

2016



UNIVERSITY OF
KWAZULU-NATAL™

INYUVESI
YAKWAZULU-NATALI



STUDENT FEES GUIDE

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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 program 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. Only Bank Guaranteed Cheques will be accepted by the university.
5. Students who have outstanding balances from the previous year, or students who have not, by due date, paid the required registration deposit 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.
6. Students who are indebted in any manner whatsoever to the University, will have their examination results together with their degree or diploma certificate and/or academic record withheld.
7. 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 rate, in consequence of which their details may be forwarded to credit-rating bureaus.
8. Electronic fee statements will be emailed to the student's university email address at least quarterly. Updated student statements are available on the Student's portal. By virtue of the student registering , 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.

9. 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.
10. 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.
11. 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 May 2016 on 60% of the total fees outstanding or full fees if registered for one semester only; and
From 1 September 2016 on all amounts outstanding;
From 1 January 2016 on all accounts still outstanding for previous years.
12. A non-refundable acceptance deposit of R500 is required from first-time candidates at this University to secure a place offered for the 2016 academic year and is payable on submission of the firm acceptance of offer form.
13. The registration deposit as approved by council is a compulsory minimum fee that is payable by all students other than NSFAS loans students, on or before registration. The following deposits have been approved for the 2016 registration;
Tuition: R3750 Residence: R2750
14. Students are urged to acquaint themselves with the requirements governing withdrawal from the University and/or Residence and the cancellation of modules.

CONTACT INFORMATION

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 7111

**Fee Enquiry and
Cashiers Office**

Hours: Monday to Friday 8H30 – 15H30

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



Student Financial Services

1. Fees Clearance

1.1 OUTSTANDING FEES

Returning students must ensure that all outstanding fees are paid in full prior to registration. Fees for the 2016 registration must be paid in full as follows:

30 April 2016 - 60% of outstanding fees or 100% of fees if registered for semester 1 only;

31 August 2016 – Total balance outstanding;

Failure to pay the outstanding balance will result in examination results being withheld and may also result in 2nd semester registration being cancelled.

1.2 REGISTRATION APPEALS COMMITTEE

A Students who are not able to meet the abovementioned payments may only as a last resort apply to the 'Registration Appeals Committee' for assistance. RAC applications are done online. All students are notified about the opening and deadline date for the RAC application via the university notice system. Students defaulting on any of the arrangements/undertakings may be de-registered and/or refused semester 2 registration.

1.3 SPONSORSHIPS, SCHOLARSHIPS, BURSARIES AND LOAN

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. 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.

1.3.1.2 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 weeks after Registration

1.3.1.3 A valid student identity card must be produced for enquiries, cash withdrawals and other services at the Student Fees or Cashier's Offices.

1.4 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.

1.5 EXTERNAL BURSARIES AND SCHOLARSHIP STUDENTS

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. 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.

1.6 BANK LOANS AND PRIVATELY SPONSORED STUDENTS

Bank and sponsor letters, addressed to the University confirming the amount of the loan/funds 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. Where the bank makes payment of the loan directly to the student, financial clearance will not be granted until the required registration deposit for the current year has been paid into the Student's fee account prior to Registration.

2.Payment of Tuition and Residence Fees

2.1 PAYMENT PRIOR TO REGISTRATION

Please note that the University does not accept cash deposits greater than R500 on campus. 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. This applies to the **Registration period ONLY**.

1. Direct deposit – overnight clearance
2. Online Payment Click to pay – immediate clearance
3. EFT - 48 hours
4. Foreign payment – 2 weeks

2.2 METHOD OF PAYMENT

Payment can be made as follows;

2.2.1 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.

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

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

2.2.3 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	:	031-260 7735
& contact details	:	031-260 2673

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 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.

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

2.3 PAYMENT AT THE UNIVERSITY CASHIERS

Only bank guaranteed cheques will be accepted. **The University does not accept cash payments greater than R500 on campus.**

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

2.4 ONLINE PAYMENT - CLICK TO PAY

The University accepts Master and Visa cards (not Diner’s Club and American Express). Students can make payment via the UKZN website (Click-to-Pay) 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.

2.5 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 Fees 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 honored. 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.

3. Fee Balance Enquiry

1. 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).
2. Fees Statements are available on-line. Steps to retrieve it are as ffl:
 - Log onto Student Central.
 - Click on the ADMINISTRATION tab and choose 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.
3. Email: westvillefees@ukzn.ac.za, howardfees@ukzn.ac.za,
pmbfees@ukzn.ac.za, medschfees@ukzn.ac.za, edgewoodfees@ukzn.ac.za
with your student number followed by the words:
FEE STAT in the subject box, e.g. 213580812 FEE STAT

4. 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 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.

Student Levy is payable by all registered students.

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 point 3 of Important Terms and Conditions)

DEGREES	Approximate Annual Fees
	R
1. Bachelors (First year)	
Undergraduate	
1.1 College of Health Sciences	
1.1.2 B Communication Pathology : Audiology	38080
1.1.3 B Communication Pathology : Speech Language Pathology	38080
1.1.4 B Dental Therapy	37090
1.1.5 B Medical Science : Anatomy	38100
1.1.6 B Medical Science : Physiology	39330
1.1.7 B Occupational Therapy	42170
1.1.8 B Optometry	38390
1.1.9 B Pharmacy	42870
1.1.10 B Physiotherapy	41450
1.1.11 B Sport Science	35520
1.1.12 B Nursing	45690
1.1.13 B Nursing (Advance Practice)	49180
1.1.14 B Medicine & B Surgery	44220
1.2 College of Law and Management Studies	
1.2.1 B Laws	36500
1.2.2 B Laws (Part-time)	25010
1.2.3 B Admin	43160
1.2.4 B Business Administration	34370
1.2.5 B Business Science	37610
1.2.6 B Com	39170
1.2.7 B Com Accounting	37490
1.3 College of Humanities	
1.3.1 B Ed	33850
1.3.2 B A Cultural & Heritage Tourism	38160
1.3.3 B A Cognitive Science	46700
1.3.4 B Soc Sc Extended Programme	31360
1.3.5 B Theology	36720
1.3.6 B A International Studies	39240
1.3.7 B A Music	40650
1.3.8 B A Music & Drama Performance	40690
1.3.9 B A Philosophy, Politics & Law	40810
1.3.10 B Soc Sc Housing	40230
1.3.11 B A Visual Art	36080
1.3.12 B Soc Sc (General Studies)	38750
1.3.13 B Soc Sc Geography & Environmental Management	47740
1.3.14 B Soc Sc Government, Business & Ethics	33540

1.3.15 B Soc Sc Management & Communication Studies	35030
1.3.16 B Architectural Studies	43190
1.3.17 B Music	40870
1.3.18 B Social Work	41980
1.4 College of Agriculture, Engineering and Science	
1.4.1 B Sc Eng: Agricultural	38980
1.4.2 B Sc Eng: Chemical	39150
1.4.3 B Sc Eng: Civil	
1.4.4 B Sc Eng: Computer	39320
1.4.5 B Sc Eng: Electrical	39320
1.4.6 B Sc Eng: Electronic	37110
1.4.7 B Sc Eng: Mechanic	40000
1.4.8 B Sc Land Surveying	39340
1.4.9 B Sc Property Development	
1.4.10 B Sc of Agriculture in Agricultural Extension	35520
1.4.11 B Sc in Agriculture(Agribusiness)	35520
1.4.12 B Sc in Agriculture(Agricultural Economics)	35520
1.4.13 B Agricultural Management	29020
1.4.14 B Agriculture	34390
1.4.16 B Sc in Agriculture - Animal and Poultry Science	35660
1.4.17 B Sc in Agriculture-Plant Pathology	
1.4.18 B Sc in Agriculture - Soil Science	
1.4.19 B Sc Stream Life and Earth Sciences Stream (LES)	39600
1.4.20 B Sc Mathematics Stream	34900
1.4.21 B Sc Applied Chemistry	35400
1.4.22 B Sc Applied Physics	35290
1.4.23 B Sc Biological Sciences	35040
1.4.25 B Sc Chemistry and Chemical Technology	35830
1.4.26 B Sc Computer Science & Information Technology	34940
1.4.27 B Sc Crop & Horticultural Science	33960
1.4.28 B Sc Dietetics	35130
1.4.29 B Sc Environmental Science	34960
1.4.30 B Sc Geological Sciences	35170
1.4.32 B Sc Industrial and Applied Biotechnology	30940
1.4.34 B Sc Marine Biology	34940
1.4.36 B Sc 4 year Augmented Programme	30660
1.5 Postgraduate	
1.5.1 Architecture (BArch)	38080
2. Honours	
2.1 Arts, Education, Library and Information Science, Social Science, Theology Community and Development Studies, Criminology	23390
2.2 Medical Science in Anatomy	
Medical Science in Medical Biochemistry	
Medical Science in Medical Microbiology	
Medical Science in Physiology	

Nursing		
Sports Science		
2.3 Commerce (Accounting) - Contact	31650	
Business Information Systems/Information Technology	27710	
Commerce (Other)	25330	
2.4 Agriculture, Geography, Medical Science, Science, Computer Science		27710
2.5 Biometry, Mathematics, Statistics		23390
2.6 Property Development (Construction Management and Quantity Surveying)		39080
3. Masters (Dissertation/Thesis) (See * Below for Masters Research – Continuing Fees)		
3.1 Accountancy, Arts, Commerce, Education, Fine Arts, Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work.....	Year 1 Full-time	19930
Accountancy, Arts, Commerce, Education, Fine Arts, Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work ,.....	2 Years Part-time (cost per annum)	11980
Accountancy, Arts, Commerce, Education, Fine Arts Information Studies, Law, Music, Nursing, Criminology, Social Science, Theology, Psychology, Social Work.....	Subsequent Years	3839
3.2 Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning.....	Year 1 Full-time	24487
Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning.....	2 Years Part-time (cost per annum)	14345
Agriculture, Architecture, Development Studies, Engineering, Geography, Land Surveying, Medical Science, Urban and Regional Planning.....	Subsequent Years	3839
4. Masters (Course Work and Dissertation)		
4.1 Arts, Education, Information Studies, Law, Social Science, Theology Architecture, Health Promotion, Housing, Information Studies, Music.		24280
4.2 Master of Business Administration - (MBA)		34780
4.3 Master of Commerce (Maritime Studies)		38890
4.4 Commerce (Accounting, Economics, Taxation, LLM Taxation, IT)		28250
4.5 Development Studies, Population Studies		27190
4.6 Engineering		36360
4.7 Environment and Development		36360
4.8 Geography, Marine and Coastal Management, Nursing, Psychology, Science, Social Work		26580
N.B. Clinical/Counseling Psychology - Internship Year		2157
4.9 Housing.....	Year 1	33370
Housing	Year 2	40320

4.10 Leadership Centre : MCom	32830
4.11 Medicine, Medical Science	39770
4.12 Town and Regional Planning	37000
4.13 Urban and Regional Planning	36260
4.14 For Subsequent Years	2157
4.15 Architecture, Health Promotion, Housing, Music	Enquire at College
5. Doctorates (See * below for Doctoral Research Studies – Continuing Fees)	
5.1 PhD in the Schools/Disciplines of Human Sciences, Humanities, Development & Social Sciences, Law, Management Studies, Nursing and Social Science	
Year 1.....	24490
PhD in the Schools/Disciplines of Human Sciences, Humanities, Development & Social Sciences, Law, Management Studies, Nursing and Social Science	
Subsequent Years	3838
5.2 PhD in the Schools/Disciplines of Agriculture, Architecture, Engineering, Medicine, Science, Development Studies.....Year 1	28670
PhD in the Schools/Disciplines of Agriculture, Architecture,	
5.3 By Submission of work without supervision	3838
5.4 Doctorate in Business Administration.....Year 1	41560
Doctorate in Business Administration	3839
5.5 Doctorate in Philosophy.....Year 1	24980
Doctoral in Philosophy.....Subsequent Year	3838

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 R1368 per semester. Students who do not complete their masters research 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	R12000(approx.) per year or R 6000 per semester(approx.)
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.	R12000(approx.) per year or R6000 per semester

Continuing Fees for new entrants (2015): Kindly refer to point 5 of the Conditions of Remission on the next page.

NOTE: the above fees cover tuition fees only and do not include accommodation, food, transport or any other expenses.

The Executive Management Committee (at its meeting on the 6th March 2014) has **approved the following capped maximum student award values.**

Undergraduate Degrees; Honours; PG Diplomas	R100 000
Masters	R150 000
Doctoral	R230 000
Post Doc	R350 000

These capped maximum values will apply for the 2015/2016 period and may be reviewed annually or bi-annually.

Conditions of the Remission

1. Students who receive fee remission will be liable for repayment of all fees, including scholarships, bursaries, research grants, etc. awarded from the University Main Fund, if they fail to re-register, drop out or are excluded;
2. Students who receive fee remission but do not complete in the minimum (regulation) time will be charged continuing fees as per the continuing fees schedule for full time students (who receive fee remission), even if they are allowed to re-register as part-time students;
3. Students who receive fee remission and subsequently change their registration to part-time study within the first year of study will be charged the full fees for part-time studies (i.e. as per first year of study), and the fee remission will be withdrawn;
4. Students who receive fee remission and subsequently change their registration to part-time in the second or later years of study will be charged continuing fees as per the continuing fees schedule for full time students (who receive fee remission), even if they are allowed to re-register as part-time students (refer to point 5 below);
5. The continuing fees for students who receive fee remission will be levied at 50% of the fees that would have been charged in the first year of the qualification. This only applies to the students who will be registering for Research Masters or Research Doctoral studies for the first time in 2015.
6. Complete terms and conditions and a copy of the fee remission application form can be found in Appendix 1 of the fee booklet.

DIPLOMAS AND CERTIFICATES	
Business Management - Distance Learning	Enquire at College
Certificate in Forensic Investigation & Criminal Justice	14147
Dietetics	Enquire at College
Drama Studies (Pietermaritzburg)	26202
Diploma in Nursing	Enquire at College
Education (PG Diploma, PGCE and ACE)	
1 Year Fulltime	19213
2 Year Part time	9161
Environment and Development	32482
Fine Art	26203
Food Security	29687
Health Services Management (Open Learning)	14654
Health Promotion	Enquire at College
Human Resource Management (Howard College)	25864
Industrial Relations	25865
Information Studies	26202
Postgraduate Diploma in Accounting - (Pietermaritzburg & Westville)	35502
Postgraduate Diploma in Clinical HIV/AIDS	Enquire at College
Postgraduate Diploma in Entrepreneurship	29504
Postgraduate Diploma in Finance, Banking and Investment Management	38060
Postgraduate Diploma in Forensic Investigation & Criminal Justice	19038
Postgraduate Diploma in Human Resources Management	51841
Postgraduate Diploma in Forensic Health Care	
Postgraduate Diploma in Forensic Investigation & Criminal Justice	19051
Postgraduate Diploma in Leadership and Management - (Westville)	26695
Postgraduate Diploma in Maritime Studies	29223
Postgraduate Diploma in Medical Informatics	19037

Postgraduate Diploma in Management - (Pietermaritzburg & Westville)	38060
Postgraduate Diploma in Marketing Management (Pietermaritzburg & Westville)	38060
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)	50935
Marketing Management	28842
Music (Jazz and Popular Music)	Enquire at College
Music Performance	35166
Nursing	34182
Occupational Health	14949
Psychology	26202
Records and Archival Management	26205
Rural Resource Management - Undergraduate	34183
- Postgraduate	31352
Tourism	21179
Bridging Courses (Access, BSCF, BSCA ,EMEC, Music Foundation, SFP, TTT, Unite)	Enquire at College

5. Miscellaneous Fees

DISCRIPTION	R	NOTES
Re-mark fees	400	
Academic Record / Credit Certificate	60	
Application Fee (non-refundable)	200	1
Application Fee (SADC Countries)	470	1
Change of Mind	140	
Car Parking Disc	250	
Copyright/DARLO Charges (per semester for Undergrad Students)	70	
Degree Status Fee	60	
External Examinations	1600	
Extended DP	1590	
Exemption Fee per module	130	
Late Application fee (non-refundable)	400	
Laboratory Fees (External Students) per semester	1400	
Unpaid cheques and electronic rejections returned by the Bank	210	
Monthly Electronic Payment Fee (Installment Facility)	10	
Replacement/Duplicate Degree/Diploma certificate	200	
Replacement of Student Identity Card	40	
Supplementary and Special Exams per module	500	
Statement of degree completion	60	
Student Levy	250	
Syllabuses/ Transcript supplement	350	

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	
Momentum Medical aid	Per Annum (i.e. 305 x 12months)	3660(see note 2)
CompCare Wellness Medical Aid	Per Annum (i.e.285x12months)	3420(see note 2)
Study Permit (State Levy)	New &	425 (see note 3)
	Returning Students Per Sem	2125(see note 2)
University Levy undergraduates and postgraduates (including PhD and Research Masters – first year of study only)		2736 Note 4
University Levy Occasional/Non-Degree Purpose (NDP) students		2736 Note 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 2015/2016.
4. Non-refundable.
5. Students who are registered for one semester or less (non-refundable).

6. Residence Fees

Details	Period		Number of days in Residence	Normal /Leased Room R 81.92 per day	Shared on Campus R 66.10 per day	Large/Post Grad R 90.53 per day
	Date of arrival	Date of Departure		R	R	R
Semester Rates	25-Jan-16	to 24-Jun-16	151	12,369.92	9,981.10	13,670.03
	22-Jul-16	to 1-Dec-16	132	10,813.44	8,725.20	11,949.96
	Total		283	23,183.36	18,706.30	25619.99
Annual Rate	1-Jan-16	to 31-Dec-16				33,043.45

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 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.

- 7.2 In the event of withdrawal from residence, no portion of the initial payment will be refunded unless approved by the Manager: Student Residence Affairs.
- 7.3 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.

8. Important Dates

DATES TO REMEMBER

19 th February 2016	Final date for registration; Curriculum changes
05 th August 2016	Final date for 2 nd semester registration; Curriculum changes
15 th April 2016	Final Date for withdrawal from a module; Final date from withdrawal from the University (Semester 1)
27 th September 2016	Final Date for withdrawal from a module; Final date from withdrawal from the University (Semester 2)
30 st April 2016	60% of outstanding fee or 100% of fees if registered for one semester
31 st August 2016	Due date for ALL Fees

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
01 Jan 2016 – 29 Feb 2016	0%	0%	-
01 Mar 2016 - 15 Mar 2016	-	25%	-
01 Mar 2016 - 01 Apr 2016	25%	-	-
16 Mar 2016 – 01 Apr 2016	-	50%	-
02 Apr 2016 - 15 Apr 2016	-	75%	-
02 Apr 2016 - 31 May 2016	45%	-	-
16 Apr 2016 - 31 Dec 2016	-	100%	-
01 Jan 2016 - 05 Aug 2016	-	-	0%
01 Jun 2016 - 01 Aug 2016	55%	100%	-
06 Aug 2016 - 26 Aug 2016	-	100%	25%
02 Aug 2016 - 27 Sep 2016	75%	100%	-
27 Aug 2016 - 09 Sep 2016	-	100%	50%
10 Sep 2016 - 27 Sep 2016	-	100%	75%
28 Sep 2016 - 31 Dec 2016	100%	100%	100%

9. Guideline for Sponsors

1. The NSFAS National Guidelines for subsistence including Living and Meal Allowances for the KwaZulu-Natal area is R20400 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 R5710 per annum.

2. Suggested Book Allowances dependent on the college and the level of study will range from R7600 to R9200 per annum.
3. Note for Sponsors: Allowances i.e. books; meals; etc., should be paid directly 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.



10. 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 Insurance Office must be notified within 30 days of an incident that will give rise to a claim.**

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

(a) Reasonable medical, surgical, hospital, and nursing fees or charges in 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.

COMPENSATION

(b) Reimbursement of expenses up to R10 000 for any one person. Insurer will only pay medical expenses where there is no other cover in force.

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.

CONTACT:

All insurance claims are administered within the Finance & Procurement Sector, by the Procurement and Insurance Department based at Westville Campus, L Block. The office is responsible for the University wide insurance needs (including the Pietermaritzburg Campus).

For insurance guidance, claims and queries please contact:-

1. Mrs. V Govender, Insurance Officer, e-mail: govenderro@ukzn.ac.za, Extension: 7131
2. Mrs. C Musto, Senior Insurance Officer, e-mail: mustoc@ukzn.ac.za, Extension: 2252

11. International Students

An international student is defined as a student who is **not** a national or permanent resident 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 2015 academic year. When budgeting for the year students should consider all other fees that they are likely to incur.

Students from SADC countries pay local tuition fees plus a levy of R2736 (R1368 per semester)

***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.**

11.1 APPLICATION FEE

Your Application Form must be accompanied by proof of payment of the Application Fee which is non-refundable. The fee must be made payable to the University of KwaZulu-Natal by electronic transfer as follows:

Method of payment:

Account holder:	University of KwaZulu-Natal
Name of Account:	UKZN Foreign Deposit
Type of Account:	Business Current Account
Bank:	Standard Bank
Branch:	Westville
Branch No.:	045426
Bank Account No.:	05 308 2826
SWIFT Code:	SBZAJJ
Reference:	F001 11402 with applicants full name.

Please state your name and surname clearly on the deposit slip and attach proof of payment on the Application Form.

Application fee:

All students from SADC and other African countries pay:

R470

All students from outside of Africa

U\$146

Payment due dates

Undergraduate:

The deadlines for receipt of the Application Form with the application fee for first semester (February to June) of 2016 academic year are as follows:

- Health Sciences, Science and Engineering, Nursing and Architecture must be submitted by 30 September, in the year prior to study.
- Law, Management Studies, Education and Humanities (excluding Architecture) must be submitted by 31 October, in the year prior to study.

For the second semester (Aug to November) of 2016 academic year:

- Applications must be submitted by 30 April 2016.

Postgraduate:

Applications for most Honours and postgraduate diplomas and Masters (Coursework) close on the 30 November in the year prior to study. As applications dates for postgraduate programs may vary prospective students need to contact the academic program coordinator directly for information.

11.2 TUITION AND RESIDENCE FEES

Payment due dates

Tuition and residence fees (see section 3 and 4 below for amounts required) are payable **in full prior to registration**. In order to minimise delays, which may arise during registration, students are urged to make payments to reach the University prior to **8 January 2016**.

Method of payment:

When making payment to the University, the safest and speediest way to do so is by electronic transfer. It is possible to transfer funds directly from your bank to the University's account as follows:

Account holder:	University of KwaZulu-Natal
Name of Account:	UKZN Foreign Deposit
Type of Account:	Business Current Account
Bank:	Standard Bank
Branch:	Westville
Branch No.:	045426
Bank Account No.:	05 308 2826
SWIFT Code:	SBZAJJ
Reference:	Student number

To ensure that the payment is credited correctly, it is essential that the student's name (in block letters) and the correct student number are quoted on the SWIFT transfer documents and that a bank-stamped copy of it is faxed without delay to Student Fees Division at +27 31 2603099 (Howard College), +27 31 2607641 (Westville Campus) and +27 33 2605153 (PMB Campus).

11.3 TUITION FEES PAYABLE

11.3.1 Undergraduate Students

SADC students pay **local Fees plus R2 736 levy (levy is R1368 per semester)**

Students from within Africa but outside SADC and from the rest of the world pay

US \$ 11 227, 00 per annum. US\$ 5613, 00 per semester (first or second) inclusive of the

international levy, where registration is required for one semester only to complete a qualification.

PLEASE NOTE THAT THE US\$11 227, 00 PER ANNUM COVERS TUITION ONLY.

** SADC-Students should consult the Student Fees Guide for 2015 to establish the local fees payable by them.*

11.3.2 Postgraduate Students

Coursework

All students enrolling for Postgraduate Diplomas, Honours or Coursework Masters degrees, except students from SADC who will pay the local fee plus the international levy, will pay a tuition fee of: -

- (i) Full-time (one year) - US \$11 227 per annum or ;
- (ii) Part-time (two or more years) or one semester (first or second) US \$5613, 00 per annum (subject to annual increases).

Students must produce a copy of the Wire transfer to the Fees officer on the day of registration.

These fees are inclusive of the international levy.

Where a student does not complete the dissertation in one or two years (as per (i) or (ii) above) a tuition fee and an international levy of R1368 will be charged per semester.

*** 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 R1368 per semester.

Students who do not complete their Research Master's studies within the stipulated 12 months or Research Doctoral studies within 36 months and who are eligible to continue will be charged a Continuing Fee. (Refer to local fees booklet).

11.3.3 Study Abroad Students

The tuition fee for international students from within Africa **outside of SADC and from the rest of the world** taking one or more modules for **non-degree purposes will be U\$1655 per 16 credit course/module per semester**, inclusive of the international levy. Where credits are halved or doubled fees will be adjusted accordingly (see table on page 9). SADC students pay a local fee per course/module plus a levy of R1368 per semester.

a. International Affiliates

All visiting international students (other than post-doctoral students) who are not registering for any modules but wish to be affiliated to the University of KwaZulu-Natal whilst pursuing their own research, or are here in any other capacity, will pay **U\$ 289** per month or part thereof up to a maximum of **U\$1732 per semester / per six month period** (*i.e.* US\$289 is the minimum fee charged.) No application fee is payable.

OTHER EXPENSES

PROVISION MUST BE MADE FOR ALL OTHER NECESSARY EXPENSES AS SET OUT IN SECTIONS 4 TO 6 BELOW. THESE ARE ESTIMATES PROVIDED FOR BUDGETING PURPOSES. FEES QUOTED IN NOTES 4 TO 6 BELOW ARE IN SOUTH AFRICAN RANDS PER ANNUM. STUDENTS SHOULD TAKE INTO ACCOUNT ONLY THOSE COSTS WHICH ARE RELEVANT TO THEIR STUDIES AT THE UNIVERSITY.

11.4 University Residence Fees during Term Time

R per annum

Accommodation Fees ¹	25 892
Cost of Meals (meals are not provided by the University)	<u>23 980</u>

¹ Dependent on room, campus allocation.

11.5 On-campus vacation accommodation

- Accommodation fees do not include residence fees during vacations.
- Accommodation during vacation² (no meals included) 81,91 per day

11.6 Off-campus accommodation during-term time**R per annum**

Accommodation without meals	25 892
Cost of Meals	<u>23 980</u>
	49 872

NB: ALL TUITION AND RESIDENCE FEES ARE PAYABLE PRIOR TO REGISTRATION AT THE UNIVERSITY OF KWAZULU-NATAL.

11.7 EXPENSES PAYABLE DIRECTLY TO SERVICE PROVIDERS

11.7.1 Medical Subscription Momentum *	R3 660
Compcare Wellness	R3 420
11.7.2 Study permit (incl. VFS Fee): New applicants # (Please note new applications are done in Country of Origin)	R1 755

* Any student in possession of a study permit is required to subscribe to Medical aid. Please note that you will need to pay the full subscription for the year in order to get international clearance. Please retain your membership certificate for International clearance.

Subject to change by Department of Home Affairs - Please confirm with SA Embassy/HighCommission Office.

*Momentum Health: www.ingwehealth.co.za

² Dependent on room allocated and the number of days in Residence.

CompCare Wellness: www.studentplan.co.za

The contact details of the medical schemes recommended by UKZN are as follows:

Name	Web address	Contact Email
CompCare Wellness	http://www.studentplan.co.za/	mickey.dewet@universal.co.za
Momentum Health	http://www.ingwehealth.co.za/	Antoinette.nell@momentum.co.za

For more information on Medical Aid please contact Absa Brokers:

ABSA BROKERS CONTACT DETAILS		
Consultant Name	Contact Number	Email Address
Geshal Chettiar	+27 (0) 76 062 3739 +27 (0)31 566 8400	chettiar@absa.co.za
Debbie Pretorius	+27 (0)79 289 4260 +27 (0)31 566 8400	debbie.pretorius2@absa.co.za

ADDITIONAL EXPENSES

Students must take into account of a range of expenses, which they may have to meet, dependent on their particular course of study and needs, which may include:

Orientation

Text materials (issued by the University)

Field Trips

Books, stationery and equipment

Transport (off campus)

Sports clubs and societies (optional)

Pocket money
 Incidental medical expenses
 Cutlery and Crockery
 Linen (i.e. sheets, duvet, pillows, pillow covers, towels)
 Padlock
 Personal expenses

As a guideline a total amount of at least R30 240 (South African Rands) should be allowed for a full years study to cover the above.

USEFUL INFORMATION

Currency

The currency in South Africa is in Rand/ZAR. One Rand (R) = 100 cents (C). Bank notes currently available are R200, R100, R50, R20 and R10 and coins are R5, R2, R1, 50c, 20c and 10c. A traveller is only allowed to carry R25 000 in South African bank notes, whether leaving or entering the country, as long as it is declared to the Customs/Excise officers on arrival.

The currency in South Africa is the Rand. Bank notes currently available are R200, R100, R50, R20 and R10. Coins are R5, R2, R1, 50c, 20c, 10c and 5c. There is no restriction on the amount of foreign currency being brought into the country, as long as it is declared to the Customs/Excise official on arrival.

Whilst you will need some cash with you on arrival for travel costs to the University as well as general expenses during the first few weeks on campus, it is wise to bring most of your money in travelers cheques.

Monetary Values

Foreign Currency Exchange Agencies				
Durban				
Rennies	Foreign	Exchange	Shop 311, Level 3,	031 202 7833
(currency conversion)			Musgrave Centre	

American Express (currency conversion)	FNB House, Shop No. 2 151 Musgrave Road	031 202 8733
American Express (currency conversion)	Shop 240 Jackmartins Road Pavillion, Westville	031 265 1456
American Express (currency conversion)	East Wing, Next to Telkom Gateway	031 566 1412
Global Foreign Exchange	16 Lincoln Terrace Level 1, Westwood Mall Westwood	031 266 5911
Absa Bank	Standard Bank Bldg, Musgrave	031 202 7680
Pietermaritzburg		
American Express (currency conversion)	Victoria Mall	033 394 5608
American Express (currency conversion)	Liberty Mall	033 394 3968
Rennies Foreign Exchange (currency conversion)	Shop 94, Entrance 2, Liberty Midlands Mall, Sanctuary Road, Pietermaritzburg, 3201	033 342 0403

Foreign money and travelers cheques, provided the currency is accepted in South Africa, may be converted into local currency at most banks and other authorised institutions such as Bureau de Changes, American Express, Thomas Cooke/Rennies, Travel Agencies, Airlines, etc. Some hotels and restaurants do accept travelers' cheques for payment of services and purchases.

Banking

We recommend that you provide a little more money than required and that you place it in a bank account until needed. (The bank will require you to produce your passport to open such an account.) This has the advantage of avoiding delays and extra costs, which can be incurred in the transfer of additional funds at a later stage.

Financial Aid

Regrettably, financial aid is not available to undergraduate international students. International students are advised to make enquiries regarding funding at their local Minister of Education or Scholarship Offices at universities in their country of origin

11.8 WITHDRAWAL FROM UNIVERSITY

The University is not obliged to grant a pro-rata refund of fees to students who withdraw from modules from the University. Such refund may however, be granted at the University's sole discretion, provided the Faculty Officer 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**. Deadline dates for withdrawal are as follows:

- First semester MUST give such written notice by not later than **15 April 2016**.
- Second semester MUST give such written notice by not later than **27 September 2016**.
- Students wishing to change curricula (modules or degree/diploma) must complete the applicable change of curriculum forms, which are available from all Faculty Offices. Faculty Offices will confirm the effective dates for all approved changes.
- Refer to page 25 for the withdrawal dates.

WITHDRAWAL FROM RESIDENCE

1. In the event of withdrawal from residence, no portion of the initial payment will be refunded unless approved by the Director of Student Housing.
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.
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 not later than **30 April 2016**. 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.

<u>SADC</u> (plus Rwanda)	<u>NON-SADC</u> <u>FROM AFRICA only</u>	<u>NON-SADC</u> <u>Outside Africa</u>
Student type – F	Student Type – K	Student Type - K
<u>Application Fee</u>	<u>Application Fee</u>	<u>Application Fee</u>
R470	R470	U\$146
<u>Undergrad Tuition fees</u> Local Fees+ International Levy (R1368 per semester)	<u>Undergrad tuition fees</u> US\$ 11 227. (inclusive of levy) Study material not inclusive	<u>Undergrad tuition fees</u> U\$ 11 227 (inclusive of levy) Study material not inclusive
<u>Postgrad tuition fees</u> Honours & Masters (Coursework & Dissertation) Local Fees + International Levy (R1368 per semester)	<u>Postgrad tuition fees</u> Honours & Masters (Coursework & Dissertation) Local fees + International Levy (R1368 per semester)	<u>Postgrad tuition fees</u> Honours & Masters (Coursework & Dissertation) = US\$ 11227, Full time US\$5613 Part time (inclusive of levy)
<u>Research Masters/PHD</u> <u>1st year</u> – Local fees + International Levy (R1368 per semester) <u>Subsequent years</u> – Local Fees only	<u>Research Masters/PHD</u> <u>1st year</u> – Local fees + International Levy (R1368 per semester) <u>Subsequent years</u> – Local Fees only(No Levy)	<u>Research Masters/PHD</u> <u>1st year</u> – Local fees + International Levy (R1368 per semester) <u>Subsequent years</u> – Local Fees only(No Levy)

<u>Non-Degree Purposes</u> Tuition – Local fees + International Levy (R1368 per semester)	<u>Non-Degree Purposes</u> <u>(both UG and PG courses)</u> Tuition – 8 credits-\$828 16 credits-\$1655 24 credits-\$2484 32 credits-\$3312 module, per semester (No Levy)	<u>Non-Degree Purposes</u> <u>(both UG and PG courses)</u> Tuition- 8 credits-\$828 16 credits-\$1655 24 credits-\$2484 32 credits-\$3312 module, per semester (No Levy)
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UNIVERSITY OF KWAZULU- NATAL

CONDITIONS APPLICABLE TO REMISSION OF FEES FOR POSTGRADUATE STUDIES 2016 (Research Masters and PhD)

PLEASE PRINT

A. DETAILS OF STUDENT

Student Number: _____

Email: _____

Cell Number: _____

Surname: _____

First Name(s): _____

Degree: _____

Date of First Registration for Research M/PhD (delete non applicable):

School: _____ College: _____

Campus: _____

B. TERMS AND CONDITIONS APPLICABLE TO FEE REMISSION FOR POSTGRADUATE STUDIES

1. DEFINITION OF TERMS:

"You/Your"	a student registered for postgraduate study at the University and who is eligible for remission of fees;
"University"	means the University of KwaZulu-Natal, a public higher education institution in terms of the Higher Education Act No. 101 of 1997, as amended.
"Fee Remission Period"	the Fee Remission Period applicable is 12 months (2 semesters) for a Master's student and 36 months (6 semesters) for a Doctoral student;
"Full-Time Student/s"	means a student who is able to devote at least 40 hours a week to their studies and undertake a full credit load of coursework and/or research in each semester;
"Part-time Student/s"	means a student who is unable to devote the required time to their studies and spreads their degree over a longer period, taking fewer credits than the required credit load of a Full-Time Student in each semester.

2. CONDITIONS APPLICABLE TO REMISSION OF FEES GRANTED BY THE UNIVERSITY

- 2.1. Fee remission is **ONLY** available to You if You are a Full-Time registered student and undertaking a Masters by Research or Doctoral degree.
- 2.2 During the Fee Remission Period no tuition fees are payable by You. Notwithstanding any fee remission granted in respect of tuition fees, You will remain liable for any levies and ad hoc charges that will be levied to Your student account. These charges may include, for example, lecture note fees, costs for DALRO copyright fee or a co-curricular levy) .
- 2.3. A continuation fee is payable by You as set out in the continuing fees schedule for Full-Time Students (research Masters and Doctoral) if You do not complete

Your studies within the Fee Remission Period. Full-time continuing fees are payable even if You change Your registration from Full-Time to Part-Time save and except for clause 2.7 below.

- 2.4. If You drop out, that is deregister, are excluded for any reason whatsoever, or You fail to re-register before the final date for registration in any subsequent academic year/semester, You will be liable to immediately repay the University the full amount of the fee remission received to date, and any scholarships, bursaries or grants received from the University Main Fund.
- 2.5. You will not be permitted to register or remain a registered student if You default on payment of any funds due to the University, including any charges for interest, collection commission or other charges which may be applicable.
- 2.6. If You initially register as a Full-Time Student and subsequently change Your registration to Part-Time within the first semester/ first 6 months of date of registration, the fee remission will be forfeited. You will be then charged part-time tuition fees as per the student fees schedule for the Part-Time Students (research Masters and Doctoral) for the first and subsequent years of study. You will be liable to immediately repay the University the full amount of the fee remission received to date subject to clause 2.4 above.
- 2.7. If You initially register as a Full-Time Student and subsequently change Your registration to Part-Time in the second semester/ second 6 months since date of registration, in the second or subsequent years of study, You will be charged continuation tuition fees as per the continuation fees schedule for Full-Time Students. You will not be liable to repay the entire amount of fee remission received to date subject to clause 2.4 above.
- 2.8. If You initially register as a Part-Time Student and subsequently change Your registration to that of a Full-Time Student, You will not be eligible for fee remission.

2.9 You and/or Your dependents will not qualify for tuition fee remission if You and/or Your dependents are in receipt of staff fee remission or eligible to receive staff fee remission.

2.10 If You are found guilty of any misconduct or offence during the course of Your studies, the fee remission, any scholarships and/or grants awarded to You from the University may be withdrawn.

2.11 The above fee remission conditions apply to all students who receive fee remission from the University. The student is liable for the fees as outlined above.

C. DECLARATION AND ACKNOWLEDGEMENT BY STUDENT

I, the Student identified in Part A above, hereby confirm that I am aware of and hereby accept and agree to comply with the terms and conditions applicable to remission of fees for postgraduate studies as indicated above.

My signature below confirms my acknowledgement and understanding of the terms and conditions.

Student Signature: _____ Date: _____

D. FOR OFFICIAL USE ONLY: SCHOOL POSTGRADUATE OFFICER

FEE REMISSION:

APPROVED

☐

NOT APPROVED

☐

Name in full: _____

Signature: _____

Date: _____ 201