLGY3734	R6 300
ZLGY6844	R5 242
ZLGY6862	R5 242
ZOOL3714	R1 668