

Fees Yearbook 2021



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



UFS
FINANCE

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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
 BLOEMFONTE
 IN 9300

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

*1. Contact details***1.1 Student Finance****Undergraduate students**

+27 51 401 3003

+27 51 401 2806

+27 51 401 2817
+27 51 401 3643
+27 51 401 7050
+27 51 401 9912
+27 51 401 9670

Postgraduate students

+27 51 401 9090

Staff study benefits

+27 51 401 2817

Fax number: +27 51 401 3579

Email: tuitionfees@ufs.ac.za

1.2 Housing and Residence Affairs

+27 51 401 3455

+27 51 401 3562

2. Where to pay

2.1 Absa Bank

Account name: UFS Student Accounts
(Tuition Fees)

Branch code: 630734

Account number: 1570 151 688



- Reference number (use the applicable option):

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

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

Meals: 101 directly followed by your student number.

Books: 102 directly followed by your student number.

- Reference numbers for **DEPOSITS:**

Accommodation deposit: 103 directly followed by your student number.

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

MBChB skeleton deposit: 105 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 and follow the links: Students – Student Finance
– 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: 08:30–16:00

2.5 Samba

The cashiers at the Thakaneng Bridge accept Samba card payments.

2.6 Proof of payment

Fax to +27 51 401 3579

Email 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.

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

3.2 Amendments

All university fees are determined and approved 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 amends any fees, you must pay the amended amount, 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 has been received or not. **Account statements are emailed to students' UFS4life email addresses.** You can access your account through the student self-service portal; <https://www.ufs.ac.za/kovsielife/student-self-service>. You have to forward the account to the person(s) responsible for paying the account. It is your responsibility to enquire if you have not received 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 that may appear on account statements.

All other fees are payable before the end of the month, following the month in which the transaction took place, as indicated on the account statement, unless otherwise specifically stipulated 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.
- 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 do not 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 will entitle the university, irrespective 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 payments on any of his/her university accounts, the university has the right, notwithstanding any arrangements the student may have made for an extension of time or otherwise, to refuse to mark any examination papers and/or withhold statements of results, study records, certified examination timetables and examination results, until the amounts owed have been paid.

Conduct certificates, certified declarations and certificates for qualifications obtained will only be issued once all outstanding fees owed

to the university, irrespective of the nature or origin thereof, have been paid.

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 have made payment arrangements to settle the debt, services and/or documentation will be supplied to you only after the full outstanding payment has been made.*

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

- (i) A previously registered student of the UFS who has failed to pay outstanding fees will not be allowed to register unless the 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 exemption from this requirement, he/she must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein 9300.
- (ii) An academic record/certificate of a qualification obtained by a previously registered UFS student who has failed to pay outstanding fees will not be issued, unless an amount equal to the amount that was written off is paid.
- (iii) After three years, the rights of a previously registered UFS student who failed to claim credit balances will prescribe.

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) 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 for paying 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 Student Finance account

UFS Self-Service

You can gain access to your personal Student Finance account via UFS Self-Service;

<https://www.ufs.ac.za/kovsielife/student-self-service>. The username is your student number. UFS ICT Services provides the initial password. For security reasons, you are advised to change your password as soon as possible.



Fees payable: 2021

4. First Payments **prior** to registration

4.1 Registrations between January to March 2021 (first semester and year modules)

- Account balances for 2020 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 student finances are less than the amounts required, the full amount must be paid.

			SOUTH AFRICAN	SADC	Non-SADC
1	Bloemfontein and QwaQwa Campus	RESIDENCE STUDENTS	14 080	25 180	49 450
		NON-RESIDENCE STUDENTS	7 480	15 280	32 050
2	South Campus NPDE & ACT students	RESIDENCE STUDENTS	12 500	20 960	32 460
		NON-RESIDENCE STUDENTS	5 900	11 060	15 060
		ONLINE ACT Session Course	2 920	3 350	4 810
3	South Campus UAP, HC and extended programmes	RESIDENCE STUDENTS	14 080	25 180	49 450
		NON-RESIDENCE STUDENTS	7 480	15 280	32 050
4	School of Financial Planning Law		7 100	11 620	15 820
5	UFS STUDY BENEFITS (No historic debt)	Employees – RESIDENCE	6 600	9 900	17 400
		Employees – NON-RESIDENCE	-	-	-
		Employee dependants: RESIDENCE STUDENTS	7 820	11 120	18 620
		Employee dependants: NON-RESIDENCE	1 220	1 220	1 220
6	NSFAS, BURSARIES, LOANS (No historic debt)	STUDENTS WITH 100% LOANS/BURSARIES	-	As in categories 1–5	As in categories 1–5
		STUDENTS WITH PARTIAL LOANS/BURSARIES	As in categories 1–5		

4.2 Registration in July 2021 (second-semester modules)

- Account balances for 2020 must be zero.
- Advance payments are payable **five (5) working** days prior to registration. You will not be able to register until this is paid. If your student finances are less than the amounts required, the full amount must be paid.

4.2.1 South African students

Payments prior to registration for the second semester are indicated in par. 4.1.

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)

- (i) If you receive financial aid (bursary/loans), and the bursary/loan covers all fees for the year, the first payment payable before registration may be reduced.
- (ii) If your bursary or loan **does not** cover all fees for the year, you must still pay the first payment. The first payment must reflect as a credit balance on your Student Finance account before you may register.
- (iii) Please fax proof of your bursaries/loans to +27 51 401 3579 or email it to tuitionfees@ufs.ac.za five (5) working days before you register. You must bring the original proof of your bursary/loan along when you register.

4.4 Levy for international students

R2 650

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

4.5 Late registration fee

R330

If the Registrar grants approval for a student to register for a qualification or module at a time other than the registration opportunity approved by the Senate, a fee will be levied for late registration, irrespective of the reason, except in the case where registration was late due to an action by the UFS, where the student concerned did not contribute to such an action.

4.6 Minimum cost charges if studies are discontinued

R2 270

If you cancel **all** your courses before 31 March, you will be 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.

5. Cancellation/discontinuation of studies:

5.1 Notice of cancellation/discontinuation can be given as follows:

- (i) You may cancel/discontinue modules yourself on the PeopleSoft Self-Service page (www.ufs.ac.za/register2021) throughout the year of registration.
- (ii) You can submit a notice of discontinuation of academic registration to the relevant administrative faculty officer in the George du Toit Administration Building after registration and throughout the year.
- (iii) If you have already left the university, you must send the notice by registered post to:

The Deputy Registrar: Student Academic Services
PO Box 339
BLOEMFONTEIN
9300

NB:

- The date on which the notice is submitted/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.

5.2 To qualify for credit on module fees, the **due dates** are as follows:

5.2.1 First-semester modules

- (i) Cancellation before/on **31 March 2021**: Full credit may be granted for all cancelled modules.
- (ii) Cancellation after **31 March 2021**: No credit may be granted for first-semester module fees.

5.2.2 Second-semester modules

- (i) Cancellation before/on **15 August 2021**: Full credit may be granted for all cancelled modules.
- (ii) Cancellation after **15 August 2021**: No credit may be granted for second-semester modules.

5.2.3 Year modules

- (i) Cancellation after **31 March 2021**, but before/on **15 August 2021**: 50% credit may be granted for year-module fees.
- (ii) Cancellation after **15 August 2021**: No credit may be granted.

6. Programme fees

The cost per programme is an estimated 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 SADC students registered on the Bloemfontein Campus. International non-SADC students pay the actual module price + 50%.

6.1 The Humanities*

B Social Work	R38 115
BSocSc (3 years)	R38 535
BSocSc (4 years)	R30 090
BA (3 years)	R38 530
BA (4 years)	R31 075
BA Drama & Theatre Arts	R36 980
BA Political Transformation	R42 060
BA Journalism	R39 325
BA Integrated Organisational Communication	R38 635
BA Language Practice	R40 910
B Community Development	R36 865
B Music	R35 860
Average	R37 248

6.2 Economic and Management Sciences*

BAcc	R51 137
BAdmin (3 years)	R38 545

BAdmin (4 years)	R32 350
BCom (3 years)	R44 260
BCom (4 years)	R32 320
BCom Acc	R43 430
BCom Economics	R41 265
BCom Human Resource Management	R40 163
BCom Investment Management & Banking	R42 395
BCom Law	R45 785
BCom Marketing	R40 320
Average	R42 166

6.3 Law*

LLB	R38 745
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6.4 Natural and Agricultural Sciences*

BArch Stud	R44 005
BScAgric	R50 935
BAgric	R50 825
BSc Quantity Surveying	R24 875
BSc Chemistry & Physics	R43 267
BSc Geology	R45 627
BSc Geology & Environmental Sciences	R52 625
BSc Information Technology	R47 750
BSc Biochemistry & Microbiology	R47 945
BSc Consumer Science	R49 215
BSc Forensic Science	R50 020
BSc Extended Curriculum	R41 605
Average	R45 724

6.5 Education*

BEEd	R35 095
BEEd Extended Curriculum	R29 040
PGDip	R20 005
Average	R28 047

6.6 Theology*

BTh/BDiv	R36 365
BTh/BDiv Extended Curriculum	R30 830
Average	R33 598

6.7 Health Sciences*

B Biokinetics	R49 375
B Optometry	R50 590
BSc Occupational Therapy	R42 250
BSc Dietetics	R46 520
BSc Physiotherapy	R44 740
BSocSc Nursing	R36 945
BMedSc Radiation Sciences	R52 060
B Sport Coaching & Development	R40 990
Average	R45 434

MBCbB (average per year)	R56 275
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6.8 HONOURS*

Cost of degree (120 credits) over one year	R36 440
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6.9 MASTER'S DEGREE*

Cost of degree over two years	R31 460
Year 1	R15 730
Year 2	R15 730

6.10 DOCTORAL DEGREE*

Cost of degree over three years	R32 580
Year 1	R10 860
Year 2	R10 860
Year 3	R10 860

* 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.

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 they are charged accordingly. It is your responsibility to collect the study material. In the event of cancellation/discontinuation of modules, no credit can be granted for notes.

8.2 Writing examinations at other centres

R600

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

The actual expenses incurred by the remuneration of invigilators must also be paid. When more than one student writes 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 Renting of academic dress

Gown

R325

Hood

R140

Mortarboard

R140

8.4 Issuing of duplicate certificates

Contact Student Academic Services about the process and payments.

Contact details: StudentAdmin@ufs.ac.za; +27 51 401 9666

8.5 Issuing of additional official academic reports

Contact Student Academic Services about the process and payments.

Contact details: StudentAdmin@ufs.ac.za; +27 51 401 9666

9. Housing and Residence Affairs

Prices quoted are averages for accommodation for the year.

9.1 QWAQWA

QwaQwa Campus	R26 355
New residences	R37 870
Postgrad	R40 950
Paraplegic	R38 375
Average	R35 888

9.2 BLOEMFONTEIN

9.2.1 Junior residences

Double room shared	R27 555
Single room	R30 670
Abraham Fischer	R31 775

9.2.2 Outeniqua, ConLaures, Harmony

Double room shared	R39 600
Single room	R43 043
Paraplegic (en suite)	R41 180
Average	R41 275

9.2.3 Senior residences

Double room

Shared	R28 555
Single occupancy	R56 720

Single room

Small	R34 250
Medium	R36 425
Large	R38 605
Extra large	R40 655
Average	R39 200

9.2.4 Units

Single room

Extra small	R39 690
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Small	R43 105
Medium	R47 950
Large	R55 185
Extra large	R60 945
Paraplegic	R62 675
Double room	
Single occupancy	R79 835
Shared	R40 015
Single occupancy	R81 625
Shared	R40 975
Average	R60 610

9.2.5 Postgraduate (Kovsie Inn)

Share bathroom & kitchen	R55185 - R60945
One-bedroom flat	R65 430

9.3 SOUTH CAMPUS (Legae, Liberty, Toka)

Double room shared	R39 600
Single room	R43 043
Paraplegic (en suite)	R41 180
Average	R41 275

Tariffs for living units in different buildings are available on request. Residential students must familiarise themselves with all policies on accommodation.

9.4 Accommodation during vacations

Tariff per day	R80
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9.5 Breakage deposit

See p. 1, par. 2 for payment details.

9.5.1 Residences **R960**

9.5.2 Rooms and living units for rent

Deposit is equal to one month's rent.

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

9.5.3 Rules regarding deposits

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

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

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

The deposit will be refunded if you:

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

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

9.6 Electricity levy for fridge in residence (per year) R360-R445

9.7 Reserved parking for residential students R650

This fee is not refundable when you vacate a residence.

9.8 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
Non-residential students

R415
R250

Postgraduate students, e-learning students, and students registered for Distance-Education Programmes, who do not reside on campus, do not pay a campus levy.

10.2 Meal fees

Money for meals can be paid into a separate account in advance (see p. 3, par. 2.1). The amount paid is transferred to your student card. At the end of each academic year, the credit available on your meal money account will automatically be transferred to your Student Finance account. **A refund handling fee will be charged when meal allowances have to be transferred to your personal bank account.** (The rule does not apply to NSFAS students)

10.3 Books and printing

Money for books and printing can be paid into a separate account in advance (see p. 3, par. 2.1). The amount paid is transferred to your student card. At the end of each academic year, the credit available on your book money account will automatically be transferred to your Student Finance account. **A refund handling fee will be charged when book allowances have to be transferred to your personal bank account.** (The rule does not apply to NSFAS students)

10.4 Merchant list

A list of merchants where student cards may be used is available on the UFS website.

10.5 Credit balances on student 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 request 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. student finance and accommodation costs) have been paid.
- (b) The necessary documentation, as prescribed by the Finance Department of the University of the Free State has been properly completed and submitted to the department.

- (c) Official confirmation of banking details is submitted together with the refund request form (only required for payments to a person/party other than the student).

Furthermore, credit balances will only be paid out to the person who confirms 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 the aid of a bursary or loan, credit balances on accounts will only be paid to you with the written permission of the entity that granted you the bursary or loan.

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

10.5.1 FUNDI refund process

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

Terms and conditions

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

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

The process:

* **Step 1: Activate student card**

If you have never used your student card to purchase meals or books, you **have** to visit the Fundi office to activate your student card.

- * This is a once-off requirement to link the magnetic strip on your card to your personal details.
- * Contact the Student Finance Division (+27 51 401 3003/2806) if you are not on campus and unable to activate your card.
- * **Step 2: Check your cell phone number on PeopleSoft**
It is crucial that your cell phone number be correct on UFS systems, as Fundi uses that number to communicate with you by means of SMS messages.
- * **Step 3: Complete and submit refund request**
Complete the refund request form. The form is available on the UFS website, at the following link:
<https://www.ufs.ac.za/docs/librariesprovider31/tuition-fees-documents/2014-refund-request-506-eng.pdf?sfvrsn=0>
Complete only the student information section. Attach a letter from your parents/sponsor granting permission for the refund. **NB: If you are the recipient of the refund, you will only upload your banking details after receiving a notification from Fundi – refer to step 6.** If a third party, such as a landlord, must be paid, the banking details should be completed on the form and proof of banking details should be attached. The UFS will process these refunds.
- * **Step 4: UFS transfers refund amount to Fundi**
Upon receipt of the refund request and permission for pay-out, the UFS will transfer the refund amount to the cash pocket on the student card.
- * **Step 5: Fundi notification**
Fundi will send an SMS message to notify you of the cash/accommodation amount that was uploaded on the student card. **NB: Please make sure that your cell phone number on the UFS PeopleSoft system is correct.**
- * **Step 6: Upload your banking details**
As soon as you receive the SMS message, as explained in the previous step, you have to log on to <https://mycard.fundi.co.za/> to upload **YOUR** banking details. (If the payment must be made to any

other person, such as a friend, relative or landlord, please refer to step 3 for third-party payments.)

* **Step 7: 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 8: Payment**

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

Helpline for enquiries: 0860 5555 44

10.5.2 Handling fee for payment of credit balances

10.5.2.1 Fundi refund

A minimum handling fee of **R65** per transaction is charged and will be deducted from the amount payable to you.

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

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

Refund of R1 to R5 000	R95
Refund of R5 001 to R10 000	R195
Refund of R10 001 to R15 000	R290
Refund of more than R15 000	R385

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

A minimum handling fee per transaction is charged and will be deducted from the amount payable to you. **R436**

10.6 Payment referred back to Drawer **R250**

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

10.7 Student diary (SRC project)

R95

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

10.8 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.

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 about who you give your card to when doing a transaction.
- Do not write your pin code on your student card or store it anywhere near your card (in the event that your wallet is 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 it promptly (and in writing) to the Card Division.
- Never lend your student card to anyone.
- If you believe that 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 and its property and assets. Your cooperation will ensure that security and safety on campus are maintained.

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

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

Replacement of damaged or lost student card

R85

10.9 Parking disc

R75

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

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

10.10.1 Family discount

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

Three students: 10%

Four or more students: 15%

The following conditions for granting a discount are applicable:

- (a) A discount may only be claimed for full-time undergraduate SA students.

- (b) Dependants/students must all be under the age of 26.
- (c) Students who receive any form of financial aid for tuition and/or accommodation fees do not qualify for this discount.
- (d) The discount will be recalculated if one or more of the students discontinue their studies or leave the residence.
- (e) Family discounts are not granted automatically. You must apply for a family discount in writing, submit proof of the relationship, and provide the full particulars of the students concerned.
- (f) A discount may only be claimed for the current academic year, and family discounts will only be given on:
 - Module fees.
 - Accommodation fees.

10.10.2 Discounts for early payments

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

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

Discounts may only be granted on the following fees levied:

- Module fees.
- Accommodation fees.

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

SEE PAGE 2 FOR CONTACT DETAILS.