



2019

Registration: Finance

**Compiled by Finance: CFO
08 January 2019**



FINANCE REGISTRATION PLAN FOR 2019

1. Objectives

- a. To inform students with outstanding debt that they must sign Acknowledgement of Debt (AoD) in order to register to study in 2019.
- b. To direct returning students, with outstanding debt to sign AoD at designated areas at each campus.
- c. To guide National Student Financial Aid Scheme (NSFAS) and sponsored students through the Finance registration process.

2. Messaging

- a. Students with arrear payments will have to meet certain criteria to qualify for special arrangements. Although the University will make provision for alternative arrangements for the payment of outstanding fees, extreme care will be exercised to avoid increasing institutional debt where the prospect of academic success and debt recovery seems remote. Outstanding fees shall thus be settled or acceptable arrangements shall be made before a student could be allowed to register for the 2019 academic year. AoD arrangements may be made at any of the TUT campuses, notwithstanding where the students are registered.
- b. All returning students with outstanding previous year(s) debt, who wish to continue with their studies in 2019, will be required to pay the portion of the outstanding debt and make arrangements through the University's AoD process.
 - The student is required to contact the Student Finance office to negotiate and agree on the portion of the outstanding debt to be paid.
 - The student will be required to bring their parents to a campus for a case-by-case consideration.
 - Parents/legal guardians are expected to enter into acknowledgement of debt arrangements with the University.
 - Parents/legal guardians are required to bring along a copy of their ID document as well as proof of Income.
 - Parents/legal guardians who are unable to physically come to any of the TUT campuses, shall be contacted either telephonically or by e-mail to have the AOD forms send to them to complete.
 - AoDs may be signed at any of the TUT campuses from 08 January 2019 until registration closes.

A student who paid a portion of his/her debt as agreed with the Student Finance officer and completed the AoD process will be allowed to view their results and register in 2019.

c. *Student Finance contact details:*

Officials from the Student Finance Department will be available at all TUT registration venues to lift financial blocks, alternatively, you may contact them at the below addresses:

PRETORIA CAMPUS	GARANKUWA CAMPUS	POLOKWANE CAMPUS
Tel: 012 382 5794	Tel: 012 382 0720	Tel: 015 287 0701
Fax: 012 382 4738	Fax: 086 698 8951	Fax: 015 297 3155
Address: Pretoria West Campus Building 21 Room No. G62	Address: Ga-Rankuwa Campus Building 22 Room No. G06	Address: Polokwane Campus Building 1

MBOMBELA CAMPUS	e-MALAHLENI CAMPUS	SOSHANGUVE CAMPUS
Tel: 013 745 3517	Tel: 013 653 3102	Tel: 012 382 9133
Fax: 013 745 3512	Fax: 013 653 3101	Fax: 012 382 9190
Address: Madiba Drive Building 1 Room No. G81	Address: e-Malahleni Campus Building 7 Room No. G51	Address: Soshanguve South Campus Building 12 Room 35

d. *Payment information*

Minimum amounts payable before registration:

- R1,500 registration fee
- R1,200 residence fee payable **only by confirmed** residence students

The minimum amounts payable during registration will be credited towards relevant student fee accounts.

e. *NSFAS*

TUT as the people's University supports the call for a fee free education. Government, through the NSFAS, will pay the registration fees for all NSFAS funded students as an upfront payment to universities in January each year. Therefore, NSFAS qualifying students will not pay any registration or upfront fees. The following should be noted:

- First time entering students (FTEN)

All FTEN students who applied directly to NSFAS for funding in 2019, will upon confirmation from NSFAS, be allowed to register without paying the upfront

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registration fees. NSFAS are currently processing applications and confirmation of the results will be available in January 2019, prior to registration. Only students confirmed for admission with a firm academic offer from the University will qualify for NSFAS.

NSFAS will not accept any late application in 2019.

- Returning qualifying NSFAS students

Results of all students who wrote exams including supplementary exams, will be shared with NSFAS, after publication. Returning NSFAS qualifying students, will be allowed to register without paying the upfront registration fee, subject to complying with the 2019 NSFAS academic progression criteria.

- Returning NSFAS qualifying students with previous year(s) outstanding debt

Returning NSFAS qualifying students with previous year(s) outstanding debt and who comply with the academic progression criteria for funding in 2019, will be allowed to view their results and register in 2019, but will be required to make arrangements through the AoD process. AoD arrangements should be made at any of the Student Finance offices at any of the TUT campuses. The funding process for such students will be handled by the Department of Higher Education and Training, through the due diligence process undertaken during 2018.

f. Bursary sponsored students

- First time entering students (FTEN)

First time entering students who have bursaries from Government, private or any other sponsor for 2019 must report to the relevant TUT campus Financial Aid Office (FAO) and provide proof of this. The FAO staff will verify the information contained in the documentation and assist students to register without paying the upfront registration payments.

- Returning students

Returning students who have bursaries from Government, private or any other sponsor for 2019 must report to the relevant TUT campus Financial Aid Office (FAO) and provide proof of this. The FAO staff will verify the information contained in the documentation and if the student has an outstanding previous year(s) debt, she/he must make arrangements through the University's AoD process before she/he can register for 2019.

The list of FAO staff on each campus is contained in the table below:

NAME	CAMPUS	TEL NUMBER	EMAIL	OFFICE NO.
Ms. Nematei	eMalahleni	013- 653 3111	nemateimr@tut.ac.za	B7-G78
Mr. Raleho	Ga-Rankuwa	012-382 0797	ralehom@tut.ac.za	B22-G30
Ms. Phalane	Polokwane	015-287 0776	phalanemm@tut.ac.za	B1-G03
Ms. Bruwer	Mbombela	013-745 3561	bruwercme@tut.ac.za	B1-ROOM 111
Mr. Tlou	Pretoria	012-382 4230	tloub@tut.ac.za	B53-G09
Mr. Ntho	Pretoria	012-382 4289	nthot@tut.ac.za	B53-120
Mr. Nkwana	Pretoria	012-382 2845	nkwanas@tut.ac.za	B53-115
Ms. Mamaila	Arcadia	012-382 6295	manzinimc@tut.ac.za	B1-G08F
Ms. Mahlangu	Arts	012-382 5835	mahlangus@tut.ac.za	G12-G04D
Mr. Mamaila	Soshanguve South	012-382 9079	mamailasd@tut.ac.za	B5-B30
Mr. Diremelo	Soshanguve North	012-382 9159	diremelaj@tut.ac.za	B3-G01

**ISSUED BY:
CHIEF FINANCIAL OFFICER**



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