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# STUDENT FEE GUIDE FOR 2017

## 1. IMPORTANT NOTES

- 1.1 The Vaal University of Technology (VUT) reserves the right to alter fees, without giving prior notice, during the course of the academic year.
- 1.2 All fees are payable in full, irrespective of whether the academic programme is interrupted by factors beyond the VUT's control, e.g. strikes, student boycotts, civil unrest, or other disruptions on campus.
- 1.3 The student's liability is not affected nor reduced through ignorance on the part of the student (or his/her principle) regarding the rules and regulations of the VUT or of the invalidity of his/her registration in terms of the said rules and regulations.
- 1.4 No post-dated or unguaranteed cheques will be accepted for payment of fees.
- 1.5 No cheque presented with an alteration will be accepted by the University.
- 1.6 Students who have outstanding balance from the previous year, or who have not made the required initial payment for the current year by due date; will not be permitted to register until the total amount required has been paid in full.
- 1.7 Students who are indebted in any way to the University at the end of a semester/year their timetable will not be distributed for examination purposes and have their examination results withheld, together with their degree or diploma as applicable.
- 1.8 **By signing and submitting the registration form the student accepts responsibility for the payment of all subscribed fees (irrespective of whether a mailed account is not received by the student). Statements of accounts are dispatched quarterly from March. It is the responsibility of students to make enquiries should he/she not receive a statement of account.**
- 1.9 Please note that the residence fee quoted applies only to the academic period and does not include June and December vacation. Students who cannot vacate their rooms on the last day of the academic calendar will be levied a fee equivalent to the daily rate.
- 1.10 **Interest will be charged on overdue accounts at 80% of the prevailing bank prime rate on the balance as at 31 October.**
- 1.11 Students are urged to acquaint themselves with the requirements governing withdrawal from the University and/or Residence, per this booklet.
- 1.12 Note that no payments will be made to students if their fees account is outstanding.
- 1.13 Accounts are sent to the address provided by the student/guardian for account purposes. It is the responsibility of the student to forward such accounts to the person/party responsible for payment thereof if not him/herself.
- 1.14 **Should a student not attend lectures and neglect to give written notice of cancellation within the stipulated cancellation periods, such a student will be held liable for payment of all tuition fees and/or residence fees for the full study period.**
- 1.15 Outstanding accounts will be forwarded to the VUT's external collection agents.

## 1.16 Addresses

As required by law, the VUT must be notified in writing within 14 days of any address changes and students should specifically indicate to which addresses the changes apply, e.g. the postal and/or account and/or study and/or next of kin addresses.

**Correspondence sent by the VUT will be deemed received by the addressee. The VUT does not accept responsibility for incorrect addresses resulting in non-delivery of a mailed account. It is the responsibility of the student to make enquiries should he/she not receive an account.**

## 2. FEES

- ✓ Liability: All registered students shall be liable for the prescribed fees for the relevant period and are subject to the conditions as specified in the application form.
- ✓ Fees are charged per semester and year programs (Please refer to items 2.1 and 2.2 for more clarity).
- ✓ Charges relating to the provision of additional text material e.g. supplementary notes; laboratory fees; field trips where applicable will be raised separately; etc.

Details of the charges for each module, as well as supplementary charges, may be obtained from the offices of the various faculties, Finance and Student Administration.

**IMPORTANT: Please read next paragraph carefully!!!!!!**

**The fees listed below are for guideline purposes only.** They indicate the ESTIMATED amounts payable by students who are registered for the normal academic load on a full-time basis. The actual fees raised will vary depending on the specific modules taken as per STATEMENT OF ACCOUNT.

### 2.1 ESTIMATED COSTS PER COURSE:

#### 2.1.1 Semester Courses:

Faculty of Applied and Computer Sciences	Amount (6 Months)	
Analytical Chemistry	R 12,680	
Non-Destructive Testing	R 12,680	
Information Technology	R 14,060	
Extended Diplomas	Semester 1	Semester 2
Extended Information Technology Diploma	R 8,640	R 12,960
Faculty of Engineering and Technology	Amount (6 Months)	
Chemical Engineering	R 12,680	
Process Instrumentation	R 13,950	
Power Engineering	R 13,950	
Electronic Engineering	R 13,950	
Civil Engineering	R 14,150	
Industrial Engineering	R 14,150	
Mechanical Engineering	R 14,150	
Metallurgical Engineering	R 14,120	
Operations Management	R 13,990	
Engineering: Computer Systems	R 14,150	
Extended Diplomas	Semester 1	Semester 2
Extended Engineering Diplomas (All of the above)	R 8,640	R 12,960

### 2.1.2 Year Courses:

<b>Faculty of Applied and Computer Sciences</b>	<b>Amount (Year)</b>	
Biomedical Technology	R 23,380	
Biotechnology	R 22,940	
Office Management and Technology (2012 last intake)	R 14,490	
<b>Faculty of Human Sciences</b>	<b>Amount (Year)</b>	
Labour Law	R 17,770	
Fine Art	R 22,070	
Graphic Design	R 22,880	
Photography	R 27,970	
Hospitality Management	R 18,930	
Ecotourism Management	R 21,570	
Fashion	R 21,900	
Public Relations Management	R 17,770	
Tourism Management	R 17,770	
Safety Management (Day and Evening Classes – 18:00-22:00)	R 12,680	
Policing	R 12,680	
Legal Assistance	R 17,770	
<b>Extended Diplomas (Group 1)</b>	<b>Semester 1</b>	<b>Semester 2</b>
Fashion, Fine Art, Graphic Design & Photography	R 8,860	R 13,284
<b>Extended Diplomas (Group 2)</b>	<b>Semester 1</b>	<b>Semester 2</b>
Labour Law, Legal Assistance, Safety Management & Policing	R 8,640	R 12,960
<b>Extended Diplomas (Group 3)</b>	<b>Semester 1</b>	<b>Semester 2</b>
Ecotourism Management, Hospitality Management, Public Relations Management & Tourism Management	R 8,000	R 12,000
<b>Faculty of Management Sciences</b>	<b>Amount (Year)</b>	
Cost & Management Accounting (3rd Year Level)	R 17,770	
Internal Auditing (3rd Year Level)	R 17,770	
Financial Information Systems	R 20,390	
Logistics Management	R 17,070	
Human Resources Management	R 15,450	
Marketing	R 17,120	
Retail Business Management	R 17,120	
Sport Management	R 14,490	
<b>Extended Diplomas</b>	<b>Semester 1</b>	<b>Semester 2</b>
Cost & Management Accounting, Financial Information Systems & Internal Auditing	R 8,640	R 12,960

### 2.1.3 Post Graduates:

Masters	R 16,470
Doctorates	R 21,960

**NB. The above costs EXCLUDE Residence, Registration, Laboratory Fees, Levies and (Sundry Services See 2.3)**

## 2.2 RESIDENCE FEES

Please note that the residence fee quoted applies only to the academic period and does not include the June and December vacation. Students who cannot vacate their rooms on the last day of the academic calendar will be levied a pro-rated fee applicable to residence students.

<b>MENS RESIDENCES</b>	<b>Semester</b>	<b>Year</b>
Sinqobile & Lethabong	R10,360	R20,720
Uhuru, Ubuntu, Dikgalala & Inkwenkwezi	R10,190	R20,380
Khayaletu	R10,360	R20,720
Meropa	R8,980	R17,960
Boiketlong	R10,190	R20,380
New Residence Phase 1	R12,330	R24,660
New Residence Phase 2	R12,330	R24,660
Science Park	R12,330	R24,660
Dinaleding	R10,360	R20,720
Post Graduate Flats	R14,190	R28,380

<b>LADIES' RESIDENCES</b>	<b>Semester</b>	<b>Year</b>
Tsalanang&Leseding	R10,360	R20,720
Dinaleding	R10,360	R20,720
Khomanani, Kutwanong&Meloding	R 8,980	R17,960
Post Graduate Flats	R14,190	R28,380
New Residence Phase 1	R12,330	R24,660
New Residence Phase 2	R12,330	R24,660
Science Park Residence	R12,330	R24,660
<b>Estimated costs for meals:</b>		<b>R24,090</b>

## 2.3 SUNDRY SERVICES

Application fee (SA Citizen)	R 100
Late application fee	R 140
Re-write and supplementary exams (per subject)	R 130
Re-mark per subject (refundable if pass mark is obtained and fee account is zero)	R 130
Diploma absentia fee	R 130
Subject statement (per subject)	R 40
Subject exemption certificate	R 60
Duplicate 'proof of registration'	R 40
Duplicate student access card	R 60
Duplicate receipt of payment	R 10
Duplicate statement of account	R 20

### **International Citizens:**

- Application fee R 110
- Surcharge payable R 1,600

### 3. TERMS OF PAYMENT

**First Instalment Compulsory on OR before Registration**  
(Students are encouraged to pay more where possible)

#### 3.1 ACADEMIC REGISTRATION

##### National Students (Non-Residence)

1. Annual Students	R 2,000
2. Semester Students	R 2,000

**International Students** **100%(Annual/Semester)**

#### 3.2 RESIDENCE REGISTRATION

FIRST MINIMUM PAYMENT

##### National Students

1. Annual Students	R 4000.00
2. Semester Students	R 4000.00

**INTERNATIONAL STUDENTS** **100%(Annual/Semester)**

#### 3.3 SATELLITE CAMPUS UPINGTON

Due to the fact that services for students at Upington are being supported by National Institute for Higher Education (NIHE) Northern Cape, a service fee may be charged for students at this Campus.

#### 3.4 MASTERS AND DOCTORATE STUDENTS

First Minimum Payment	R 330.00
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#### 3.5 NON-REFUNDABLE REGISTRATION LEVIES (Charged on registration)

	Year
❖ Access Cards	R 190,00
❖ Registration levy	R 390,00
❖ Student levy	R 240,00
❖ Funeral levy	R 40,00
❖ Sports & Cultural levy	R 90,00
❖ Residence social levy	R 220,00

#### 3.6 INTERNATIONAL STUDENTS

A surcharge is applicable as follows	R 1,600
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#### 3.7 DISCOUNTS

##### 3.7.1 Up-front payments: NATIONAL STUDENTS

Discount on class fees: 10% on the following conditions:

- **Semester 1** - All fees to be paid up 28 February
- **Semester 2** - All fees to be paid up 31 August
- **Year Students** - All fees to be paid up 31 March

(National Students have to **apply** for the discount after settlement of the accounts – the discount will then only be credited on their student accounts)

### 3.7.2 Family Rebates

Students from the same biological parents where two or more dependent children are concurrently registered full-time at VUT for the same academic year can apply for a discount on tuition fees.

2 <sup>nd</sup> Child	-	25% discount on class fees only
3 <sup>rd</sup> Child	-	50% discount on class fees only

**The discount is only granted to the last registered student.**

### 3.7.3 Personnel Discount

Personnel and Dependents are entitled to the following:

- Provided Student Revenue has received confirmation from Employees confirmed by HR Department that they are employees and do qualify for discount.
- Pay R40 per subject. Registration fee R300.00 and Lab fees are payable in full.
- Personnel Spouses are entitles to 50% discount on class fees only.

## 3.8 PAYMENT AGREEMENTS

**The balance of the accounts after registration is payable as follows:**

<b>Year Courses:</b>	<b>Semester Courses:</b>
→ 25% of the account by 31 March	50% of the account by 31 March (1 <sup>st</sup> Semester)
→ 50% of the account by 31 May	100% of the account by 31 May
→ 75% of the account by 31 July	50% of the account by 31 August (2 <sup>nd</sup> Semester)
→ 100% of the account by 30 September	100% of the account by 30 September

**Kindly take note: Should these payment agreements not be adhered to, your account will be handed over to the legal external collection agents.**

### 3.8.1 Method of Payment

#### 3.8.1.1 On-line payment:

*On VUT website click on "Submit Payment" and follow the steps, Credit Card is Needed for this method and payment will reflect immediately on the student account.*

#### 3.8.1.2 Cash or Credit/Debit Cards at the Cashiers (Finance Department):

**NB:**

**DO NOT GIVE ANY PERSON CASH EXCEPT CASHIERS AT FINANCE DEPARTMENT**

**Should this happen it will be at your own risk**

Please quote the following:

1. Student number
2. Credit card details as follows:
  - Bank CVC number (last 3 digits on card)
  - Card number Contact number of card holder
  - Expiry date ID number of card holder
  - Amount Payment option – budget or straight

### 3.8.1.3 Direct Deposits at the Bank/EFT (Electronic Fund Transfer):

Deposits can be made at any ABSA branch:

Account number : 40-6812-6832  
Branch code : 632005

*Payment should be done at least five (5) working days prior registration. If you experience any difficulties with the above account number please contact Fees Office at (0160 950-9673/6637*

**NB:** The **Student Number, Surname and 01(For Tuition fees), 02(For Residences)** must be clearly indicated on the deposit slip as the “reference“ to avoid your payment being misallocated.

A copy of the deposit slip should be forwarded to the Finance Department, either by faxing to number (016) 950 9106, or submitting a copy in person at the Financial Enquiries Cashiers.

## 3.9 Refunds on Student Accounts

Credit balance on student accounts may be refunded on the following conditions:

- If the source of the credit balance on your account is due to your own payments/parents or guardian (not as a result of an Award/Bursary or NSFAS), then a refund may be claimed/requested at any time by the person responsible for the payment.
- **Honoraria's awarded will only be paid out after settlement of student account**
- **If the source of the credit balance is due to an Award, Bursary or NSFAS, refunds will only be paid out in accordance with the rules and regulations of that sponsor.**

In order to claim a refund, you have to complete the Refund Form obtainable at the Financial Enquiries Cashiers or Financial Aid Section for sponsored students.

## NOTES

Any deviation from the fixed procedure may be considered if proof is forthcoming of the following:

Suspension: Should the Council temporarily or permanently deprive a student of the rights and privileges he/she enjoys, or deny the student, whether it be permanently or temporarily, further admission, the student shall forfeit all claims to reimbursement, a decrease or remission of monies payable or paid to the University.

#### 4. CANCELLATION CONDITIONS

The VUT is not obliged to grant a pro-rated refund of fees to students who withdraw from the University. Such refund may, however, be granted at the University's sole discretion, provided the Faculty Dean and Financial Department is notified in writing on the official withdrawal form. ***Students who withdraw from the University without completing a withdrawal form will remain liable for the payment of fees due for the entire semester of study.***

Students wishing to change curricula (modules or degree/diploma) must complete the applicable change of forms, which are available from Student Administration. Administration will confirm the effective dates for all approved changes.

##### 4.1 SEMESTER STUDENTS - DISCONTINUATION OF STUDIES

- ***Up to 31 March:***

Semester students are liable for pro-rated fees from registration up to cancellation date whether they attended classes or not.

- ***After 31 March:***

Students will be held liable for the total fees.

##### 4.2 YEAR STUDENTS - DISCONTINUATION OF STUDIES

- ***Up to 31 May:***

Students are liable for pro-rated fees from registration date up to cancellation date, whether they attended classes or not.

- ***After 30 September:***

Students are liable for the total fees whether they attended classes or not.

##### 4.3 2ND SEMESTER STUDENTS – DISCONTINUATION OF STUDIES

- ***Up to 30 September:***

Semester students are held liable for pro-rated fees from registration up to cancellation date whether they attended classes or not.

- ***After 30 September:***

Students will be held liable for the total fees whether they attended classes or not.

##### 4.4 LABORATORY FEES

- ***In the event of cancellation or withdrawal no credit will be given (Once Lab Fees has been allocated )***

## 5. WITHDRAWAL FROM RESIDENCES

The cancellation of rooms must be done before or by 15 March for 1<sup>st</sup> semester and 15 August for 2<sup>nd</sup> semester. The semester will be charged in full if cancellations are done after stipulated dates.

## 6. BURSARY/LOAN ENQUIRY

We offer a range of University funded bursaries for both new and senior students. (Apply at Financial Aid Office – Finances).

### 6.1 External bursaries offered by sponsors are administered by our section.

For *sport bursary* enquiries, please contact our Sports Bureau at (016) 950 9282.

### 6.2 NSFAS loans are being offered according to the criteria set by NSFAS, who offers loans with fair interest rates.

### 6.3 FUNDI (former EDU-LOAN) has been approved to offer financial assistance to students on Campus

#### PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

We only start processing the applications in March and August yearly. ***You therefore need to apply for admission to the VUT and be a registered student before a loan / bursary can be allocated.*** Our loan and academic bursaries do not cover registration fees and deposits. The loan/bursary results will only be available in April/August; therefore students have to make some provision for their first minimum payment, Registration Fee and the needed books, for at least the first quarter of the semester.

#### Closing dates for application are:

NSFAS Senior students	31 October
NSFAS First-year students	24 January
Academic Merit Awards	31 January

**FUNDI (EDU-LOAN) FUNDI (EDU-LOAN)**

Should you need assistance in order to finance your studies –FUNDI (former EDU-LOAN) Client Service will be able to give you the details of your nearest representative (there's one at Finance Department).

VUT Campus (016) 950 9948 / 9373 E-mail: [info@fundi.co.za](mailto:info@fundi.co.za)  
Client Services: 0860 555 544 website: [www.funi.co.za](http://www.funi.co.za)

**8. CONTACT DETAILS:**

**VANDERBIJLPARK-MAIN CAMPUS**

1. Registration/Admission/Course Information (016) 950 9924/9922 / 9311
2. Faculties:
  - Faculty of Applied and Computer Sciences (016) 950 9922 / 9012
  - Faculty of Engineering and Technology (016) 950 9126 / 9013
  - Faculty of Human Sciences (016) 950 9360 / 9014
  - Faculty of Management Sciences (016) 950 9621 / 9011
3. General account queries: (016) 950 9673 / 6637
4. Call Centre 086 1861 888
5. Student Revenue:
  - Student Accounts (016) 950 9673 / 9213 / 9374/ 6637
6. Overdue Accounts- Credit Management (016) 950 9672/ 9675
7. Bursary Information - NSFAS bursaries: (016) 950 9486/9247/9285/9972
  - FUNDI (former Edu-loan) (016) 950 9948/9373 /0860 55 55 44
  - Company sponsored students (016) 950 9342 / 9486

**To fax a deposit slip once a payment has been made at the bank:**

- Student Revenue Fax: (016) 950 9106  
→ Credit Management (Overdue accounts) Fax: (016) 950 9971

**MAIN CAMPUS**

**Vanderbijlpark Campus**  
Private Bag X021  
Vanderbijlpark  
1900  
South Africa  
Andries Potgieter Boulevard  
Vanderbijlpark  
1911  
Tel: +27 16 950 9503/9500

**SATELLITE CAMPUSES**

**Upington Campus**  
P. O Box 2468  
Upington  
8800  
Roman Catholic Church-Le Roux Street  
Upington  
8800  
Tel: +27 54 332 3304

**Secunda Campus**  
P O Box 3595  
Secunda  
2302  
8 Carel Bosch Street  
Secunda  
2302  
Tel: +27 17 631 1990

**Ekhuruleni Campus (Isando)**  
Private Bag X025  
Kempton Park  
1619  
24 Plane Road  
Kempton Park  
1620  
Tel: +27 11 929 7400

**Web: Address: <http://www.vut.ac.za>**