



**UNIVERSITY OF
ZULULAND**



STUDENT FEE GUIDE 2019



RESTRUCTURED FOR RELEVANCE



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CONTACT INFORMATION

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FEE ENQUIRY AND CASHIERS

OFFICE HOURS:

Monday to Friday: 08H30 – 15H00

1. FEE CLEARANCE

1.1 Outstanding Fees

Returning students must ensure that all outstanding fees up to 31 December 2018 are paid in full prior to registration.

Fees for 2019 must be paid as follows:

30 June 2019 - 50% of outstanding fees (annual registrations) or 100% of fees if registered for semester 1 only;

30 November 2019 – Total balance outstanding must be settled.

Failing which, examination results together with registration for the 2nd semester may be withheld.

1.2 Financial Appeals for Registration (Payment Plans)

Students who are not able to meet any of the above, may, only as a last resort, apply for payment arrangements.

Applications are made on-campus at the Student Accounts Offices and University notices are sent out informing students of applicable dates. Students defaulting on any of the arrangements/undertakings may be de-registered and/or refused registration for the second semester.

1.3 Bursaries and Loans

1.3.1 Important Conditions

- 1.3.1.1 Tuition and residence fees are a first charge on any scholarship, bursary or loan granted by the University or paid to the University, for the benefit of students.
- 1.3.1.2 Any credit balances on student accounts will only be paid out if all university fees (e.g. tuition fees and accommodation costs) have been paid.

- 1.3.1.3 The official refund request form and the necessary documentation, as prescribed by the Finance Department of the University of Zululand, must be properly completed and submitted to the Student Accounts Department.
- 1.3.1.4 If students are studying with a bursary or loan, credit balances on the accounts will only be paid out to them with the written permission of the entity that granted the bursary or loan.
- 1.3.1.5 A valid student identity card must be produced for enquiries and other services at the Student Accounts Office.

1.4 NSFAS Funded Students

- 1.4.1 First Time Entrants who have been approved for NSFAS funding will be cleared for registration once the University receives a list from NSFAS.
- 1.4.2 Senior or continuing students will be rolled over on the NSFAS online system. Students should ensure that their academic performance meet the required minimum standards to continue their studies at the university i.e. to pass a minimum of 50% of modules registered in the previous year.
- 1.4.3 Only NSFAS approved students who do not have outstanding fees from the previous year will be cleared for registration.

1.5 External Bursaries and Scholarships

- 1.5.1 An award letter addressed to the University should be obtained from each sponsor on an official letterhead and company stamp with the relevant signature, confirming the details of the award (i.e. tuition, books, meals, etc.) and the amount of funding, clearly

indicating that the funds will be paid TO THE UNIVERSITY (NOT THE STUDENT). This must be submitted to the Student Funding Offices at least three (3) days prior to Registration for early financial clearance.

1.6 Merit awards

1.6.1 Merit awards may be awarded by UNIZULU to students who performed exceptionally in the previous academic year or year last registered. The primary requirement to qualify for a merit award is academic performance and neediness is of secondary importance. The Merit Awards are considered and approved by the Bursary Committee.

2. PAYMENT OF TUITION & RESIDENCE FEES

2.1 Payment prior to Registration

Students need to make use of payment methods listed below. Ample waiting period must be allowed for fee clearance depending on the payment method chosen.

1. Direct deposit – overnight clearance
2. EFT - 48 hours
3. Foreign payment – 2 weeks

2.2 University bank account details

2.2.1 University bank account details for Self-funded Students **(NOT FOR SPONSOR DEPOSITS)**

Bank	:	ABSA Bank
Branch	:	Empangeni
Branch Code	:	632005
Account Number	:	1880 000 051
Reference	:	Student Number ONLY

Students must write their student numbers clearly on the deposit slip. An **original** bank stamped deposit slip must be produced in the case of a query.

2.2.2 University bank account details for Sponsor Deposits **(NOT FOR SELF-FUNDED STUDENTS)**

Bank	:	ABSA Bank
Branch	:	Empangeni
Branch Code	:	632005
Account Number	:	1880 000 035
Reference	:	Name of the Sponsor
Email proof of deposit	:	MbokaziN@unizulu.ac.za
& contact details	:	035 902 6304

2.2.3 Payment via the Internet should be made at least forty-eight (48) hours prior to registration and the student number must be quoted as the “Beneficiary reference”.

2.3 Payment at the University Cashier

The University ONLY accepts debit card and credit card payments at the Cashier Office. Please note that no University official accepts cash deposits on campus

2.4 Payment – NSFAS Funding; Scholarships and Bursaries

It is the responsibility of the student to check that their academic registration is correct and to also regularly monitor their fee balance and ensure that their funding is processed before each semester results are released.

NSFAS and other bursary funding must be paid in the relevant academic year. Late awards and retrospective payments in the New Year might delay registration due to budgets and accounting procedures that are finalized by the year end.

3. FEE BALANCE ENQUIRY

- 3.1 Students may receive their fee balances via SMS by sending the following SMS text to the number 34763. Type in: UZ, 2019xxxxx, B (i.e. the letters UZ, followed by a space, followed by their student number, followed by a space, followed by the letter B).
- 3.2 Email: fees@unizulu.ac.za with your student number followed by the words: FEE ENQUIRY in the subject box, e.g. 2019xxxxx FEE ENQUIRY
- 3.3 Fees Statements are available on-line. Steps to retrieve it are as follows:

Go to www.unizulu.ac.za
Log onto Student I-Enabler.

Click on Student Enquiry (Tab to the left).

Click on Summarize Statement of Account.

Your fee balance will appear. Click on FEE to get your full statement.

4. TUITION FEES

Fees are charged per module on a semester basis for undergraduate students. Tuition fees include laboratory fees and examination fees (excluding re-examination fees), library subscriptions, student facilities and personal accident insurance. Charges relating to the provision of additional material, e.g. supplementary/lecture notes, field trips, practical fees, where applicable, will be raised separately, depending on the particular modules for which students are registered. Prescribed text books are explicitly excluded from the definition of tuition fees.

IMPORTANT: PLEASE NOTE

The fees listed are for guideline purposes only. They indicate the approximate amounts payable by students who are registered for a full year on a full-time basis. The actual fees payable by a student will depend on the specific modules for which the student has registered during the year.

In the event of an error or omission, the full fees as calculated by the University are payable.

4.1 Bachelor's Degree (per module)

Arts	R3 195
Commerce, Administration & Law	R3 195
Science and Agriculture	R3 195
Education	R2 395

4.2 Postgraduate Qualifications

Postgraduate Certificate in Education (PGCE)	R11 976
Honours Degree	R11 976

4.3 Masters

Year of first registration	R6 500
Each subsequent year thereafter	R3 500

4.4 Doctorates

Year of first registration	R6 500
Each subsequent year thereafter	R3 500

5. MISCELLANEOUS FEES

Miscellaneous fees are charged for specific purposes and are used to support the services charged.

Special or Re-examination	R293
Exemption	R53
Re-marking fees	R199
Certified statements	R53
Academic record	R42
Advanced statement for degrees	R53
Status fee	R80
Duplicate of certificates	R430
Graduation in absentia	R293

6. RESIDENCE FEES

Prices quoted are averages for residence.

6.1 On-campus (KwaDlangezwa)

New East Residence	R26 585
Double Room-Nqubeko	R18 931
Double Room-Siqalo	R16 448
Single Room-Old Residence	R14 246
Double Room-Old Residence	R12 819
Common Room-3 sleeper	R11 047
Common Room-4 sleeper	R9 681
Common Room-5 sleeper	R8 597
Common Room-6 sleeper	R8 007
Sub-F	R11 259

6.2 Off-campus accommodation

The University also offers accommodation provided by various external service providers that meet the minimum requirements as prescribed. The cost of the external service providers are passed on by charging it to the relevant student account.

7. WITHDRAWAL FROM THE UNIVERSITY

- 7.1 The University is not obliged to grant any refund of fees to students who withdraw from the University. Any refund may, however, be granted, provided the University is notified in writing on the OFFICIAL WITHDRAWAL FORM. Students who withdraw from University without completing a withdrawal form will remain liable for the payment of fees due for the duration of the modules registered for.
- 7.2 A request for a refund can be collected, completed and submitted to the Student Accounts Office in writing using the prescribed form. Attached to this prescribed form, a bank statement and the latest student fees account is needed to facilitate speedy processing of the refund.
- 7.3 Funds from third parties (i.e. employers, governmental agencies, payment plan servicers, any sponsors, etc.) must be received and paid to the student account before a refund can be issued back to them. The refund amount will be the amount paid by the student or sponsor less the amount billed on the students' account depending on the time the withdrawal becomes effective.

Students will be liable for module cancellation fees per the table below:

02 Jan 2019 – 28 Feb 2019	Full (100%) charges for tuition will be reversed.
01 Mar 2019 – 29 Mar 2019	75% charges for tuition will be reversed i.e. only 25% of the modules charged will be the liability of the student in the fee account.
01 Apr 2019 – 30 Apr 2019	50% charges for tuition will be reversed i.e. only 50% of the modules charged will be the liability of the student in the fee account.
01 May 2019 – 31 May 2019	25% charges for tuition will be reversed i.e. 75% of the modules charged will be the liability of the student in the fee account.
01 Jun 2019 – 30 Nov 2109	All fees payable in full by the student.

Note: Accommodation charges will still be levied for the period up to the end of the term within which the student withdraws.

8. GUIDELINES FOR SPONSORS

- 8.1 NSFAS has implemented a national allowance structure that is applicable to all universities. The University will apply the national approved allowances by NSFAS.
- 8.2 Allowances by sponsors other than NSFAS: The University can administer allowances i.e. books; meals; etc., and arrangements can be made where funding for such allowances are paid directly to the University to disburse the allowances to students monthly (Meal & Transport Allowances) and once-off for Books/ Electronic Devices.

9. INTERNATIONAL STUDENTS

An international student is defined as a student who is not a national of the Republic of South Africa and consequently requires a permit to enrol at a South African University. This definition includes SADC* students. The fees quoted in this booklet are costs for the 2019 academic year. When budgeting for the year students should consider all other fees that they are likely to incur.

International students must pay the minimum initial payment for tuition and residence prior to registration.

***SADC member countries are Angola, Botswana, and the Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe. For purposes of this clause the SA Government also treats Rwanda as a SADC country.**

Medical Health Cover

It is compulsory for international students to obtain medical health cover. It is required to provide proof of cover for the full calendar year, i.e. from 01 January to 31 December of that year or for 6 months if only registering for one semester at the university.

Medical Health Cover is one of the requirements when applying for a study visa at the South African High Commission in your country. Please be advised that without Medical Health Cover you will not be granted a study visa.

It is thus advisable to make the necessary financial arrangements for the medical health cover prior to applying for a study visa.

10. DATES TO NOTE (please refer to official University calendar)

14 Jan 2019 – 01 Feb 2019	Registration for first time entering & returning undergraduate students.
11 Feb 2019 – 15 Feb 2019	Final Date for modification of undergraduate modules and programmes.
30 Apr 2019	25% of outstanding fee paid.
30 Jun 2019	50% of outstanding fee paid (or 100% of fees if registered for semester one only).
15 Jul 2019 – 17 Jul 2019	Second semester registration for returning students.
30 Sep 2019	75% of outstanding fee paid.
30 Nov 2019	Due date for payment of ALL Fees



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