

## OFFICE OF THE CHIEF FINANCIAL OFFICER

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### Finance Registration Information for March 2022

The following needs to be noted for 2022:

#### 1. Student Finance Office

##### 1.1. 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 account.

##### 1.2. Students with arrear payments

These students 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 must be settled or acceptable arrangements made before a student will be allowed to register for the 2022 academic year. Students may make such arrangements via email.

##### 1.3. All returning students with outstanding previous year(s) debt

These students who wish to continue with their studies in 2022, will be required to pay a portion of the outstanding debt and make arrangements through the University's process. This include NSFAS students who their Historic Debt was not settled in 2020/21.

- The student is required to email, visit the Student Finance Office or apply using the online self-service functionality to negotiate and agree on the portion of the outstanding debt to be paid.
- Parents/legal guardians might be expected to enter into an arrangement with the University.
- All payment arrangements will be agreed upon by both parties after case-by-case consideration.
- Persons responsible for the account is required to attach a copy of their ID document as well as proof of income.
- Arrangement forms may be requested via email; and the signed copy emailed back to us from 10 February 2022 until registration closes.
- A student who paid a portion of his/her debt as agreed with the Student Finance officer and completed the arrangement forms process will be allowed to register in 2022.



#### 1.4. Student Finance Office contact details

Officials from the Student Finance Office will be available on email to lift financial blocks, send students' statement of account, and handle any other student finance related query. You may contact them at the below addresses:

Email Address	Campus
<a href="mailto:EmalFinance@tut.ac.za">EmalFinance@tut.ac.za</a>	Emalahleni Campus
<a href="mailto:GarFinance@tut.ac.za">GarFinance@tut.ac.za</a>	Garankuwa Campus
<a href="mailto:MbomFinance@tut.ac.za">MbomFinance@tut.ac.za</a>	Mbombela Campus
<a href="mailto:PolFinance@tut.ac.za">PolFinance@tut.ac.za</a>	Polokwane Campus
<a href="mailto:PTAFinance@tut.ac.za">PTAFinance@tut.ac.za</a>	Pretoria Campus Acardia Campus Arts Campus
<a href="mailto:SoshFinance@tut.ac.za">SoshFinance@tut.ac.za</a>	Soshanguve North Campus Soshanguve South Campus

**Note:** the word "Arrangement" means Acknowledgement of Debt (AoD) or Debit Order mandate

## 2. Financial Aid Office (FAO)

### 2.1. NSFAS

The University has signed a Memorandum of Understanding (MOU) with NSFAS to implement the DHET eligibility criteria and conditions (see tut web at <https://www.tut.ac.za/bursaries-and-loans/about>). The DHET eligibility criteria and conditions will be published on website at [www.NSFAS.org.za](http://www.NSFAS.org.za) as soon as they are available.

#### 2.1.1. First time entering NSFAS applicants

- All first time entering students who applied directly to NSFAS before the closing date of 21 January 2021 for funding in 2022, will upon confirmation from NSFAS, be allowed to register without paying the upfront registration fees. NSFAS is currently processing applications and confirmation of the results will be available once received from NSFAS. Only students confirmed for admission with a firm academic offer from the University will qualify for NSFAS.
- Applications for NSFAS are now closed and no late application will be accepted for 2022 as per the communication from NSFAS and DHET in the media statement published on 7 January 2022
- Any NSFAS qualifying student who paid the upfront registration fees may request a refund. Please liaise with your local FAO.

### 2.1.2. Returning 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 2022 NSFAS criteria.
- In terms of the academic progression criteria, it is important to note that all NSFAS students will receive a maximum of N+1 years of funding from NSFAS. Once this funding is exhausted, no further funding will be available to students regardless of the academic status of the student.

### 2.1.3. NSFAS students who are ineligible and not funded in 2022 (appeals)

- First time applicants who submitted an application to NSFAS before the closing date but who did not qualify need to submit an appeal directly to NSFAS. Ensure to visit the NSFAS website when the appeals will be opened and note that students will only have 30 days to appeal, if this is missed no other time will be given to submit an appeal.
- Returning students who did not achieve the academic progression criteria may submit an appeal need to submit an appeal directly to NSFAS. Appeals will be considered under certain NSFAS conditions. Additional information will be announced as soon as it is available from NSFAS.
- Any student who submits and appeal should follow the University registration, finance processes, and pay all the upfront payments as required while awaiting the outcome of the appeal.

### 2.1.4. 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 2022 will be required to make arrangements by signing an Acknowledgement of Debt (AoD). Arrangements should be made at any of the Student Finance Offices at any of the TUT campuses. Please refer to clause 1.3 of this document for the AoD process.

### 2.1.5. Student accommodation allowances

- NSFAS funded students not residing at home are encouraged to secure University managed or University accredited accommodation as soon as possible but no later than 31 March 2022. Information about this may be obtained on the TUT website. Please consult with (Tshwane University of Technology Enterprise Holdings (TUTEH) ([www.t-res.co.za](http://www.t-res.co.za)) and read the NSFAS guidelines on the allocation of allowances in this regard visit NSFAS website at [www.nsfas.org.za](http://www.nsfas.org.za)
- Payment will only be effected if relevant lease agreements are received from TUTEH. No lease agreements will be received from service providers directly.
  - Lease agreements will only be accepted until 31 March 2022



### 2.1.6. Transport allowances

- Only NSFAS funded students who reside at home or with own accommodation arrangements (other than TUT residences and TUTEH Accredited accommodation) qualifies for transport allowances. Please read the NSFAS guidelines on the allocation of allowances in this regard visit NSFAS website at [www.nsfas.org.za](http://www.nsfas.org.za). Applications for transport allowances will only be accepted until 30 May 2022.
- NSFAS funded students residing in any accommodation other than home do not qualify for transport allowance.
- Students who opt to utilize TUT transport service must note that this will be recouped from available allowances. Should this not be sufficient the student will have to bear this cost.

## 2.2. Bursary sponsored students

### 2.2.1. First time entering students

- First time entering students who have bursaries from Government, private or any other sponsor for 2022 must send written proof of such sponsorship or a bursary at least 3 days before the day of registration to your campus email address listed below:
- Sponsor letters can also be submitted to your registered campuses Financial Aid Offices see physical venues stated below in 2.3, ensure that the Sponsor letter have relevant information ie. Contact details/email/address/logo/signature and relevant date signed by Sponsor. No photocopied letters will be accepted.

Campus	Email Address
Pretoria	<a href="mailto:finaidpta@tut.ac.za">finaidpta@tut.ac.za</a>
Emalahleni	<a href="mailto:finaidema@tut.ac.za">finaidema@tut.ac.za</a>
Ga-Rankuwa	<a href="mailto:finaidgar@tut.ac.za">finaidgar@tut.ac.za</a>
Mbombela	<a href="mailto:finaidmbom@tut.ac.za">finaidmbom@tut.ac.za</a>
Polokwane	<a href="mailto:finaidpol@tut.ac.za">finaidpol@tut.ac.za</a>
Arts	<a href="mailto:finaidarts@tut.ac.za">finaidarts@tut.ac.za</a>
Arcadia	<a href="mailto:finaidarc@tut.ac.za">finaidarc@tut.ac.za</a>
Soshanguve North	<a href="mailto:finaidshn@tut.ac.za">finaidshn@tut.ac.za</a>
Soshanguve South	<a href="mailto:finaidshs@tut.ac.za">finaidshs@tut.ac.za</a>

- A “Student Undertaking Form” must accompany a written proof of sponsorship or a bursary letter. The form is accessible to DOWNLOAD at <https://www.tut.ac.za/bursaries-and-loans/downloads> sign and email back to the same email address above to receive registration assistance.

### 2.2.2. Returning students

- Returning students who have bursaries from the government, private or any other sponsor for 2022 must follow the same route as stated above 2.2.1. 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 Finance process before she/he can register for 2022.
- Students who registered in 2021 with a sponsor letter, but whose sponsor are in default with payments will not be allowed to re-register with the same sponsor letter until the previous year's debt is cleared.

### 2.3. FAO contact details

- The FAO staff have different methods of assisting students with online enquiries, below queries can be send after registration at <https://k2app.tut.ac.za/Runtime/Runtime/Form/frmHomePage/>
- 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	<a href="mailto:nemateimr@tut.ac.za">nemateimr@tut.ac.za</a>	B7-G78
Mr. Raleho	Ga-Rankuwa	012-382 0797	<a href="mailto:ralehom@tut.ac.za">ralehom@tut.ac.za</a>	B22-G30
Ms. Phalane	Polokwane	015-287 0776	<a href="mailto:phalanemm@tut.ac.za">phalanemm@tut.ac.za</a>	B1-G03
Ms. Bruwer	Mbombela	013-745 3561	<a href="mailto:bruwercme@tut.ac.za">bruwercme@tut.ac.za</a>	B1-ROOM 111
Mr. Tlou	Pretoria	012-382 4230	<a href="mailto:tloub@tut.ac.za">tloub@tut.ac.za</a>	B53-G09
Mr. Ntho	Pretoria	012-382 4289	<a href="mailto:nthot@tut.ac.za">nthot@tut.ac.za</a>	B53-120
Mr. Nkwana	Pretoria	012-382 2845	<a href="mailto:nkwanas@tut.ac.za">nkwanas@tut.ac.za</a>	B53-115
Ms. Mamaila	Arcadia	012-382 6295	<a href="mailto:manzinimc@tut.ac.za">manzinimc@tut.ac.za</a>	B1-G08F
Ms. Mahlangu	Arts	012-382 6157	<a href="mailto:mahlangus@tut.ac.za">mahlangus@tut.ac.za</a>	G12-G04D
Mr. Mamaila	Soshanguve South	012-382 9079	<a href="mailto:mamailasd@tut.ac.za">mamailasd@tut.ac.za</a>	B5-B30
Mr. Diremelo	Soshanguve North	012-382 9159	<a href="mailto:diremeloaj@tut.ac.za">diremeloaj@tut.ac.za</a>	B3-G01

Sincerely,

**MR T MADURAI**  
**CHIEF FINANCIAL OFFICER**



*We empower people*