

Fees Yearbook 2016



Information Booklet

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

 UFSUV |  UFSweb |  UFSweb

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

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



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Official Address:

All correspondence regarding financial matters must be addressed to:

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

Your **student number** must always be mentioned in all correspondence with the University.

Important Information

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: UV Studenterekeninge

Branch code: 630734

Account number: 1570 151 688

- Reference number: **One** of the following:
 - 100** directly followed by student number for payment of tuition and accommodation fees
 - 101** directly followed by student number for meals
 - 102** directly followed by student number for books
- Reference numbers for **DEPOSITS**
 - 103** directly followed by student number for accommodation reservation deposit
 - 104** directly followed by student number for MB ChB reservation deposit
 - 105** directly followed by student number for MB ChB skeleton deposit
 - 106** directly followed by student number for Quantity Surveying reservation deposit

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, 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.

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

e-mail to 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.

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.

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 or not an account was received. (It is the responsibility of the student to supply the University with his/her correct contact details and to make enquiries should he/she 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.

3.5 Interest charged to 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 with 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.

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

A student previously registered as a student of the UFS 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 by any University regulation or rule from continuing his/her studies.

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 parents or guardian will be responsible for the payment of such interest.

3.13 Access to personal tuition fees account

UFS Self-help service

Students can gain access to their personal tuition fees account via the UFS Self-help Service. Please see www.ufs.ac.za, and follow the links: Students-Tuition Fees- My Account. The username is the student number of the student. The initial password is provided by the UFS Information and Communication Technology Services. For security reasons, students are advised to change their passwords as soon as possible.

Fees Payable: 2016

4. Payments *prior* to registration

4.1 Registrations during January-February 2016 (first-semester & year modules)

- Account balances for 2015 must be zero
- Prepayments are due **five (5) working** days **prior** to registration. Students will not be able to register until these amounts reflect as credits on their tuition fee accounts. Should the tuition fees be less than the amounts required, the full amount is payable

4.1.1 SA Students

Residential	R12 980.00
Non-Residential	R6 870.00

4.1.2 International Students

Residential	R21 040.00
Non-Residential	R11 870.00

4.2 Registration in July 2016 (semester modules)

- Account balances for 2015 must be zero.
- Payments in advance are payable **five (5) working** days prior to registration. Should the tuition fees for the second semester be less than the amounts required, the full amount is payable.

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)

In cases where **financial aid** (bursary/loans) is received and covers all fees for the academic year, the amount payable in advance will be reduced by the amount of the financial aid. Proof of bursaries/loans must be faxed to 051 401 3579 five working days prior to registration. The **original** proof of the bursary/loan must be presented upon registration.

In cases where the financial aid (bursary/loan) awarded to a student **does not cover all the fees for the year, the prepayment as indicated in paragraph 5, remains payable five (5)**

working days prior to registration. The amount payable in advance must be reflected as a credit balance on the student's tuition fees account before the student will be allowed to continue with registration.

4.4 Levy for international students

R2 045.00

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

4.5 Late registration fee

R240.00

If approval for registration of a module is granted to a student after the closing date for registration, an additional amount per module for late registration will be charged.

5. Minimum cost charges in case of discontinuation of studies

R1 750.00

If a student cancels **all** his/her courses before **15 February**, he/she will be held liable for the minimum cost charges. The minimum fee will also be charged for students who register for the first time in July and cancel all their second semester modules before 15 August 2016.

6. Cancellation/discontinuation of studies

Notice of discontinuation can be given as follows:

- Students may cancel/discontinue modules themselves on the PeopleSoft self-service page (www.ufs.ac.za/register2016) throughout the year of registration.
- A notice of discontinuation of academic registration can be submitted to the administrative faculty officer concerned in the George du Toit Administration Building after registration and throughout the year.
- A student who has already left the University 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/e-mail 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 2016: full credit will be granted for all the cancelled modules.
Cancellation **after** 15 February 2016: no credit will be granted for first-semester module fees.

6.1.2 Second-semester modules:

Cancellation of modules **before** 15 August 2016: full credit will be granted for all the cancelled modules.

Cancellation **after** 15 August 2016: no credit will be granted for second-semester modules.

6.1.3 Year modules:

Cancellation after 15 February 2016, but before 15 August 2015: 50% credit will be granted for year-module fees.

Cancellation after 15 August 2016: 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 in Social Work	R24 965.00
BA	R26 015.00
BA (Drama & Theatre Arts)	R25 745.00
BA (Communication Science)with specialisation in Corporate and Marketing Communication	R30 930.00
BA (Communication Science) with specialisation Media Studies and Journalism	R29 810.00
BA (Human Movement Science)	R27 110.00
BA (Governance and Political Transformation)	R25 210.00
BSocSc (Human and Societal Dynamics)	R26 760.00

7.2 Economic and Management Sciences*

BAdmin (3 years)	R27 305.00
BCom (Law)	R31 980.00
BCom (3 years)	R30 115.00
BCom (Investment Management and Banking)	R31 575.00
BCom (Marketing)	R26 855.00
BCom (Economics)	R29 390.00
BCom (Human Resource Management)	R28 750.00
BCom (Accounting)	R30 475.00
BCom (Entrepreneurship)	R28 425.00

BAcc	R35 930.00
7.3 Law*	
LLB (4 years)	R30 110.00
7.4 Natural and Agricultural Sciences*	
BArchStud	R36 020.00
BScAgric	R38 440.00
BSc Quantity Surveying	R31 610.00
BSc Chemistry, Physics & Biology	R34 475.00
BSc Geology	R30 135.00
BSc Information Technology	R33 100.00
BSc Microbiology	R35 340.00
BSc Consumer Science	R34 355.00
7.5 Education*	
BEd	R26 875.00
7.6 Theology*	
BDiv / BTh	R25 710.00
7.7 Health Sciences*	
B Optometry	R36 170.00
B Occupational Therapy	R30 410.00
BSc (Dietetics)	R33 210.00
BSc (Physiotherapy)	R36 325.00
BSocSc (Nursing)	R25 230.00
MBChB (average per year)	R41 260.00
7.8 Honours Degree*	
Cost of degree over 1 year	R26 915.00
7.9 Master's Degree*	
Cost of degree over 2 years	R24 560.00
Year 1	R12 280.00
Year 2	R12 280.00
7.10 Doctoral Degree*	
Total cost over 3 years	R24 375.00
Year 1	R8 125.00
Year 2	R8 125.00
Year 3	R8 125.00

* All programme prices cannot be published. Quotations for other official UFS programmes can be obtained online. Please see 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 students register and charged accordingly. It is the student's 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

R430.00

Fee payable by a student to whom, in an exceptional case, special permission is granted to write an examination at a centre other than Bloemfontein.

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 payable by the students jointly. Admission and invigilators' fees do not apply to BEd students writing examinations in Welkom and Kimberley.

8.3 Change of a module code

R100.00

If a student 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	R230.00
Hood	R95.00
Mortarboard	R95.00

8.5 Posting of qualifications received in absentia

National	R155.00
International	R175.00

8.6 Issuing of duplicate certificate

R300.00

8.7 Issuing of additional official academic report

Registered students receive three(3) official Academic Records per year for free	
Academic record	R90.00
Comprehensive academic record	R500.00

9. Housing & residence affairs

The student or his/her 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	R21 235.00
Double room shared	R19 060.00

9.2 Senior residences and living units per month

Single room: Small	R1 995.00
Single room: Medium	R2 110.00
Single room: Large	R2 245.00
Single room: Extra large	R2 360.00
Double room: Single occupant	R3 210.00
Double room: Shared	R1 615.00

9.3 Outeniqua/ConLaures

Single room	R29 860.00
Double room shared	R27 460.00
Paraplegic (on suite)	R33 365.00

9.4 Pres Steyn living units per month

Single room: Extra small	R2 305.00
Single room: Small	R2 510.00
Single room: Medium	R2 790.00
Single room: Large	R3 210.00
Room: Paraplegic	R3 650.00
Double room: Single occupant	R4 635.00
Double room: Shared	R2 325.00
Double room: Paraplegic single occupant	R4 740.00
Double room: Paraplegic shared	R2 385.00

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	R55.00
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9.6 Reservation deposit

See page 1 paragraph 2.1 for payment details.

9.6.1 Residences **R1 720.00**

9.6.2 Rooms for rent and living units

Deposit is equal to one month's rent.

When the offer of accommodation is accepted, the reservation deposit is payable.

9.6.3 Rules regarding deposits

The deposit will be forfeited when a student to whom accommodation has been allocated and for whom a place has thus been reserved does not show up, or cancels his/her 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 the student:

- (a) does not comply with admission requirements;
- (b) is not selected for a specific course;
- (c) dies;
- (d) submits a satisfactory medical certificate as motivation for cancellation;
- (e) leaves at the end of his/her 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) R270.00 – R335.00

9.8 Reserved parking for residential students R490.00

Fee is not refundable when student vacates residence.

9.9 Accommodation costs in case of cancellation of studies

If a student who is staying in a residence cancels his/her courses, the actual accommodation cost up to the date of vacating the residence is payable.

10. Other fees

10.1 Campus levy

Residential students **R300.00**

Non-residential students **R180.00**

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 the student's student card. The 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 a student's meal money account will automatically be transferred to his/her 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 the student's student card. The 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 a student's book money account will automatically be transferred to his/her tuition fees account.

10.4 Credit balances on tuition fees accounts

From time to time, a credit balance appears, for whatever reason, on the account of a student at the University of the Free State. The student concerned then requests that the amount be paid out to him/her.

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

- (a) all the university fees (e.g. tuition fees and accommodation costs) of the student concerned 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.

Credit balances on the accounts of students studying with the aid of bursaries or student loans will only be paid to the student with the written permission of the entity which granted the bursary or loan to the student.

The processing of a refund takes a minimum of **5 working days**.

10.4.1 Handling fee for payment of credit balances:

Refunds of R1 to R5 000	R70.00
Refunds of R5 001 to R10 000	R140.00
Refunds of R10 001 to R15 000	R210.00
Refunds of more than R15 000	R280.00

10.5 RD cheque / Debit order

R175.00

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

10.6 Student diary (SRC Project)

R65.00

Student diaries are optional. The cost of the diary will be debited to the student's 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 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:

Jane arrives at her residence gate and swipes her card through the card device in order to gain access to the building. She must now wait five minutes before trying to gain access at any

other access control point in the building. Jane may exit again but will not be able to swipe in again because of a waiting period of ten minutes for swiping in or out. Jane MUST swipe out in order to have access to other buildings. Should she not swipe out, the system will regard her as still being in the 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 **R65.00**

10.8 Parking disk **R50.00**

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 dependants from the same family (children, stepchildren, adopted children, but excluding children-in-law or married children) study at the University and/or reside in University residences simultaneously, the following discount will be granted:

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 students.
- (b) Dependants/students must all be under the age of 26.
- (c) Students who receive any form of financial aid with regard to tuition and/or accommodation fees do not qualify for this discount.
- (d) The discount will be recalculated should one or more of the aforementioned students discontinue their studies or leave the residence.
- (e) Family discounts are not granted automatically. A written application for the discount, proof of relationships, and the full particulars of the students concerned must be submitted.
- (f) A discount may only be claimed for the current academic year.

- **Family discounts will only be granted on the following fees levied:**
- 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 granted automatically. Students applying for a discount must submit a written application.
- Students who receive any form of financial aid from of financial aid from 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.