

UNIVERSITY OF THE FREE STATE

2012

FEES YEARBOOK

BLOEMFONTEIN CAMPUS

OFFICIAL ADDRESS:

All correspondence regarding financial matters must be addressed to:

The Senior Director of Finance
University of the Free State
PO Box 339
BLOEMFONTEIN
9300

Your student number must always be mentioned in all correspondence with the University.

	IMPORTANT INFORMATION
1.	CONTACT DETAILS
1.1	TUITION FEES
	<p>Undergraduate students: 051 401 3003 051 401 2806 051 401 2817 051 401 9090 051 401 9669 051 401 9670</p> <p>Postgraduate students: 051 401 9537</p> <p>Employee and Council Bursaries: 051 401 9668</p> <p>Fax number: 051 401 3579</p> <p>Email: tuitionfees@ufs.ac.za</p>
1.2	HOUSING AND RESIDENCE AFFAIRS
	051 401 3455 051 401 3562
2.	WHERE TO PAY
2.1	ABSA BANK
	Name of account: University of the Free State Branch code: 630734 Account number: 1570 151 688 Reference number: One of the following: <ul style="list-style-type: none"> • 100 directly followed by student number for tuition and residence fees • 101 directly followed by student number for meals • 102 directly followed by student number for books
2.2	INTERNET
	Register University as beneficiary. Use ABSA bank details as in 2.1.
2.3	ONLINE CREDIT CARD PAYMENT FACILITY
	Address: http://studentportal.ufs.ac.za/
2.4	CASHIERS: THAKANENG BRIDGE
	Monday to Friday: 08:30 – 14:30
2.5	POST OFFICE
	Any branch Reference number: Student number
2.6	FAX PROOF OF PAYMENT TO
	051 401 3579 or 086 642 6479

3.	RULES REGARDING FEES
3.1	Although the information contained in the Yearbook has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions.
3.2	All university fees are determined by the Council, but may be amended at any time. The amended fees will be payable on request
3.3	Fees are payable in full, irrespective of whether any services rendered by the University are disrupted by circumstances beyond the University's control, such as strikes, student boycotts, public unrest or any other disruption on campus.
3.4	<p>PAYMENT DATES</p> <p>Tuition and residence fees are calculated per semester. All fees must be paid as follows, regardless of whether or not an account was received. (It is the responsibility of the student to supply the University with his/her correct contact details and to make enquiries should he/she not receive an account.)</p> <p>First semester: all fees for the first semester are payable on/before 31 March.</p> <p>Second semester: all fees for the second semester are payable on/before 31 August.</p> <p>All other fees are payable not later than the end of the month, following the month in which the transaction took place as indicated on the account, unless specifically stipulated otherwise in the regulations.</p>
3.5	<p>INTEREST CHARGED TO OVERDUE ACCOUNTS</p> <p>Failure to pay on the set dates shall entitle the University, irrespective of the exercising of any other rights, to charge interest at an interest rate of not more than 2% per month, capitalised in arrear, until date of payment, unless the National Credit Act 34 of 2005 prescribes a lower maximum interest rate, in which case such lower maximum allowable interest rate shall apply.</p>
3.6	<p>OFFICIAL REGISTRATION</p> <p>The registration of a student becomes official once the required fees have been paid and the student has received an official proof of registration and receipt.</p>
3.7	<p>FEES IN ARREARS</p> <p>If a student is in arrears with the payments on any of his/her accounts with the University, the University has the right, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, to refuse to mark any examination papers and to withhold statements of results, study records, certified examination timetables and examination results, until the amounts in arrears have been paid to the University.</p> <p>Certificates of conduct, certified statements and certificates for degrees/diplomas will only be issued once all fees have been paid to the University.</p>
3.8	<p>REREGISTRATION</p> <p>If a student has not settled his/her previous year's account(s) in full, the University may, irrespective of whether or not the student has arranged for extension of time or otherwise, refuse his/her re-registration until the said account(s) is/are settled in full.</p>
3.9	<p>DEFAULT OF PAYMENT</p> <p>Should a student fail to settle his/her account(s) with the University, the University shall be entitled, notwithstanding any other rights, to hand over the account(s) to an attorney for collection.</p>
3.10	<p>DISCIPLINARY MEASURES</p> <p>A student remains financially liable even if prevented by any University regulation or rule from continuing his/her studies.</p>
3.11	<p>BURSARIES AND LOANS</p> <p>The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with University regulations. Bursars have to provide their sponsors with details of their accounts. If a sponsor does not pay a student's account in time, interest will be charged and debited to the account and the student or his parents or guardian will be responsible for the payment of such interest.</p>

University of the Free State: Bloemfontein Campus: Fees 2012

1. Application fee	
Payable upon application for admission. The application fee is non-refundable.	
1.1 UNDERGRADUATE STUDENTS	
SA students	180.00
International students (SADEC and non-SADEC)	385.00
1.2 POSTGRADUATE STUDENTS	
SA students	265.00
International students (SADEC and non-SADEC)	470.00
2. Payments prior to registration	
Payments in advance are payable five working days prior to registration. Should the tuition fees be less than the amounts required, the full amount is payable.	
2.1 Undergraduate, Honours, Diploma: <u>Residential</u> Students	
SA students	9955.00
International students (SADEC and non-SADEC)	16128.00
2.2 Undergraduate, Honours, Diploma: <u>Non-residential</u> Students	
SA students	5270.00
International students (SADEC and non-SADEC)	9100.00
2.3 Magister & Doctoral Degrees: <u>Residential</u> Students	
SA students	7775.00
International students (SADEC and non-SADEC)	12858.00
2.4 Magister & Doctoral Degrees: <u>Non-residential</u> Students	
SA students	3090.00
International students (SADEC and non-SADEC)	5830.00
2.5 <u>Students receiving FINANCIAL AID</u> (SA students only)	
In cases where financial aid (bursary/loan) is received, the amount payable in advance will be reduced by the amount of the financial aid. Proof of financial aid must be faxed to 051 401 3579 five working days prior to registration. The original proof of the bursary/loan must be presented upon registration.	
3. Levy for international students	1560.00
Additional administration levy for all international students. This levy is payable before registration and is not refundable.	
4. Late registration fee	180.00
If approval for registration of a module is granted to a student after the closing date for registration, an additional amount per module for late registration will be charged.	

5.	Minimum cost charges in case of discontinuation of studies	1330.00
If a student cancels all his/her courses before 15 February , he/she will be held liable for the minimum cost charges.		
6. Cancellation/discontinuation of studies / modules		
Notice of discontinuation of academic registration can be given as follows:		
<ul style="list-style-type: none"> • Students may cancel/discontinue modules themselves on the PeopleSoft self-service page (www.ufs.ac.za/register2012) throughout the year of registration. • A notice of discontinuation of academic registration may be submitted to the administrative faculty officer concerned in the George du Toit Administration Building. • A student who has already left the University must send the notice by registered post to: The Senior Director: Student Academic Services PO Box 339 BLOEMFONTEIN 9300 		
NB: The date on which the notice is handed in at/received by the University will be considered the date of notification for the purposes of calculating the amount due.		
NB: Cancellations received by fax, e-mail or telephonic cancellations will not be accepted.		
The due dates for course/module cancellations are as follows:		
<u>First Semester Modules:</u>		
Cancellation after 15 February		
No credit will be granted for 1 st semester module fees		
<u>Second Semester Modules:</u>		
Cancellation after 15 August		
No credit will be granted for 2 nd semester module fees		
<u>Year Modules:</u>		
Cancellation after 15 February, but before 15 August		
50 % credit will be granted for year module fees		
Cancellation after 15 August		
No credit will be granted		
7. PROGRAMME PRICES		
The cost per programme is the <u>average</u> cost per year.		
Tuition fees are charged per module.		
Programme prices will vary according to the modules registered for.		
Quotations can be obtained at http://studentportal.ufs.ac.za .		
International non-SADEC students pay the actual module price + 50 %		
7.1 Humanities		
BA General	18423.00	
BA Human Movement Science	16803.00	
BA Drama & Theatre Arts	17900.00	
BA Media Studies	20479.00	
BA Marketing Communication	19782.00	
BA Political Transformation	18191.00	
BSocSc	18138.00	
B Social Work	15964.00	
Average per year	18210.00	

7.2	Economic and Management Sciences	
	BAcc	23100.00
	BAdmin (3 years)	18520.00
	BAdmin (4 years)	17775.00
	BCom (3 years)	21026.00
	BCom (4 years)	18025.00
	BComAcc	21973.00
	BCom Economics	22200.00
	BCom Entrepreneurship	18706.00
	BCom General Management (3 Years)	20946.00
	BCom General Management (4 Years)	25533.00
	BCom Human Resource Management	20040.00
	BCom Investment Management and Banking	22120.00
	BCom Law	23933.00
	BCom Marketing	18466.00
	BML	21911.00
	Average per year	20951.00
7.3	Law	
	LLB	22901.00
7.4	Natural and Agricultural Sciences	
	BArchStud	24635.00
	BSc Quantity Surveying	27538.00
	BScAgric	20788.00
	BSc Consumer Science	21983.00
	BSc Geology	22011.00
	BSc Microbiology	21939.00
	BSc Information Technology	21942.00
	BSc Chemistry, Physics & Biology	21828.00
	Average per year	22833.00
7.5	Education	
	BEd	17625.00
7.6	Theology	
	BTh	17950.00
7.7	Health Sciences	
	B Optometry	24573.00
	BSc Occupational therapy	23949.00
	BSc Dietetics	25265.00
	BSc Physiotherapy	21955.00
	Average per year	23936.00
	MB,ChB average per year	31305.00
	MB,ChB total for 5 years	152517.00
7.8	HONOURS DEGREE	
	Cost of degree over 1 year	16876.00
7.9	MASTER'S DEGREE	
	Cost of degree over 2 years	15462.00
	Year 1	7731.00
	Year 2	7731.00
7.10	DOCTORAL DEGREE	
	Cost of degree over 3 years	15908.00
	Year 1	5303.00
	Year 2	5303.00
	Year 3	5303.00

8. OTHER ACADEMIC FEES		
8.1 Notes and study material		
The prices of supplementary notes cannot be quoted, as these prices are not fixed. Study material/notes are automatically prepared when students register and charged to the tuition fees account accordingly. It is the student's responsibility to collect the study material. Fees charged for notes cannot be credited in case of cancellation/discontinuation of modules.		
8.2 Departmental fees		
In some courses fees are payable for specific training-related expenses in addition to tuition fees. All enquiries in connection with such fees must be addressed to the department concerned.		
8.3 Writing examinations at other centres		
Fee payable by a student to whom, in an exceptional case, special permission is granted to write an examination at a centre other than Bloemfontein.		325.00
The actual expenses incurred by the remuneration of invigilators must also be paid. When more than one student write an examination at the same time and at the same place (i.e. during the same examination session), invigilators' fees will be payable by the students jointly. Admission and invigilators' fees do not apply to BEd students writing examinations in Welkom and Kimberley.		
8.4 Change of module code		
If a student used a wrong code, e.g. ENG instead of ENS or AFN115 instead of AFN215, the correction will be made after the expiry date at an additional fee per module code, which will be added to the tuition fees.		70.00
8.5 Renting of academic dress		
Gown		175.00
Mortarboard		70.00
Hood		70.00
8.6 Posting of qualification received in absentia		
National		110.00
International		130.00
8.7 Issuing of duplicate certificate		
		225.00
8.8 Issuing of additional Official Academic Report		
8.8.1 Academic record		30.00
8.8.2 Transcript		220.00
9. HOUSING & RESIDENCE AFFAIRS		
9.1 Junior residences per year		
Single		15980.00
Double shared		14345.00
The student or his/her parent/guardian or both are responsible for the full accommodation fee for the accommodation period.		
9.2 Senior residences and living units per month		
Single room: Small		1500.00
Medium		1590.00
Large		1690.00
Extra large		1775.00
Double room: Single		2415.00
Shared		1215.00

9.3	Pres Steyn Units per month	
	Single room: Extra small	1735.00
	Small	1890.00
	Medium	2095.00
	Large	2415.00
	Paraplegic	2745.00
	Double room: Single	3490.00
	Shared	1750.00
	Paraplegic single	3570.00
	Paraplegic shared	1795.00
	Tariffs for living units in different buildings are available on request. Residential students have to familiarise themselves with all policies regarding accommodation.	
9.4	Accommodation during vacations	
	Tariff per day	40.00
9.5	Reservation deposit	
	Junior residences	1300.00
	Rent rooms and living units Deposit is equal to one month's rent. When the offer of accommodation is accepted, the reservation deposit is payable. The reservation deposit will be forfeited when a student to whom accommodation has been allocated and for whom a place has thus been reserved does not show up or cancels his/her place after 31 December. The reservation deposit may be used at the sole discretion of the University to recover any contingencies resulting in costs, losses, damages, penalties, etc. The reservation deposit will be refunded if the student: a) does not comply with the admission requirements; b) was not selected for a specific programme; c) dies; d) submits a satisfactory medical certificates as motivation for cancellation; e) leaves at the end of his/her term of accommodation. The deposit will be transferred to the student's tuition fees account and if this results in a credit on the account, the credit may be paid out on request.	
9.6	Electricity levy for fridge in residence (per year)	205.00-255.00
9.7	Reserved parking for residential students	
	Fee is not refundable when student vacates residence.	370.00
9.8	Accommodation costs in case of cancellation of studies If a student who is staying in a residence cancels his/her courses, the actual accommodation cost until date of vacating the residence is payable.	
10.	OTHER FEES	
10.1	Campus levy	
	Residential students	220.00
	Non-residential students	140.00
	Postgraduate students, e-learning students and students registered at the Centre for Education Development who do not reside on campus do not pay a campus levy.	

10.2	Meal fees	
	Advance on meals	200.00
	To ensure that residential students can obtain meals at the beginning of the year, an amount is credited to the meal money account of each student and made available on the student card.	
	This amount is debited against the student's tuition fees account and is payable.	
	Money for meals (all students)	
	Money for meals can be paid into a separate account in advance. The amount paid is transferred to the student's student card. The student card can be used to purchase meals at the dining halls or from suppliers at the Thakaneng Bridge.	
	At the end of each academic year, the credit available on a student's meal money account will automatically be transferred to his/her tuition fees account.	
10.3	Books	
	Money for books can be paid into a separate account in advance. The amount paid is transferred to the student's student card. The student card can be used to purchase books from suppliers at the Thakaneng Bridge.	
	At the end of each academic year, the credit available on a student's book money account will automatically be transferred to his/her tuition fees account.	
10.4	Handling fees for refunds and payout of credit balances	
	PAYOUT OF CREDIT BALANCES ON STUDENT ACCOUNTS	
	From time to time, a credit balance appears, for whatever reason, on the account of a student at the University of the Free State. The student concerned then requests that the amount be paid out to him or her.	
	Any credit balances on student accounts will only be paid out if -	
	<ol style="list-style-type: none"> 1. all the outstanding university fees (e.g. tuition fees and accommodation costs) of the student concerned have been paid; and 2. the necessary documentation, as prescribed by the Finance Department of the University of the Free State, has been properly completed and submitted to the Department; and 3. official confirmation of banking details (bank statement/letter) is submitted together with the refund request form. 	
	Furthermore, credit balances will only be paid out to the person confirming on the application for admission that he/she is responsible for payment of the student's fees (" the Payer "). Credit balances will not be paid out to any other person without the written permission of the Payer.	
	Credit balances on the accounts of students studying with the aid of bursaries or student loans will only be paid out to the student with the written permission of the entity which granted the bursary or loan to the student.	
	The processing of a refund request takes a minimum of 5 working days .	
	Handling fees of refunds:	
	Refunds R1 - R5 000	55.00
	Refunds R5 001 – R10 000	110.00
	Refunds R10 001 – R15 000	165.00
	Refunds R15 001 >	220.00
9.5	RD cheque	135.00
	In cases where banks refer cheques back to the drawer, the costs will be debited to the student's tuition fees account.	

9.6	SRC PROJECT (Student diary)	50.00
9.7	Cost to replace a lost student card	50.00
9.8	Parking disk	
	All students who park motor vehicles or motorcycles on campus must display a parking disk on the vehicles.	35.00
9.9	Discount on tuition and/or accommodation fees	
	If three or more students who are dependants from the same family (children, stepchildren, adopted children, but excluding children-in-law or married children) study at the University and/or reside in University residences simultaneously, the following discount will be allowed (only on the amount payable for residing in a residence and on modules the students are registered for):	
	• Three students	10 %
	• Four or more students	15 %
	The following conditions for granting a discount will be applied:	
	A discount may only be claimed for full-time undergraduate students.	
	All dependants/students must be under 26 years of age.	
	Students who receive any other form of financial aid with regard to tuition and/or accommodation do not qualify for this discount.	
	The discount will be recalculated should one or more of the aforementioned students discontinue their studies or leave the residence.	
	A written application for the discount, containing full particulars of the students concerned, must be submitted.	
	A discount may only be claimed for the current academic year.	