



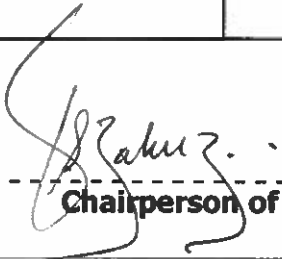
# **POLICY ON COLLECTION OF STUDENT FEES**

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## COLLECTION OF STUDENT FEES POLICY

<b>Sponsor Division</b>	Finance Division
<b>Responsible Department</b>	Chief Financial Officer
<b>Policy Name and Related WSU policies</b>	
<b>Policy name</b>	<b>Policy Name</b>
Collection of Student Fees Policy	
<b>Change History</b>	
<b>Approval Authority</b>	Council
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 ----- <b>Chairperson of Council: Mr T Zakuza</b>	

## Purpose

To provide policy guidelines for the collection of Student Fees.

This policy applies to students who are not fully funded either by means of a bursary or NSFAS.

## Definitions

<b>Financial Exclusion</b>	The refusal to register a student for an academic for financial reasons.
<b>NSFAS</b>	National Student Financial Aid Scheme
<b>NCA</b>	National Credit Act
<b>NCR</b>	National Credit Regulator
<b>SMS</b>	Short Message Service

## Granting of Credit

Credit may only be extended to a student if an evaluation has been done which confirms the ability of such student or sponsor to be able to pay.

Such evaluation shall be recorded. Otherwise the extension of such credit may be regarded as reckless.

Students who are refused credit will be regarded as having been financially excluded.

## Payment Agreements

### 4.1 Year Programme (Block 0):

From 01-January to 31- March (30% of debt is payable): From 01- April to 30-June (60% of debt is payable): From 01-July to 30 September (100% of debt is payable).

### First Semester Programme (Block 1):

From 01-January to 31-March (50% of debt is payable): From 01-April to 30-May (100% of debt is payable).

### Second Semester Programme (Block 2):

- When an account has been outstanding for a period of three or more years and there has been no movement on the account in that time and where the debtor cannot be traced;
- When a student passes away as evidenced by the provision of a death certificate.

Any such unrecoverable amount should be written off to the bad debts account.

## **8. Credit Balances**

Student accounts in credit will be dealt with as follows:

- If the amount has arisen because of an overpayment by the student, then the amount may be refunded to the student on request;
- If the student is funded by a bursary grantor, then such credit balance will be dealt with in accordance with the rules and regulations of such grantor;
- Fully funded NSFAS students are not entitled to any refund of a credit balance.

In all cases where refunds are requested it must be established how the credit balance came about and whether it is legitimate.

## **9. Cancellation Credits**

The following credits apply when a student cancels a course:

- a. First Semester Programme – from 01 January to 28 February (100% credit); 01 March to 31 March (50% credit); 01 April to 30 April (25% credit). After this no credit will be granted and the entire fee is payable.
- b. Second Semester Programme – from 01 July to 31 July (100% credit); 01 August to 31 August (50 % credit); 01 September to 30 September (25% credit). After this no credit will be granted and the entire fee is payable.
- c. Year Programme - from 01 January to 28 February (100% credit); 01 March to 30 April (50% credit); 01 May to 30 June (25% credit). After this no credit will be granted and the entire fee is payable.
- d. Post Graduate Programmes – no credits will be given for cancellation of individual courses of modules included in a post graduate programme.
- e. Degree Programmes with composite fees - no credits will be given for cancellation of individual courses of modules included in a degree programme with composite fees.

## **10. Early Withdrawal from Residence**

When student withdraws from student accommodation before the end of term then he/she will be charged for the duration of the term unless a replacement is found.