

# WALTER SISULU UNIVERSITY

## 2021 REGISTRATION GUIDELINES

### ONLINE REGISTRATION DATES:

Category	Start date	End date
First Time Entering/ New students	Thursday, 25 February	Sunday, 07 March
Returning students	Monday, 08 March	Monday, 22 March

Students must follow the following steps to be able to register online:

#### 1. Academic admission:

- You must first be admitted to a qualification
- Confirm your admission status on the website using this link <http://status.wsu.ac.za/status/statuscheck.php>

#### 2. Student number and PIN:

- You must have a valid student number and an activated PIN to be able to login on the online system.
- Forgot your pin or requesting a new pin? Click on link and pin shall be sent to your email address: [http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkq.mi\\_login](http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkq.mi_login)

Student  Personnel  Other  Alumni  
Student Number   
Pin  (5 numeric digits. Do not start with a 0.)

**3. Follow the voice note guideline to register online:** Click on [http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkq.mi\\_login](http://itsapp.cle.intra.wsu.ac.za:7771/pls/prodi03/w99pkq.mi_login)

#### 4. It remains the student's responsibility to ensure that:

- They have registered for the correct qualification
- They have selected and registered the correct subjects/ modules
- They have the correct proof of registration
- They have a valid student card for the current year

#### 5. International Students

All international students must comply with the legislation of the South African Home Affairs Department.

#### Compulsory pre-registration clearance:

- A valid passport
- A valid study visa endorsed specifically for WSU
- Proof of medical aid cover, registered and administered in South Africa to cover the duration of your study period.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.
- Upfront payment of the tuition fees.

**The International students' clearance is administered through the Community Engagement and Internationalization Directorate. All queries should be directed to: [international@wsu.ac.za](mailto:international@wsu.ac.za)**

### FINANCIAL CLEARANCE & REGISTRATION

#### 1. NSFAS Funded Students

##### 1.1 First time entrants (FTENs)

The University will obtain the list of FTENs approved for funding directly from NSFAS. FTENs approved for funding will be able to complete online registration after funding approval has been confirmed by the University. Students will be notified by sms or email when they have been cleared to register.

##### 1.2 Returning students

The University will prepare a provisional list of returning students eligible for NSFAS funding following the publication of results and/or obtain the list of returning students approved for funding by NSFAS, whichever comes first. Returning students with no outstanding debt will be able to register after funding eligibility has been verified or confirmed. Students with outstanding debt will be required to sign an AoD form before being allowed to register.

**N.B. Only students eligible for NSFAS funding with outstanding debt are required to sign an AoD form, and as per the DHET funding guidelines (2021 guidelines have not yet been received).**

Precompleted AoDs forms will be sent to qualifying students by email with a link of where the AoDs will be submitted. Students should not come to Campus to collect or sign AoD forms but can direct queries to [aod2020@wsu.ac.za](mailto:aod2020@wsu.ac.za). This email address is only for enquiries and should not be used to submit AoDs.

The following should be noted:

- The form should be properly completed and signed by the student.

Forms that are not signed will be rejected by NSFAS.

- The forms can be signed electronically using Adobe Reader or .pdf apps.
- AoDs do not clear outstanding debt. The AoDs are subject to verification and audit by NSFAS before the claims are paid.
- AoDs cannot be used for financial clearance purposes. Students that are not funded are required to pay MIP or seek assistance through the special cases committee.

#### 1.3 Appeals

Students who are not funded and have submitted appeals will not be allowed to register until their appeal has been approved. Although, the institution administers returning student appeals, the final funding decision rests with NSFAS.

#### 2. Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS. The University does not involve itself in disputes between a sponsor and beneficiary.

The following shall apply to letters of funding:

- The University will only accept letters of funding from approved sponsors.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days.
- The University will request a surety / acknowledgement of debt from private companies which do not have an existing MoA with the University.**
- The letters of funding should be signed by a duly authorized official and on an official letterhead and should be sent directly by the funder from an official email address to [bursaries@wsu.ac.za](mailto:bursaries@wsu.ac.za). No letters of funding will be accepted from students. This is to prevent submission of fraudulent letters.
- The letter of funding should include contact details of the person signing the letter for verification purposes.
- Financial clearance will only be provided after the necessary verification has been completed by FAB. Students will be notified when they have been approved to register.
- Mere proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration.
- The letter of funding should indicate what is covered by the funding, e.g. tuition, residences, books, meals, international students levy, etc.
- Students with outstanding debt will be required to pay a percentage of the prior year outstanding debt as per the MIP schedule.**

#### 3. Self-funded students

Self-funded students are required to pay the MIP as per the Council approved 2021 MIP schedule, unless a student has been approved to register by the Special Cases Committee. The amount payable are set out below:

Outstanding debt	Amount payable
Nil or credit balance	R4400
0 – R50 000	R4400 plus 10% of outstanding debt
+R50 000	R4400 plus 25% of outstanding debt

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year credit balances on bursary funded students cannot be used towards MIP without the written permission of the sponsor.

The MIP for residences is set out in the MIP schedule.

For further details refer to *Annexure A: 2021 MIP approved by Council*

#### 4. Special cases registration

The University allows some students to register without paying MIP or a % of outstanding debt following approval by the Special Cases committee at each Campus. Quotas have been set with the maximum number of students that can be assisted through special cases.

All special cases applications should be submitted to the Campus. The Institutional Office does not process special cases applications.

Council Approved Special cases guidelines for the 2021 are attached. *Annexure B.*

#### 5. Payment mechanisms are as follows:

Where the correct reference number and the designated banking account has been used, and payment is from FNB account or a cash deposit, financial clearance will be processed within an hour. Payments from another bank may take up to 48 hours to verify. Payments from other banks should be made at least two days prior to registration to avoid delays.

Payments by foreign students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs – obtain guidance from enquiries.

#### Payment mechanisms are as follows:

##### 5.1 Cash Payments

The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are therefore requested not to attempt to make cash payments. Please note that no cash should be paid to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

##### 5.2 Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the University bank account either by cash deposit or electronic funds transfer (EFT).

**The banking details to be used are:**

Bank: FNB  
Account name: WSU Student Fees Account  
Account type: Current  
Account No. 52640012812  
Branch code: 210521  
Recipient ref: (Student number) – no spaces or extra characters

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

In the event that a student has made a payment with an incorrect reference or into the incorrect bank account, students are required to send proof of payment / deposit slips and student number to [studentdeposits@wsu.ac.za](mailto:studentdeposits@wsu.ac.za).

##### 5.3 Proof of Payment

The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes to prevent fraud. Proof of payment should be retained and may need to be used to verify receipt of funds if the designated bank account or a correct reference was not used. Financial clearance will only be processed when the University has verified payments made.

##### 5.4 Cheque, Credit Card Payments, Postal Orders and Telegraphic Postal Orders

Cheque Payments, Postal Orders and Telegraphic Postal Orders are no longer accepted as a payment method.

No credit card payments will be accepted due to the need to observe social distancing.

#### 6. Accommodation

**There are limited places in the University residence and admission to study at WSU does not guarantee a place in residence. You have to apply for residence and if unsuccessful, you can make your own arrangements.**

<http://students.wsu.ac.za/ras2/signin.php>

or

<http://students.wsu.ac.za/ras2>

Returning and prospective students need to apply for a residence using the link above which will allow students to show interest in accommodation for the year 2021. Then the university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the Residence Allocation Policy.

Only students that are funded will be eligible to accommodation and where students are privately funded, only once they have paid the annual fees in advance – "Private students".

Once the students have enrolled / registered, the system will automatically check the qualification that the student is registered for, the academic year and validate the funding status. Once all these have been checked, a student will select a room from a list of buildings provided according to the system configuration and Residence Allocation Policy.

The student will have 48 hours to "check-in" / acknowledge the rules and confirm the allocation via the online system.

The residence officer will approve the allocation and the student will get a system notification with an attachment which is a signed allocation approval form/letter which he/she will allow for key collection

Students are reminded of the various policies contained in the prospectus as well as the house rules or student disciplinary code as they impact accommodation.

*Prof. Songca*

Issued by:  
Vice Chancellor and Principal  
Prof. Rushiella Songca

