

2018 PROSPECTUS

PART 11

STUDENTS' RULES AND REGULATIONS: STUDENT FEES

ISSN 0258-7343



CONTACT DETAILS

On 23 May 2017, the contact details were as follows:

Admission enquiries

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E-mail address: admission@tut.ac.za

Contact Centre

Tel: 086 1102 421/012 382 5533

E-mail address: general@tut.ac.za

Enquiries relating to fees:

The Chief Financial Officer
Private Bag X680
PRETORIA 0001
Tel: 086 1102 422/012 382 5505/4213

The Registrar

Private Bag X680
PRETORIA 0001
Tel: 012 382 5180

ARCADIA CAMPUS

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ARTS CAMPUS

Private Bag X680
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EMALAHLENI CAMPUS

The Campus Director
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EMALAHLENI 1035
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GA-RANKUWA CAMPUS

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PRETORIA 0001
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MBOMBELA CAMPUS (NELSPRUIT CAMPUS)

The Campus Director
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Madiba Drive
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POLOKWANE CAMPUS

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Private Bag X9496
POLOKWANE 0700
Tel: 015 287 0700 iFax: 015 297 7609

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POLOKWANE
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PRETORIA CAMPUS

Private Bag X680
PRETORIA 0001
Tel: 012 382 5911 iFax: 012 382 5114

Staatsartillerie Road
PRETORIA WEST
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SOSHANGUVE CAMPUS

Private Bag X680
PRETORIA 0001
Tel: 012 382 9000 iFax: 012 382 9685/9868/9109

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Please Note:

1. Although the information in this Prospectus has been compiled as accurately as possible, the Council accepts no responsibility for any inaccuracies in this publication. This Prospectus is valid for 2018 only.
2. Life Orientation and an achievement level of 1 in a subject are not considered in the calculation of the Admission Point Score (APS).
3. Prospective students will not be admitted to any qualification without prior evaluation.
4. The indicated non-refundable administration fee and certified copies of your identity document, Senior Certificate/National Senior Certificate and all other relevant documents must accompany the completed application form or online application.
5. The closing date for applications for admission to first-semester and year programmes is 31 July of the preceding year, except for certain programmes and international applicants of which the closing date is 15 June. The closing date for selected second-semester programmes is 15 May of the year concerned.
6. A student must complete a qualification at the learning site where he/she was accepted and is registered. A transfer between sites will only be allowed if the student follows the following process:
 - A formal request must be submitted to the academic manager/Head of the Department on the current learning site before the second Friday in May (to be considered for transfer in July of the same year) or the second Friday in October (to be considered for a transfer in January of the following year). The request must contain the reasons for the transfer.
 - A committee will meet shortly after each of the closing dates for submissions to consider every request on merit, keeping in mind the availability of space and the adherence to enrolment quotas on respective learning sites. Students will be informed of the outcome.

Important:

TUT admission requirements for entry-level programmes adhere to national legislation and therefore the following are required:

- BEd degrees: at least four subjects at performance level 4.
- National Diplomas: at least four subjects at performance level 3.

Please verify specific and additional requirements per programme as indicated in the Prospectus.

ACCEPTANCE IS SUBJECT TO AVAILABLE CAPACITY ACCORDING TO THE STUDENT ENROLMENT PLAN (SEP)

Alternative and international qualifications (HIGSCE, IGCSE, NSSC A&O Level, IB Higher and Standard Level, etc) are dealt with in a specific manner:

- While there is a legal imperative to submit the certificate of equivalence (issued by SAQA or the CHE) it is recommended that the application process be initiated while the application for certificate is in process.
- The Tshwane University of Technology cannot obtain this certificate on your behalf.



STUDENT FEES

It is the policy of Tshwane University of Technology that a registered student of the University shall be fully liable for the payment of all prescribed fees, even if he or she cancels his or her registration partially or in full, and leaves the University, irrespective of whether he or she has attended classes or not. The University considers applications for the refunding of fees and/or exemption from fees on the grounds of extraordinary circumstances.

1. GENERAL FINANCIAL TARIFFS

1.1 ADJUSTMENT OF FEES

The Council of the Tshwane University of Technology reserves the right to adjust the fees payable without prior notice.

1.2 FEES

1.2.1 Tuition fees are payable per subject, except in the case of a dissertation or thesis.

1.2.2 If a subject is repeated, the required class fees have to be paid again.

1.2.3 The fees payable for the different subjects appear in a separate publication pertaining to fees. This publication is available on TUT's website.

1.3 PAYMENTS TO THE TSHWANE UNIVERSITY OF TECHNOLOGY

Please note that the University no longer accepts cash as a method of payment for tuition, meals and residence fees. Cash payments shall, however still be accepted for payment of the following:

- Academic records/results; and
- Library and traffic fines;
- Proof of registration;
- Student account statements.

1.3.1 CONFIRMATION PAYMENT: TUITION FEES

The student has to pay a confirmation payment of **R500** within three (3) weeks of the date of the acceptance letter, in order to reserve his or her place in the programme. Ignoring this will result in the automatic cancellation of the place.

That payment, less **R220**, shall be refunded only if a prospective student is prevented from registering for a valid reason for example, if he or she fails Grade 12.

1.3.2 INITIAL PAYMENT ON REGISTRATION

1.3.2.1 A minimum initial payment of **R1 500** is payable by newcomer students and returning students, before registration, as the first instalment of the total tuition fees charged. Payments made into the University bank account takes three (3) working days before it reflects on the students' statement of account. The electronic payment over the University cashier counters will reflect on the students' statement of account immediately.

1.3.2.2 Residence fees

1.3.2.2.1 Payment of accommodation fees:

- **No** advance payment is required on submission of the residence application form.
- A compulsory advance payment of **R1 200** is required before residence registration.



- 1.3.2.2.2 Each semester residence fees comprise 50% of the annual residence fee.
- 1.3.2.2.3 Interest will be charged on all instalments or accounts that are in arrears.
- 1.3.2.2.4 Accommodation fees for the current year should be settled by 30 October.
- 1.3.2.2.5 Credits in respect of accommodation fees are possible only if a resident signs off at the residence on the actual day on which he or she leaves the residence. Last dates for credits are as follows:
- 31 March for first semester accommodation.
 - 30 September for yearly and second semester accommodation.
- 1.3.2.2.6 Residence fees are available on request from the Residence Administration and Information Office at the relevant campus.

1.3.2.2.7 Instalments dates for payable fees

First-semester accommodation

The balance of the residence fees is payable in four (4) instalments: on 31 January, 28 February, 31 March and 30 April respectively.

Second-semester accommodation

The balance of the residence fees is payable in four (4) instalments: on 31 July, 31 August, 30 September and 30 October.

Year accommodation

The balance of the residence fees is payable in ten (10) instalments, from 1 January up to and including 31 October.

1.3.2.3 Flats (Pretoria Campus only)

The Alma & Du Toit, Zaragosapark and Zethushof flats are managed as ordinary flats. Allocations are made strictly according to the waiting list. Fees are available on request from the respective managers.

Contact details:

- Alma & Du Toit: 012 440 8101
- Zaragosapark: 012 330 3427
- Zethushof: 012 3441625

1.3.2.4 Guest houses (Pretoria Campus only)

Daily, weekly or monthly tariffs may be obtained by phoning 012 341 0849.

1.3.3 FURTHER PAYMENTS

1.3.3.1 Class fees

First-semester programmes

The balance of the class fees is payable in three (3) instalments: on 28 February, 31 March and 30 April respectively.

Second-semester programmes

The balance of the class fees is payable in three (3) instalments: on 31 August, 30 September and 30 October respectively.

Year programmes

The balance of the class fees is payable in nine (9) instalments, from 28 February up to and including 30 October.



Research report, dissertation or thesis

The balance is payable in nine (9) instalments, from 27 February up to and including 30 October.

PLEASE TAKE NOTE THAT NO ADDITIONAL PAYMENTS FOR CLASS FEES MAY BE REQUESTED FROM STUDENTS.

1.3.3.2 Discount**1.3.3.2.1 Year programmes**

A discount of 5% shall be granted if the full amount of the class fees for year programmes is paid in full by 30 April (excluding bursaries from the Directorate of Financial Aid and NSFAS allocations).

The application for a discount should reach the Student Debtors Department before 30 April.

1.3.3.2.2 Semester programmes

A discount of 5% shall be granted as follows (excluding bursaries from the Financial Aid Bureau and NSFAS allocations):

First semester: payment of the full account by 28 February.
Second semester: payment of the full account before 31 August.

Application for a discount should reach the Student Debtors Department before 31 August.

1.3.3.2.3 Family discount on class fees

Family discounts apply to class fees only. If two (2) or more members of the same household study simultaneously at the University, they are eligible for the following discounts:

Second student: 15% discount.
Third and successive students: 25% discount each.

Applications for discounts should be submitted to the Student Debtors Department in writing, supported by certified copies of the following documentation:

- Birth certificate(s) of student(s); and
- ID document of parents.

Discounts shall be granted in the registration period for the specific year only and not retrospectively.

1.3.3.2.4 Discount on residence fees

NO DISCOUNT shall be granted in respect of residence fees.

1.3.4 MANNER OF PAYMENT

The following payment methods may be used:

- Cash (please see **rule 1.3**);
- Cheques (post-dated cheques shall not be accepted);
- Credit cards;
- Debit cards;
- Electronic payments via the Internet;
- International bank drafts;
- Postal orders; and
- Travellers cheques.



1.3.4.1 **Only bank guaranteed cheques shall be accepted, and only on the following conditions:**

- The cheque should be made out to the Tshwane University of Technology.
- The date on the cheque should be valid – the cheque may not be post-dated or outdated.
- The amount should be the same in words and figures.
- The cheque should be signed in full.
- The drawer's ID number and telephone number should appear on the cheque.
- If it is a company cheque, the registration number of the company should appear on the cheque.
- No alterations may be made on cheques.
- A cheque with a bank stamp shall not be accepted, in other words, cheques shall not be re-deposited.

1.3.4.2 **Direct payments at banks**

The Tshwane University of Technology has accounts at Standard Bank and ABSA Bank, where students may make payments to pay their student debts. Specially designed deposit slips that are available at the Student Debtors Department, or which are attached to the account statements, may be used for that purpose.

Bank details:

ABSA Bank (main account - exclusively for application fee):	
Account holder:	Tshwane University of Technology
Account number:	040 000 003
Branch code:	632005
Account type:	Cheque or current account
Reference:	Identity number

ABSA Bank (student account):	
Account holder:	Tshwane University of Technology
Account number:	405 314 2603
Branch code:	632005
Account type:	Cheque or current account
Reference:	Student number

Standard Bank:	
Account holder:	Tshwane University of Technology
Account number:	011 414 154 (student account) 011 418 893 (meal account)
Branch:	West End
Branch code:	010345
Account type:	Cheque or current account
Reference:	Student number

1.3.4.3 **Payments at post offices**

Student accounts may be paid at any post office by using only the specially designed deposit slips attached to the account statements.

SA post office details:

Account number: 024 (tuition and residence fees)
Branch Code: 0001
Reference: Student number



1.3.4.4 **Payment by employers or by means of bursaries or NSFAS grants**

- Written proof of such sponsorship or a bursary letter should be submitted on the day of registration.
- Only original sponsorship or bursary letters shall be accepted. No photocopies or faxed letters are acceptable.

1.4 **FEES IN ARREARS**

1.4.1 **Interest payable**

If instalments are in arrears, interest at the banker's prime rate less 1% shall be charged on overdue instalments after the last payment date of the account.

1.4.2 **Refusal to render services**

In cases where students' accounts or other fees, as approved by the Executive Management Committee of the University, have not been settled or the replacement fee has not been paid by the set dates, the University reserves the right to refuse to –

- register such students;
- issue such students with student cards; and
- accommodate such students in residences.

The examination results of such students may also be withheld, and University may refuse to issue them with a certificate of good conduct or to confer a diploma or degree on them.

1.4.3 **Refunding a credit balance on an account**

1.4.3.1 A credit balance on a student's account shall be paid out on the written request of the student, the student's sponsor, parent (if a minor) or employer.

A completed application form for refund on credit amounts should be submitted to the Student Debtors Department accompanied by the following supporting documents:

- A certified copy of identification or original ID book;
- A confirmation of banking details from the bank, bank statement or cancelled cheque; and
- A letter of consent by the sponsor, employer or parent.

1.4.3.2 Cancellation of a programme does not mean that residence accommodation is automatically cancelled, as well. The student should actually sign off at the residence.

Reductions in accommodation fees shall be granted only if a resident signs off at the residence on the actual day on which he or she leaves the residence.

1.5 **SUNDRY FEES PAYABLE**

1.5.1 **Application fee**

A fee of **R240** has to be paid on application for admission in respect of all first applications to the Tshwane University of Technology. It is not refundable.

1.5.2 **Examination fees**

No examination fees are payable in respect of main examinations or supplementary examinations.

1.5.2.1 An amount of **R515** (first and additional subject(s)) is payable when applying to sit for exams elsewhere. Please note that it does not include distance education. Only main examination will be considered, not supplementary or special examinations.



1.5.3 **Additional payment for normal late registration**

An additional **R360** per registration shall be charged if a student is permitted to register after the final date of registration.

1.5.4 **Administrative costs in respect of dishonoured cheques**

A student who pays his or her account by cheque, and whose cheque is returned by the bank, shall be penalised and he or she shall have to pay **R300 plus a levy of 10%** on the cheque amount. In addition, he or she shall have to pay all subsequent fees in cash.

1.5.5 **Duplicate student card**

An amount of **R90** is payable per duplicate.

1.5.6 **Duplicate personal examination timetable**

An amount of **R35** for distance education students.

1.5.7 **Special examinations**

- Aegrotat (sick) examinations: **R88** per subject.
- Exceptional cases: **R525** per subject.
- Special circumstances and exit examination: **R173** per subject.

1.5.8 **Duplicate statement of results**

R10 per statement.

1.5.9 **Academic reports**

- Computer printouts: **R14** per report.
- Non-computerised records: **R137** per report.
- Computer printouts for distance education students (faxed or posted): **R35**.

1.5.10 **Exemption of subjects**

R111 per subject up to a maximum of **R625** (payable with application).

1.5.11 **Granting of status**

R171 (payable with application).

1.5.12 **Proof of registration after registration closing date**

R10 per proof of registration.

1.5.13 **Re-marking and/or rechecking and/or insight into examination scripts (this is refunded if re-marking changes the mark)**

- Re-marking of script: **R283**.
- Rechecking of marks: **R141**.
- Insight into script: **R141**.

1.5.14 **Examination enquiries about results after the closing date**

R47 per enquiry.

1.5.15 **Meal fees**

Fundi meal system: **R20 000** per annum for three (3) meals a day.



1.5.16 **Internal fees**

The amount mentioned in the residence confirmation letter is payable when the student reports at the residence.

1.5.17 **Student services fee**

A non-refundable amount of **R280** is payable to cover direct student services expenses (not applicable to postgraduate, distance education and work-integrated learning students).

1.5.18 **International students**

An additional amount of **R1 500** per student per annum is payable on registration.

1.5.19 **Electronic resource centres (ERC)**

R230 per student per annum (not applicable to postgraduate and work-integrated learning students). Postgraduate students are excluded from paying the student services and electronic resource levy, but if they want to use the electronic resource centres, they have to pay for such use.

1.5.20 **Duplicate invoice or account**

R10 per invoice or account.

1.5.21 **Old syllabi/transcripts**

R442 per application.

1.5.22 **Penalty for simultaneous registration at other institutions without prior permission**

R568 per subject.

1.5.23 **Exit examination**

See Rule 1.5.7.

1.5.24 **Penalty for distance education students**

- Change of examination venue after closing date: **R1 119.00**.
- Submitting the same assignment more than once for marking: **R130** per assignment.

1.5.25 **Recognition of prior learning (RPL)**

- Application fee: **R329**.
- Assessment fee: **R595** per assessment.

1.5.26 **Statement on replacement of certificate**

R223 per statement.

1.6 **STUDENT EXTRACURRICULAR FEES (SEF)**

Student extracurricular fee (SEF) levy of **R550** as defined in paragraph 49 of the VAT Act is payable upon registration. This fee is compulsory for all registered TUT students.

1.7 **CANCELLATION CREDITS**

The following cancellation credits apply when a student discontinues his or her studies before the end of the semester or year:



1.7.1 YEAR SUBJECTS

1.7.1.1 Acceptance fee

A student shall forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomers) after the closing date for registration.

1.7.1.2 Initial payment on registration

Cancellation until 9 February: the student shall not be liable for any percentage of the full tuition fee for the year, but will forfeit **R220** of the initial payment.

1.7.1.3 Tuition fee

- Cancellation from 12 February to 29 March: the student shall be liable for **30%** of the full tuition fee for the year.
- Cancellation from 3 April to 27 July: the student shall be liable for **50%** of the full tuition fee for the year.
- Cancellation, in exceptional cases and with permission from Academic Administration, after 27 July: the student will be liable for **100%** of the full tuition fee for the year.

1.7.2 FIRST SEMESTER

1.7.2.1 Acceptance fee

A student shall forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomers).

1.7.2.2 Initial payment

Cancellation until 9 February: the student shall not be liable for any percentage of the tuition fee for the semester, but will forfeit **R220** of the initial payment.

1.7.2.3 Tuition fee

- Cancellation from 12 February to 9 March: the student shall be liable for **60%** of the full tuition fee for the semester.
- Cancellation, in exceptional cases and with permission from Academic Administration, after 9 March: the student shall be liable for **100%** of the full tuition fee for the semester.

1.7.3 SECOND SEMESTER

1.7.3.1 Acceptance fee

A student shall forfeit **R220** of the **R1 500** initial payment if he or she does not turn up (non-registered students – newcomers).

1.7.3.2 Initial payment

Cancellation until 8 August: the student shall not be liable for any percentage of the tuition fee for the semester, but will forfeit **R220** of the initial payment.

1.7.3.3 Tuition fee

- Cancellation from 13 August to 14 September: the student shall be liable for **60%** of the full tuition fee for the semester.
- Cancellation, in exceptional cases and with permission from Academic Administration, after 14 September: the student will be liable for **100%** of the full tuition fee for the semester.



1.7.4 POSTGRADUATE

No credit for cancellation – dealt with according to merit.

1.8 POSTGRADUATE STUDIES

1.8.1 Admission Test fee (Graduate Management Aptitude Test)

Please see the Business School application form on TUT's website for more details.

1.8.2 Application fee

A fee of **R240** shall be paid on application for admission in respect of all first applications to the Tshwane University of Technology. This amount is not refundable.

1.9 QUOTATION FOR STUDENT FEES

The quotation provided is for tuition fees, that is, a fee for subjects or a programme a student intends to register for which consists of a subject fee, subject levy and/or a laboratory fee.

1.10 SUBJECT LEVIES

If a student repeats a subject and he or she can prove to the satisfaction of the Head of the Department that he or she is in possession of the relevant material included in the levy, an application can be submitted by the Head of the Department to the Directorate of Finance for a refund of the levy. This concession is only applicable to students who repeat a subject.

1.11 ELECTRONIC STATEMENT OF ACCOUNT

Steps to follow:

- Go to www.tut.ac.za;
- Click on Enrolment;
- Select Online Registration;
- Login into your secure online system;
- Click on Financial Statements; and
- Select Summarised Statement of Account to make use of the available information about your student account.

1.12 CONTACT INFORMATION

The contact information for student account inquiries, prior debt arrangements and information center are the following:

General: Tel: 086 110 2421
Email: stufinservices@tut.ac.za

Study fees quotation: Tel: 086 110 2421
Email: general@tut.ac.za

Gap Grant: Enquiries: gapgrant@tut.ac.za

Counter services are available at the following campus sites:	
Emalahleni Campus	Building 7, room g41, counters 1 and 2
Ga-Rankuwa Campus	Building 30, counters 1 and 2
Mbombela Campus (Nelspruit Campus)	Building 1, rooms g78 - g80, counter 1
Polokwane Campus	Building 1, counters 1 and 2
Pretoria Campus	Building 21, ground floor, counters 31 - 39
Soshanguve Campus	Building 12, cashier counters

