



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

MEMORANDUM

Finance

Credit Management

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To: Parent/Guardian/Student
CC: CFO
From: Vaal University of Technology
Date: 12/1/2021
Subject: 2022 Registration Guidelines

Dear Parent/ Student

The University is humbly requesting all parents/guardians/students to pay outstanding fees. In order for VUT to be able to offer best services to its students and to be, enable to cover operational costs for financial sustainability of the University.

Below are the payment guidelines for all students new and returning for 2022 registration:

1. POLICY ON PAYING FEES FOR NATIONAL AND INTERNATIONAL STUDENTS

The tuition fees are subject to increase of 4.23% and residence fees are subject to increase of 6.23% for academic year 2022. It should be noted that VUT will have an annual student registration only for 2022 going forward. i.e . single registration will take place.

1.1 PAYMENT AGREEMENTS (Refer to Student fee booklet)

The current debt of the accounts after registration is payable as follows:

Courses:

- 25% of the account by 31 March
- 50% of the account by 31 May
- 75% of the account by 31 July
- 100% of the account by 30 September

1.2 International students

- a) Senior students to pay 100% historical debt + 75% current year fees.
- b) Remaining current debt (25%) for seniors to be divided per remaining months until end of September 2022.

1.3 National students

Senior student who owes:

- a) Student who can settle the **full outstanding balance** by the 15 December 2021 will receive 7% discount and use it to cover portion of 2022 tuition fees.
- b) Student who could not settle outstanding balance by the 15 December 2021 and owes R 5 000 or below to pay 100% and 2022 fee to be paid in line with VUT fees booklet policy.
- c) Student who could not settle outstanding balance by the 15 December 2021 and owes R 5 001- R 10 000 to pay 50% and remaining balance to be settled by 30 June 2022, 2022 tuition fees to be settled according to VUT fees booklet policy.
- d) Student who could not settle outstanding balance by the 15 December 2021 and owes R 10 001 and above to pay 40% and remaining balance to be settled by the end of 1st semester, 2022 tuition fees to be settled according to VUT fees booklet policy.
- e) Student (new or senior) who does not have any bursary/scholarship will not to be allowed to stay at residence.

2. STUDENTS WITH AOD IN PLACE (Acknowledgement of Debt).

2.1 Students who honoured payment arrangements

- a) Approved NSFAS /Bursary funded students covered for 2022 tuition fees to continue with existing payment arrangements in place provided that the minimum payment is reasonable for the remaining historical debt and be permitted to register.

2.2 Student who dishonoured payment arrangements

- a) NSFAS/Bursary funded student with 2020 or prior historical debt and approved for 2021 and 2022, defaulted in respect of the existing payment arrangements will be required to settle defaulted amount in full prior to been allowed to register.
- b) All students who could not pay in line with 2021 Memorandum of agreement have defaulted must first catch up payment arrangement and must pay according 1.3 (b-d) above of the document.

3. WIL STUDENTS

- 3.1 Student who wants to register In-service training towards completion of the qualification whilst owing must be permitted upon receiving proof of confirmation and provided that the In-service registration fee is paid plus required amount according section 1.3 (b-d) above and AOD is signed to pay on monthly basis and
- 3.2 Should the student default, the student should not be allowed to add P2 module until the arrears are settled in full.
- 3.3 WIL students and students doing national diplomas might be assisted through the office of Resource & Mobilization & Financial Aid. This will depend on available resources.

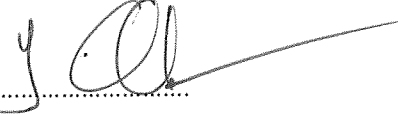
INFORMATION REQUIRED BY VUT

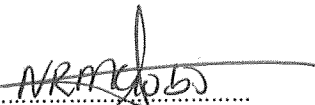
- 4. Parent/Guardian or Student must complete AOD and Surety form with supporting documents for 2022 Registration. Upon approval by management, the student will proceed with registration. This applies to all arrangements to be entered with parents/guardians/students.

Forms are available at www.vut.ac.za/credit-management to download and student to upload on ITS Enabler and upon completing the process, send email to credit-management@vut.ac.za.

- 5. International Office to verify and confirm the documents of the foreign student prior making payment arrangements to mitigate fraud.

On behalf of VUT Management

Signature 
Mr Y Ahmed
Director: Finance

Signature 
Ms N.R Mgobo
Chief Financial Officer