



POLICY ON STUDENT FEES

Policy library ID

FIN: 04



STUDENT FEES POLICY

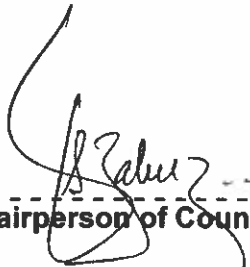
Sponsor Division	Finance Division
Responsible Department	Chief Financial Officer
RELATED POLICIES	
INTERNAL POLICIES	EXTERNAL POLICIES
Student Fees Policy	
CHANGE HISTORY	
Approval authority	Council
Approval Date	12 April 2019
Effective Date	Immediately
Next Review Date	January 2022
Number of Pages	10
 ----- Chairperson of Council: Mr T Zakuza	

Table of Contents

Purpose	4
Definitions.....	4
Classification Of Student Related Fees.....	5
1. Application Fees	5
2. Tuition Fees	5
3. Student Accommodation Fees	5
4. Other Fees Charged on Registration.....	7
5. Minimum Initial Payment (MIP).....	7
6. Sundry Fees.....	7
7. International Students	8
8. Third Party Charges	8
9. Discounts of Fees	8
9.3. Family Rebates / Discounts.....	9
9.4. Academic Performance Discounts	9
9.5. New Undergraduates	9
9.6. Returning Undergraduates Average Mark	9
10. Campus Specific Student Fees.....	9
Administration Of Student Fees	9
11. Consultation and Approval of Student Fees.....	9
12. Student Fees Committee	10

Purpose

To provide policy guidelines for the determination of all student fees

Definitions

SADC	Those countries that are members of the Southern African Development Community viz. Angola, Botswana, Democratic Republic of the Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.
NSFAS	National Financial Aid Scheme
DSTV	MultiChoice's digital satellite TV service
WIFI	Wireless computer network
Undergraduate studies	Studies towards qualifications in the form of Certificates, Higher Certificates, Diplomas, Bachelors' Degrees and B Tech Studies.
Direct Costs	Unavoidable costs which are directly attributable to a course.

CLASSIFICATION OF STUDENT RELATED FEES

1. Application Fees

- 1.1. An Application Fee is payable by first time students for admission to the University. It is non-refundable.
- 1.2. A late application fee is payable after the advertised closing date.

2. Tuition Fees

- 2.1. Tuition Fees are charged for the academic programmes offered by the University.
- 2.2. The following are to be considered in determining Tuition Fees:
 - 2.2.1. Government directives about Tuition Fees especially in terms of annual increases.
 - 2.2.2. The ability of students to afford the fees charged considering the kind of assistance available.
 - 2.2.3. The viability and sustainability of the University.
 - 2.2.4. Direct costs of specific programmes especially where material costs such as equipment, handouts and books are to be included in the programme.
 - 2.2.5. The number of academic credits or weighting applicable to the specific programme.
 - 2.2.6. The strategic importance and viability of the academic programme concerned.
 - 2.2.7. Tuition Fees charged by comparable institutions for the equivalent programme.
 - 2.2.8. Internal integrity of fees charged for similar offerings, when all factors are considered within the University.
- 2.3. Fees for Under Graduate Studies and Honours or equivalent are charged per subject.
- 2.4. Fees for course-work Masters and Doctorates are charged per qualification.
- 2.5. Fees for research-work Masters and Doctorates, when levied, are charged per qualification
- 2.6. Tuition fees and Other Fees may not be used for the purpose of subsidising Student Accommodation Fees.

3. Student Accommodation Fees

- 3.1. Students are accommodated in both University owned residences and accredited privately owned residences.
- 3.2. The State does not provide any grant or subsidy in respect of the running costs of student accommodation.

- 3.3. This means that income generated by student accommodation must be sufficient to cover all running costs.
- 3.4. Running costs include but are not limited to the following:
- 3.4.1. Lease costs or depreciation as applicable;
 - 3.4.2. Maintenance;
 - 3.4.3. Refurbishment costs (amortised as applicable);
 - 3.4.4. Electricity and water;
 - 3.4.5. Rates;
 - 3.4.6. Insurance;
 - 3.4.7. The cost of other services such as DSTV and WIFI.
 - 3.4.8. Staff directly employed in student accommodation;
 - 3.4.9. The proportional cost of staff not directly employed in student accommodation but who spend a significant portion of their time on student accommodation matters;
 - 3.4.10. The cost of any accommodation provided at reduced rates to wardens, staff members, or students as applicable;
 - 3.4.11. The cost of any damages where these are not directly recoverable from the persons responsible for such damage.
- 3.5. Income comprises the following:
- 3.5.1. Student accommodation fees charged to students;
 - 3.5.2. Income earned from accommodation charged to third parties who make use of the accommodation for sporting events, conferences and the like. Such will only be applicable during official University vacations when students are not in accommodation.
- 3.6. The fee charged to students is determined by residence considering the factors mentioned above inclusive of the capacity considerations in terms of room size (whether single or double occupancy)
- 3.7. Cross subsidisation with other services provided by the University and charged for is not permitted.
- 3.8. Withdrawal from Student Accommodation.
- 3.8.1. Residences are charged per semester. A student is liable for the full semester and will still be charged in the case of withdrawal unless a replacement is found.
 - 3.8.2. Students must provide evidence of full funding before being admitted to student accommodation.

4. Other Fees Charged on Registration

- 4.1. The fees (Non-refundable) listed below are payable by all students of the University:
 - 4.1.1. Registration Fee to cover the cost of the registration process. A late registration fee is payable after the advertised closing date of registration.
 - 4.1.2. Student Insurance Levy to provide cover for registered students in case of death or incapacity.
 - 4.1.3. Student Representative Council (SRC) Fee is a fee charged to cover the costs of student's social activities.
 - 4.1.4. Sport and Cultural Fee is charged to cover student's sport and cultural activities. This covers the basic costs of such activities and is payable by all students. Societies may charge additional levies where required.
 - 4.1.5. Copyright Fee is a fee charged to students for the right to photocopy copyright material.
 - 4.1.6. An ambulance levy which is charged to students in the event a student has a medical condition, which requires the use of an ambulance.

5. Minimum Initial Payment (MIP)

- 5.1. This represents the minimum amount that is to be paid on registration against both Tuition Fees and Accommodation Fees where applicable.
- 5.2. It is not a fee but rather a first instalment against the amount owing in respect of the current year.
- 5.3. Students who receive NSFAS funding are exempt from the requirement to pay this amount.
- 5.4. Students who receive other external funding in the form of bursaries in full may be exempt from making this payment but will need to apply for such exemption.

6. Sundry Fees

- 6.1. The following fees are charged for the transactions listed below:
 - 6.1.1. Supplementary Examination Fee: charged when a student writes a supplementary examination.
 - 6.1.2. Aegrotat Fee: payable when a student writes a special examination due to having been ill or suffering some other incapacity on the original examination date.
 - 6.1.3. Remarking Fee: payable when a student requests remarking of their exam script. The fee is not refundable.

- 6.1.4. Academic Record Fee: payable when a student requests a copy of their academic record.
- 6.1.5. Credit Certificate Fee: payable on request for and Academic Credit Certificate.
- 6.1.6. Duplicate Results Fee: payable on request for duplicate of academic results.
- 6.1.7. Lost Certificate Fee: payable on request for the replacement of a lost certificate.
- 6.1.8. Exemption Fee: payable to apply for the recognition of a course passed at another institution.
- 6.1.9. Replacement of Student Card Fee: charged to replace lost student cards.
- 6.1.10. Graduation in Absentia: charged to students who wish to receive their certificates outside the graduation ceremony.

7. International Students

7.1. SADC Region Student

- 7.1.1. Students from SADC countries will pay the same fees as South African students. This is in accordance with the SADC Protocol on Education and Training.

7.2. Non-SADC Region Students

- 7.2.1. Students from outside the SADC Region will be charged two and a half times the amount applicable to South African students in respect of Tuition Fees. This is because the fees of international students do not attract any government contribution as is the case with South African students.
 - 7.2.2. Student Accommodation and other fees are charged the same as for South African Students.
 - 7.2.3. In addition, an International Student Levy will be charged to cover the processing of documentation and the provision of services
- 7.3. All students who reside outside of South African borders are required to pay in full on registration as it is not practical to recover amounts owing from students who are not resident in the country.

8. Third Party Charges

Students are required to negotiate directly with third parties such as transport providers in respect of any charges levied directly by them.

9. Discounts of Fees

- 9.1. A discount on fees is applied to university fees under the circumstances below. No rebates or discounts apply to students on bursaries and NSFAS

9.2. Early Settlement Discount

- 9.2.1. This discount is for fees settled in full upon registration or before the end of February. The discount does not apply to fees for student accommodation.

9.3. Family Rebates / Discounts

- 9.3.1. When two or more biological children of the same family are simultaneously registered at Walter Sisulu University, they can apply for a rebate on tuition fees only. Any changes to the study programme will result in adjustments to the rebates.

9.4. Academic Performance Discounts

- 9.4.1. The University offers discounts on tuition fees to students who excel to attract and retain such students.
- 9.4.2. To qualify the student must register for at least 120 credits / 5 courses of year on a full-time basis.
- 9.4.3. The amount will be converted into a bursary for the following academic study year and will be credited to the student's fee account after first semester registration each year.
- 9.4.4. Should a student not register in the following academic year this bursary will be forfeited.

9.5. New Undergraduates

- 9.5.1. New undergraduate students who were previously at school may receive an award in the form of a rebate on their tuition fees when they earn exceptional marks across all their courses.

9.6. Returning Undergraduates Average Mark

- 9.6.1. Returning undergraduate students who earn exceptional marks may qualify for a discount on their tuition fees.

10. Campus Specific Student Fees

There will not be any differentiation in fees between campuses for courses of an identical nature.

ADMINISTRATION OF STUDENT FEES

11. Consultation and Approval of Student Fees

- 11.1. All student fees are to be approved by Council in terms of the Higher Education Act.

- 11.2. Consultation between management and students takes place at the Student Fees Committee as described below.

12. Student Fees Committee

- 12.1. The Student Fees Committee (SFC) will comprise of the following:

- 12.1.1. Deputy Vice Chancellor (DVC) designated by the Vice Chancellor (Chairperson);
- 12.1.2. Executive Director: Student Development and Support Services (ED SDSS);
- 12.1.3. The Chief Financial Officer;
- 12.1.4. A representative of the office of the Registrar;
- 12.1.5. Two Student Representative Council (SRC) members from each campus; and
- 12.1.6. All the fees mentioned in this document including discounts and rebates are to be considered by the Student Fees Committee.