



UNIVERSITY OF TM
KWAZULU-NATAL

INYUVESI
YAKWAZULU-NATALI

**LOCAL and SADC
STUDENT FEES
GUIDE FOR
2013**

CONTACT DETAILS

Postal Address: University of KwaZulu Natal
Private Bag X54001
Durban
4000

Email: edgewoodfees@ukzn.ac.za , medschfees@ukzn.ac.za,
westvillefees@ukzn.ac.za, howardfees@ukzn.ac.za,
pmbfees@ukzn.ac.za

Fax: Westville 031 260 7641
Edgewood 031 260 3482
Howard 031 260 3099
Medical School 031 260 4224
Pietermaritzburg 031 260 5153

Website: <http://www.finance.ukzn.ac.za>

Telephone: 031 260 3699

Fee Enquiry and Monday to Fridays 8H30 – 15H30
Cashiers Office

Hours:

Student Self Help sc.ukzn.ac.za
Service:

SCHEDULE OF STUDENT FEES

2013

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IMPORTANT TERMS AND CONDITIONS

1. The Council of the University reserves the right to amend all fees, without giving prior notice, during the course of the academic year.
2. All fees are payable in full, irrespective of whether the academic programme is interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest, or other disruption on campus. Full fees are payable in the case of suspension or expulsion of a student resulting from any disciplinary measures.
3. Although the information in this Student Fees Guide has been compiled as carefully as possible, the University accepts no responsibility for any errors or omissions.
4. Subject to the University granting consent to late registration, a late registration penalty of R440 will be imposed for registration processed on or after **25 February 2013 (first semester)** and **07 August 2013 (second semester)**.
5. Only Bank Guaranteed Cheques will be accepted at our university cashiers.
6. Students who have outstanding balances from the previous year, or students who have not, by due date, paid the required registration for the current year, will not be permitted to register until the total outstanding amount and / or the registration deposit has been paid in full. Payment may be made in cash, bank guaranteed cheques, bank transfer and credit cards.
7. Students who are indebted in any manner whatsoever to the University, will have their examination results together with their degree or diploma certificate withheld.
8. Students, parents, guardians and/or sureties in breach of these terms and conditions shall be liable to pay all legal costs incurred by the University as a result thereof, based on the prevailing attorney and client scale, in consequence of which their details may be forwarded to credit-rating bureaus.
9. Fee Statements will be sent quarterly. By virtue of signing the registration form, the student (if self-supporting), parent, guardian or surety accepts responsibility for payment of all fees by the due dates, irrespective of whether an account has been rendered or not. It is the responsibility of the student to inform the University of his/her correct address/postal address or changes thereto and to make enquiries regarding the fee account timeously.

10. All students are required to provide the University with valid bank account details for refund purposes, i.e. bank name, branch code, bank account number and account type. Request forms may be collected from the Fees Office on all campuses. Bank and other charges arising from incorrect details provided will be for the student's account.
11. The University only refunds surplus money on request. Such refunds will be made electronically into the student's/parent's or sponsor's bank account and no cash or cheque refunds will be considered. The maximum limit per refund is R60 000.00.
12. Interest is calculated in terms of the provisions of the National Credit Act No. 34 of 2005 and will be charged as follows:
 - From 1 July 2013 on amounts outstanding for the first semester; and
 - From 1 October 2013 on amounts outstanding for second semester;
 - From 1 January 2013 on all accounts still outstanding for previous years

Students are urged to acquaint themselves with the requirements governing withdrawal from the University and/or Residence, refer to pages 15 and 17 of this booklet.

TERMS OF PAYMENT

1.1 TUITION FEES

1.1.1 ACCEPTANCE DEPOSIT

A non-refundable acceptance deposit of R500 is required from first-time candidates at this University to secure a place offered for the 2013 academic year and is payable on submission of the firm acceptance of offer form.

1.1.2 REGISTRATION DEPOSIT

A registration deposit of **R3 250** is payable by all students, other than NSFAS loan students, on or before registration.

1.2 RESIDENCES

- | | R |
|---|----------|
| 1.2.1 Initial deposit required on or before Registration: All students | 2750 |
| 1.2.2 Any residence fees outstanding for the first semester must be settled in full by no later than 31 May 2013 , failing which examination results will be withheld and interest at the prevailing rate will be charged. | |

1.2.3 Second semester fees are payable by **31 August 2013** for returning students.

1.2.4 All residences are self-catering. Crockery, cutlery, pots, pans and linen are not supplied.

1.3 **EDU-LOAN AND BANK LOANS**

Self-funded students may apply to:

Edu-Loan Howard College (031- 2602571)

Edu-Loan Westville Campus (031- 2608801)

National office telephone number 0860 555544

Students can apply to any bank for a study loan.

1.4 **REGISTRATION APPEALS COMMITTEE**

Students who are not able to meet any of the above, may, only as a last resort, apply to the 'Registration Appeals Committee' for assistance. Applications are on-line and university notices are sent out during the latter part of the current year informing students of start and closing dates.

1.5 **OUTSTANDING FEES**

Any fees and / or other charges outstanding for the first semester **must be settled in full** by not later than **31 May 2013**, failing which, examination results together with registration for the 2nd Semester may be withheld. Interest at the prevailing rates will apply.

Returning Students (2nd Semester 2013)

1.5.1 All fees are payable in full by **31 AUGUST 2013**.

1.5.2 Students registering for the **first time** in Second Semester **must pay fees in full** on registration.

1.6 **BURSARY OR LOAN STUDENT**

Students who have any form of Bursary or Loan which is payable directly to the University, must ensure that Student Funding has been notified in writing of the exact value of the Bursary or Loan prior to the first semester registration.

1.7 **ARRANGEMENTS/UNDERTAKINGS**

Students defaulting on any of the above arrangements/undertakings may be de-registered.

1.8 **FINANCIAL AID STUDENTS**

Students who have returned the completed 'Loan Agreement Forms' to the Student Funding Office, well in advance of the registration dates, will be granted early FINANCIAL CLEARANCE allowing them to proceed directly to the College for registration.

1.9 BANK LOANS AND SPONSORED STUDENTS

1.9.1 Bank Loan Students

1.9.1.1 Bank letters, addressed to the University confirming the amount of the loan which has been granted, clearly indicating that payment will be made TO THE UNIVERSITY (NOT THE STUDENT), should be **submitted to the Student fee Office** at least three (3) days prior to Registration for early financial clearance.

1.9.1.2 Where the bank makes payment of the loan directly to the student, financial clearance will not be granted until the minimum initial payment has been made into the fee account prior to Registration.

1.9.2 Sponsored Students (External Bursaries and Scholarships)

1.9.2.1 Confirmation/ Pledge letter from Sponsor

Award letter addressed to the University should be obtained from each sponsor on an official letter head and company stamp with the relevant signature, confirming the details of the award (i.e. 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 Centre Offices** at least three (3) days prior to REGISTRATION for early financial clearance.

1.10 PAYMENT PRIOR TO REGISTRATION

Payment must be made by direct deposit to the University Student Bank Account below, at least three (3) days prior to registration.

1.11 METHOD OF PAYMENT

Payment can be made as follow;

1.11.1 University Bank details for Self-funded Students (NOT FOR SPONSOR DEPOSITS)

Please use Standard Bank M65 deposit slip included in this guide on page 20.

1.11.2 Electronic Funds Transfer (EFT)/ Internet payments (FOR SELF FUNDED STUDENTS)

Bank	:	Standard Bank
Branch	:	Westville
Branch Code	:	045426
Account Number	:	053081072
Reference	:	Your Student Number ONLY

1.11.3 University Bank details for Sponsor Deposits (NOT FOR SELF-FUNDED STUDENTS)

Bank	:	Standard Bank - Main Account
Branch	:	Westville
Branch Code	:	045426
Account Number	:	053080998
Reference	:	SFC - Name of the Organization/Sponsor
Fax proof of deposit & contact details	:	031-260 7735 (Student Funding Centre-Westville) 031-260 2673 (Student Funding Centre-Howard)

Students must write their names and student numbers clearly in block letters on the deposit slip. A copy of a

deposit must be emailed to edgewoodfees@ukzn.ac.za , medschfees@ukzn.ac.za, westvillefees@ukzn.ac.za, howardfees@ukzn.ac.za, pmbfees@ukzn.ac.za, or dropped off at the student fee office on your campus. An ***original*** bank stamped deposit slip must be produced in the case of a query.

1.11.4 Payment via the Internet should be made at least five (5) days prior to registration and the student number quoted as the “Beneficiary” reference.

1.11.5 Payment can be made at the University Cashiers

Only bank guaranteed cheques will be accepted. Students/parents are liable for all related bank charges.

The student number and contact details MUST be noted on the back of all cheques and postal orders.

The University accepts Master Card, Debit Card, American Express and Visa credit cards. The following procedures apply:

1.11.6 The Cardholder may present the card at the Cashiers’ Offices on the various campuses **OR** payment may be made on a credit card authorization form.

For further information contact the cashier’s offices on the relevant campus.

1.11.7 Students can make payment via the UKZN website which will reflect on the student accounts immediately once payment is processed successfully.

Steps to follow:

- Click on the link (http://ibmprod.ukzn.ac.za:7771/pls/ukznint/w99pkg.mi_login?numtype=S)
- Log onto student iEnabler.
- Click on epayment.
- Read terms and conditions and accept.
- Submit payment.
- Enter payment details.
-

NB: Each step to be followed in sequence for transaction to be completed and successful.

1.11.8 **DEBIT ORDER FACILITY**

Students and parents can use the debit order system whereby the balance (with exception of the initial deposit) can be paid in eight equal instalments from 1 March to 1 October. The debit order application forms are obtainable from the student fees offices on all campuses or the UKZN Website. Completed forms must be returned to the student fee office on your relevant campus no later than the close of registration. The method of payment has the advantage of improving students/parents cash flow situation and no interest will be levied as long as the debit order is honoured. The debit order application form lists the conditions governing the facility and all applicants should note that any breach of the condition will result in the full balance of fees becoming due and payable immediately, without further notice.

1.12 Students may receive their fee balances via SMS by sending the following SMS text to the number 34763. Type in: Kzn 999999999 b (i.e. the letters Kzn, followed by a space, followed by their student number, followed by a space, followed by the letter b). Alternatively, you may call 082 236 3333/4444.

ACADEMIC FEES

Fees are charged by module on a semester basis. Tuition fees include laboratory fees, examination fees (excluding supplementary examination fees), library subscriptions, student facilities and personal accident insurance. Charges relating to the provision of additional text material, e.g. supplementary/lecture notes, field trips, copyright 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. Details of the charges for each module, as well as supplementary charges, may be obtained from the offices of the various Colleges, Student Fees and Student Academic Administration.

IMPORTANT: PLEASE NOTE

The fees listed are for guideline purposes only. They indicate the approximate amounts payable by students who are registered for the normal academic load 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 a material error or omission, the full fees as calculated by the University becomes payable. (Also see paragraph 3 of Important Terms and Conditions)

DEGREES

**Approximate
Annual Fees
R**

2. Bachelors (First year)		
Undergraduate		
2.1 College of Health Sciences		
2.1.2 B Communication Pathology : Audiology		27100
2.1.3 B Communication Pathology : Speech Language Pathology		27100
2.1.4 B Dental Therapy		26400
2.1.5 B Medical Science : Anatomy		27090
2.1.6 B Medical Science : Physiology		27990
2.1.7 B Occupational Therapy		33620
2.1.8 B Optometry		27320
2.1.9 B Pharmacy		30510
2.1.10 B Physiotherapy		29500
2.1.11 B Sport Science		25280
2.1.12 B Nursing		32520
2.1.13 B Nursing (Advance Practice)		35000
2.1.14 B Medicine & B Surgery		31760
2.2 College of Law and Management Studies		
2.2.1 B Laws		25980
2.2.2 B Laws (Part-time)		17800
2.2.3 B Admin		30720

2.2.4 B Business Administration	24460
2.2.5 B Business Science	26770
2.2.6 B Com	27880
2.2.7 B Com Accounting	26680

2.3 College of Humanities	
2.3.1 B Ed	24090
2.3.2 B A(General Studies)	32640
2.3.3 B A Cognitive Science	33240
2.3.4 B A Cultural & Heritage Tourism	27160
2.3.5 B A Drama & Performance Studies	27240
2.3.6 B A International Studies	27930
2.3.7 B A Music	28930
2.3.8 B A Music & Drama Performance	28960
2.3.9 B A Philosophy, Politics & Law	29050
<u>Bachelor of Arts in Politics, Philosophy and Economics</u>	
2.3.10 B A Visual Art	25680
2.3.11 B Soc Sc(General Studies)	27580
2.3.12 B Soc Sc Geography & Environmental Management	33980
2.3.13 B Soc Sc Government, Business & Ethics	23870
2.3.14 B Soc Sc Housing	28630
<u>B Soc Sc Industrial Organisational & Labour Studies</u>	
2.3.16 B Soc Sc Management & Communication Studies	24930
2.3.17 B Soc Sc Philosophy, Politics & Law	25930
2.3.18 B Soc Sc Psychology	27710
2.3.19 B Community & Development Studies	26050
2.3.20 B Architectural Studies	30740
2.3.21 B Music	29090
2.3.22 B Social Work	29880
2.3.23 B Theology	26130
2.3.24 B Soc Sc Extended Programmes	22320
2.4 College of Agriculture, Engineering and Science	
2.4.1 B Sc Eng: Agricultural	31070
2.4.2 B Sc Eng: Chemical	31210
2.4.3 B Sc Eng: Civil	31200
2.4.4 B Sc Eng: Computer	31340
2.4.5 B Sc Eng: Electrical	31340
2.4.6 B Sc Eng: Electronic	29580
2.4.7 B Sc Eng: Mechanic	31875
2.4.8 B Sc Land Surveying	31360
2.4.9 B Sc Property Development	31900
2.4.10 B Sc of Agriculture in Agricultural Extension	28310
2.4.11 B Sc in Agriculture(Agribusiness)	28310
2.4.12 B Sc in Agriculture(Agricultural Economics)	28310
2.4.13 B Agricultural Management	23130
2.4.14 B Agriculture	27410
2.4.15 B Sc Agriculture – Agricultural Plant Sciences	28310
2.4.16 B Sc in Agriculture – Animal and Poultry Science	28425
2.4.17 B Sc in Agriculture-Plant Pathology	28310
2.4.18 B Sc in Agriculture – Soil Science	28310
2.4.19 B Sc Stream Life and Earth Sciences Stream (LES)	31570
2.4.20 B Sc Mathematics Stream	27810
2.4.21 B Sc Applied Chemistry	28220
2.4.22 B Sc Applied Physics	28130

2.4.23 B Sc Biological Sciences	27930
2.4.24 B Sc Biomedical Sciences	28030
2.4.25 B Sc Chemistry and Chemical Technology	28560
2.4.26 B Sc Computer Science & Information Technology	27850
2.4.27 B Sc Crop & Horticultural Science	27070
2.4.28 B Sc Dietetics	28000
2.4.29 B Sc Environmental Science	27870
2.4.30 B Sc Geological Sciences	28030
2.4.31 B Sc Human Nutrition	28190
2.4.32 B Sc Industrial and Applied Biotechnology	24660
2.4.33 B Sc Industrial Mathematics	27730
2.4.34 B Sc Marine Biology	27850
2.4.35 B Sc Operations Research	27980
2.4.36 B Sc 4 year Augmented Programme	24440
2.4.37 B Sc 4 Foundation Stream	Enquire at College
2.5 Postgraduate	
2.5.1 Architecture (BArch)	30350

3. Honours	
3.1 Arts, Education, Library and Information Science, Social Science, Theology Community and Development Studies, Criminology	18640
3.2 Medical Science in Anatomy Medical Science in Medical Biochemistry Medical Science in Medical Microbiology Medical Science in Physiology Nursing Sports Science	Enquire at College
3.3 Commerce (Accounting) – Contact Business Information Systems/Information Technology Commerce (Other)	25230 22090 20190
3.4 Agriculture, Geography, Medical Science, Science, Computer Science	22090
3.5 Biometry, Mathematics, Statistics	18640
3.6 Property Development (Construction Management and Quantity Surveying)	31150

4. Masters (Dissertation/Thesis) (See * Below for Research Masters)	
4.1 Accountancy, Arts, Commerce, Education, Fine Arts, Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work..... Year 1 Full-time	15880
Accountancy, Arts, Commerce, Education, Fine Arts, Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work ,.....2 Years Part-time	9550
Accountancy, Arts, Commerce, Education, Fine Arts Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work..... Subsequent Years	3060
4.2 Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning..... Year 1 Full-time	19520
Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning.....2 Years Part-time	11435
Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning.....Subsequent Years	3060

5. Masters (Course Work and Dissertation)		
5.1 Arts, Education, Information Studies, Law, Social Science, Theology Architecture, Health Promotion, Housing, Information Studies, Music.		19350
5.2 Master of Business Administration – (MBA)		27720
5.3 Master of Commerce (Maritime Studies)		31000
5.4 Commerce (Accounting, Economics, Taxation, LLM Taxation, IT)		22520
5.5 Development Studies, Population Studies		21670
5.6 Engineering		28985
5.7 Environment and Development		28985
5.8 Geography, Marine and Coastal Management, Nursing, Psychology, Science, Social Work N.B. Clinical/Counseling Psychology – Internship Year		21190 1720
5.9 Housing.....Year 1		26600
HousingYear 2		32140
5.10 Leadership Centre : MCom		26170
5.11 Medicine, Medical Science		31700
5.12 Town and Regional Planning		29460
5.13 Urban and Regional Planning		28900
5.14 For Subsequent Years		1720
5.15 Architecture, Health Promotion, Housing, Music		Enquire at College
6. Doctorates (See * below for Doctoral Research Studies)		
6.1 PhD in the Schools/Disciplines of Human Sciences, Humanities, Development & Social Sciences, Law, Management Studies, Nursing and Social ScienceYear 1		19520
PhD in the Schools/Disciplines of Human Sciences, Humanities, Development & Social Sciences, Law, Management Studies, Nursing and Social Science.....Subsequent Years		3060
6.2 PhD in the Schools/Disciplines of Agriculture, Architecture, Engineering, Medicine, Science, Development Studies.....Year 1		22850
PhD in the Schools/Disciplines of Agriculture, Architecture, Engineering, Medicine, Science, Development Studies.....Subsequent Years		3060
6.3 By Submission of work without supervision		3060
6.4 Doctorate in Business Administration.....Year 1		33130
Doctorate in Business AdministrationSubsequent Years		3060
6.5 Doctorate in Philosophy.....Year 1		19910
Doctoral in Philosophy.....Subsequent Year		3060

7. * Full time Research Masters and Research Doctoral Studies

Students undertaking full-time research masters studies or research doctoral studies are exempt from paying tuition fees. Full-time international students are required to pay an international levy of R1090 per semester. Students who do not complete their masters studies within the stipulated 12 months or research doctoral studies within 36 months and who are eligible to continue will be charged according to the schedule below:

Continuing Fees Schedule (Research Students)			
	Doctorate	Masters	Fees
Group 1	Human Sciences, Law, Management Studies, Nursing, Social Science	Accountancy, Art, Commerce, education, Fine Arts, information Studies, Law, Music, Nursing, Social Science, Theology, Psychology and Social Work	R6 050 per year or R3 460 per semester

Group 2	Agriculture, Architecture, Geography, Engineering, Medicine, Science, Dev Studies, Health Sciences.	Agriculture, Architecture, Construction Mngt, Dev Studies, Engineering, Geography, Land Surveying, Science, Urban and regional Planning, Health Sciences.	R7 056 per year or R3 530 per semester
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Please note that the above fees cover tuition fees only and do not include accommodation, food, transport or any other expenses.

8. DIPLOMAS AND CERTIFICATES			
Applied Social Sciences			18650
Business Management - Distance Learning			Enquire at College
Certificate in Forensic Investigation & Criminal Justice			10070
Dietetics			Enquire at College
Drama Studies (Pietermaritzburg)			18650
Diploma in Nursing			Enquire at College
Diploma in Oral Health			Enquire at College
Education (PG Diploma, PGCE and ACE)	1 Year Full-time 2 Year Part-time		13675 6520
Environment and Development			23120
Fine Art			18650
Food Security			21130
Health Services Management (Open Learning)			10430
Health Promotion			Enquire at College
Human Resource Management (Howard College)			18410
Industrial Relations			18410
Information Studies			18650
Postgraduate Diploma in Accounting – (Pietermaritzburg & Westville)			25270
Postgraduate Diploma in Clinical HIV/AIDS			Enquire at College
Postgraduate Diploma in Entrepreneurship			21000
Postgraduate Diploma in Finance, Banking and Investment Management			27090
Postgraduate Diploma in Forensic Investigation & Criminal Justice			13550
Postgraduate Diploma in Human Resources Management			36900
Postgraduate Diploma in Forensic Health Care			
Postgraduate Diploma in Forensic Investigation & Criminal Justice			13560
Postgraduate Diploma in Leadership and Management – (Westville)			19000
Postgraduate Diploma in Maritime Studies			20800
Postgraduate Diploma in Medical Informatics			13550
Postgraduate Diploma in Management – (Pietermaritzburg & Westville)			27090
Postgraduate Diploma in Marketing Management (Pietermaritzburg & Westville)			27090
Postgraduate Diploma in Occupational Health			Enquire at College
Postgraduate Diploma in Telemedicine			Enquire at College
Postgraduate Diploma in Public Health (specializing in Health Services Management)			Enquire at College
Postgraduate Diploma in Public Health (specializing in Reproductive, Child & Adolescent Health)			Enquire at College
Management Development Programme (Certificate)			32370
Marketing Management			18330
Music (Jazz and Popular Music)			Enquire at College
Music Performance			25030
Nursing			24330
Occupational Health			10640

Psychology	18650
Records and Archival Management	18650
Rural Resource Management - Undergraduate	24330
- Postgraduate	22090
Tourism	15075
Bridging Courses (Access, BSCF, BSCA ,EMEC, Music Foundation, SFP, TTT, Unite)	Enquire at College

9. MISCELLANEOUS AND EXAMINATION FEES	R	NOTES
Academic Record	50	
Application Fee (non-refundable)	175	1
Application Fee (SADC Countries)	420	1
Change of Mind	100	
Car Parking Disc	250	
Credit Certificate	50	
Copyright/DARLO Charges (R50 per semester)	100	
Degree Status Fee	50	
External Examinations	1270	
Examination without attendance	1270	
Exemption Fee	Per module 110	
Late Application fee (non-refundable)	400	1
Laboratory Fees (External Students)	Per semester 1270	
Late Registration Penalty (Undergraduates and Honours)	440	
Monthly Electronic Payment Fee (Installment Facility)	10	
Replacement/Duplicate Degree/Diploma certificate	150	
Replacement of Student Identity Card	40	
Supplementary and Special Exams	Per module 400	
Statement of degree completion	50	
Student Levy	250	
Syllabuses	250	
Unpaid cheques and electronic rejections returned by the Bank	200	

South African Development Community (SADC) Students are liable for Full Fees for the academic year on registration including residence fees where applicable and also liable for the following additional charges:

Application Fee (payable to the University)	as above and note 1 below		
Medical Subscription	Per Annum	4250	2
	Per Semester	2125	2
Study Permit (State Levy)	New and		
	Returning Students	425	3
University Levy undergraduates and postgraduates (including PhD and Research Masters – first year of study only)		2180	4
University Levy Occasional/Non-Degree Purpose (NDP) students		2180	4&5

NOTES

1. Payable by all postgraduates and foreign students directly to the University.
2. This refers to the Ingwe Medical Plan which only applies to international students who have not taken out their own medical insurance. Subject to change by Ingwe Medical Plan.
3. Subject to possible increase by the South African Government during 2013
4. Non-refundable.
5. Students who are registered for one semester or less (non-refundable).

10. SPONSORSHIPS, SCHOLARSHIPS, BURSARIES AND LOANS: IMPORTANT CONDITIONS

- 10.1 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. Students may withdraw surplus funds, by application, provided payment has been made to the University by the sponsor and WRITTEN authorization from the sponsor has been supplied.
- 10.2 Funds for other purposes, e.g. text books or living expenses, may be withdrawn in two installments (paid only into the student bank accounts) provided that the funds have been credited to the fee accounts. Refunds will commence three week after Registration.
- 10.3 A valid student identity card must be produced for enquiries, cash withdrawals and other services at the Student Fees or Cashier's Offices.

11. WITHDRAWAL FROM THE UNIVERSITY

- 11.1 The University is not obliged to grant any refund of fees to students who withdraw from the University. Any refund may, however, be granted at the University's sole discretion, provided the relevant college office 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 entire semester of study.**

Students wishing to change their curricula (modules or degree/diploma) must complete the applicable **Change of Curriculum forms**, by relevant due dates.

11.2 DATES TO REMEMBER

31 st May 2013	Due date for 1 st Semester Fees
31 st August 2013	Due date for 2 nd Semester Fees
22 nd February 2013	Final Date for Registration, Curriculum Change & Extended DPs 1 st Semester
06 th August 2013	Final Date for Registration, Curriculum Change & Extended DPs 2 nd Semester
12 th April 2013	Final Date for Withdrawal from a Module 1 st Semester (refer to sessional dates 2013)
13 th September 2013	Final Date for Withdrawal from a Module 2 nd Semester (refer to sessional dates 2013)
29 th November 2013	Final Date for Return of Refund Forms

Module cancellation after the relevant due dates, student will be liable for fees, see table below:

Date	Year Long Modules	1st Semester Modules	2nd Semester Modules
02 Jan 2013 - 24 Feb 2013	0%	0%	0%
25 Feb 2013 - 11 Mar 2013	-	25%	0%
25 Feb 2013 - 08 Apr 2013	25%		
12 Mar 2013 - 08 Apr 2013	-	50%	0%
09 Apr 2013 - 22 Apr 2013	-	75%	0%
09 Apr 2013 - 31 May 2013	45%	0%	0%
23 Apr 2013 - 31 May 2013	-	100%	0%
01 Jan 2013 - 08 Aug 2013	-	100%	0%
01 Jun 2013 - 18 Aug 2013	55%	-	-
09 Aug 2013 - 28 Aug 2013	-	100%	25%
19 Aug 2013 - 29 Sep 2013	75%	100%	-
29 Aug 2013 - 18 Sep 2013	-	100%	50%
19 Sep 2013 - 02 Oct 2013	-	100%	75%
03 Oct 2013 - 31 Dec 2013	100%	100%	100%

UNIVERSITY RESIDENCES: APPROXIMATE ANNUAL FEES

UNIVERSITY RESIDENCE FEES						
	Period		No. of days in Residence	Normal Room	Double Room	Large Room
	First Night	Last night				
				R	R	R
Daily Rate				67.10	54.15	74.16
All Degrees:			263	17 647.30	14 241.45	19 504.08
First Semester	31 Jan 2013	16 Jun 2013	138	9 259.80	7 472.70	10 234.08
Second Semester	23 Jul 2013	23 Nov 2013	125	8 387.50	6 768.75	9 270.00
Medical Students						
First Years			273	18 318.30	14 782.95	20 245.68
1 st Year : 1 st Semester	27 Jan 2013	20 Jun 2013	146	9 796.60	7 905.90	10 827.36
2 nd Semester	21 Jul 2013	23 Nov 2013	127	8 521.70	6 877.05	9 418.32
Second Years			291	19 526.10	15 757.65	21 580.56
2 nd Year : 1 st Semester	13 Jan 2013	17 Jun 2013	157	10 534.70	8 501.55	11 634.12
2 nd Semester	14 Jul 2013	23 Nov 2013	134	8 991.40	7 256.10	9 937.44
Third Years			303	20 331.30	16 407.45	22 470.48
3 rd Year : 1 st Semester	08 Jan 2013	17 Jun 2013	162	10 870.20	8 772.30	12 013.92
2 nd Semester	07 Jul 2013	23 Nov 2013	141	9 461.10	7 635.15	10 456.56
Fourth Years			309	20 733.90	16 732.35	22 915.44
4 th Year : 1 st Semester	07 Jan 2013	17 Jun 2013	163	10 937.30	8 826.45	12 088.08
2 nd Semester	02 Jul 2013	23 Nov 2013	146	9 796.60	7 905.90	10 827.36
Fifth Years			308	20 666.80	16 678.20	22 841.28
5 th Year : 1 st Semester	06 Jan 2013	13 Jun 2013	160	10 736.00	8 664.00	11 865.60
2 nd Semester	30 Jun 2013	23 Nov 2013	148	9 930.80	8 014.20	10 975.68

11.3 Additional Information

11.3.1 The accommodation charge for all students in residence is based on an estimated daily rate as follows:

Standard Room	R67.10
Large Room	R74.16

11.3.2 Students who require accommodation in University residences during the long vacations and staying to write a supplementary examination (July and December), must make satisfactory arrangements for the payment of additional residence fees **prior** to being admitted to residence.

11.3.3 **All students must obtain financial clearance from the Fees Office prior to moving into residence.**

11.3.4 Students on all campuses must make their own meal arrangements.

12. Withdrawal from Residence

12.1 In the event of withdrawal from residence, no portion of the initial payment will be refunded unless approved by the Manager: Student Residence Affairs.

12.2 Approval of refunds will be dependent on the vacated room being filled by a student who is not already in residence. Inter-residence transfers will not satisfy this requirement. Where the room cannot be filled, the student will be liable for payment of all the applicable fees.

12.3 A student wishing to withdraw from residence at the end of the first semester must give notice, in writing, to the Director of Student Housing by no later than 1 June 2013. In the absence of such notice, the student will be required to pay one quarter of the annual residence fee in addition to the first semester fees. Students withdrawing from residence after the commencement of the second semester will not be granted any refund of fees.

13. Guideline for Sponsors

1. The NSFAS National Guidelines for subsistence including Living and Meal Allowances for the KwaZulu-Natal area is R16200 per annum

NB: Please note that Medical and Health Science students at hospitals, clinics and Student Teachers on teaching practice will have an additional cost estimated at R4560 per annum.

2. Suggested Book Allowances dependent on the college and the level of study will range from R5850 to R7400 per annum.
3. Note for Sponsors: Allowances i.e. books; meals; etc, please pay direct to students Personal Bank Account or sponsors could enter into an agreement with Edu-Loan (www.eduloan.co.za ; info@eduloan.co.za) or Debt Tracker (roy@debtracker.co.za), who are approved service providers to administer bursars allowances on behalf of sponsors.

UNIVERSITY OF KWAZULU-NATAL: STUDENT INSURANCE

PERSONAL ACCIDENT AND FUNERAL INSURANCE

PREAMBLE

The University has in force a policy of insurance covering all registered full time students which provides the following compensation in the event of an accident or death. There is no additional charge for this policy and the cover is worldwide. **The incident giving rise to a claim must be notified to the Insurance Office within 30 days of happening.**

PERSONAL ACCIDENT

An accident means a bodily injury or injuries caused solely by violent accidental external and visible means which injury or injuries shall independently of any other cause, be the sole cause of any of the result.

Pre existing conditions/ailments are excluded.

RESULTS	COMPENSATION
<p>(a) Reasonable medical, surgical, hospital, and nursing fees or charges respect of any one event,. necessarily incurred within twenty four months from the happening of the event which caused the injury provided the claim has been registered in the Insurance Office of UKZN within 30 days.</p>	<p>(a) Reimbursement of expenses up to R10 000 for any one person in</p> <p style="margin-left: 2em;">Insurer will only pay medical expenses where there is no other cover in force.</p>
<p>(b) Death</p>	<p>(b) R10, 000</p>

The insurers will continue cover during the vacations even if students undertake some paid or unpaid occupational activity. However, cover will not extend to occupational activities which involve willful exposure to needless peril, e.g. handling explosives and the use of woodworking machines (except for hobby purposes).

Mountaineering requiring the uses of ropes is permitted within the Province of KwaZulu Natal, (excluding the Drakensberg range of mountains), provided that the person is a member of the University of KwaZulu-Natal Mountaineering Club.

There are a number of exclusions to the policy, and your attention is drawn to these below:-

IMPORTANT EXCLUSIONS:

The policy does not cover the cost of dentures and/or bridgework to replace natural teeth damaged as the result of an accident

Spectacles and contact lenses are not covered

Further exclusions are any event consequent upon:

- (a) War, invasion, foreign enemy hostilities, civil war, rebellion, revolution, insurrection or military usurped power
- (b) Suicide, attempted suicide or intentional self injury.
- (c) Travel by air other than as a passenger and NOT as a member of the crew or for the purpose of any trade or technical operation therein or thereon.
- (d) Engaging in racing of any kind involving the use of any power-driven vehicle, vessel, craft or aircraft mountaineering necessitating the use of ropes, winter sports involving snow or ice, polo on horseback, steeple chasing, professional football or hang-gliding.
- (e) Pregnancy or childbirth.
- (f) Any pre-existing defect or infirmity. It is therefore important to notify the Chief Finance Officer of any physical defect, infirmity or ill-health, so that the brokers may try to arrange cover. It is difficult to be precise on the matters which should be reported to the insurers, but to exemplify, if an injury is suffered which the medical assessors, on behalf of the insurers, feel is attributable to pre-existing defects etc., which have not been notified to the insurers and accepted by them, the insurers could repudiate liability.
- (g) Unusually hazardous activities. In the event of a student or students undertaking any unusually hazardous activity, advance notice must be given to the Finance Division, in order that the matter can be referred to the insurers for consideration.
- (h) Any accident resulting from the insured person being under the influence of drugs and/or liquor.
- (i) Participation in any riot or civil commotion.

The first R250.00 of every claim in respect of medical expenses is payable by the injured person.

Sporting accident must be certified by Sports Union officials, usually the Sports Supervisor.

Where students are covered by medical aid, the insurers will only pay any shortfall between the amount of the accounts and the amount paid by the medical aid.

It is important that **written** notice be given to the insurers within one month of the occurrence of the event.

FUNERAL INSURANCE

- Covers all registered full-time students in the event of a death.
- Cover is 24 hours.
- Compensation is R10 000
- Claims will not be paid where documentation is submitted later than 6 months from the date of death.

Contacts are:

Howard College, Westville, Edgewood and Medical School claims and queries regarding this insurance should be addressed to Mrs V Govender, Finance Division, and Westville Campus (Extension 7131/2252).

Pietermaritzburg claims and queries should be addressed to Mrs A. Whiteman, Finance Division, Baxter House, Pietermaritzburg (Extension 5322).

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Destination Branch Name Westville												Cheque - Name of Drawer BANK GUARANTEED CHEQUES ONLY											
<i>The Bank shall not be responsible for the accuracy of data reference fields. Cheques, etc. handed in for collection will only be available as cash when paid. While acting in goodfaith and exercising reasonable care, the Bank will not accept responsibility for ensuring that depositors/acountholders have lawful title to cheques, etc. collected.</i>												Operator's Initial											
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