



# **POLICY ON FORFEITED MINIMUM PAYMENT**



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## TITLE AND COPYRIGHT

<b>Title</b>	<b>Policy on Forfeited Minimum Payment</b>
Approval Date	27 November 2009
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## DOCUMENT CONTROL DETAILS

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## 1 Purpose

It is the policy of the University of Venda to forfeit part of the minimum payment paid by students to the University.

## 2. DEFINITION

**"Forfeit"** Amount deducted from the minimum deposit if the applicant does not turn up for registration.

## 3. RULES

The rules that apply to forfeiting part of the minimum payment are as follows:

### 3.1 Minimum Payments

3.1.1 Refer to the general rules and regulations Part 1, chapter 2.

## 4. PROCEDURE

The following rules apply for the different reasons for cancellation:

- 4.1 The student informs the registration department in writing that he / she is not continuing his studies through our institution. The student has to provide proof of enrolment at another institution;
- 4.2 The student is referred to the Student Accounts Department to complete an Application of Refund Form;
- 4.3 The Academic Registration Department informs the student that he/she does not qualify for further studies at UNIVEN due to Matric results; and
- 4.4 The student is referred to the Student Accounts Department to complete an application of refund form.

## 5. FORMS

Application of refund form

## 6 RELATED POLICIES AND DOCUMENTATIONS

Policy on payment of tuition and residence fees

## 7 REGULATORY FRAMEWORK

GAAP

King III report on Corporate Governance  
Higher Education Act (Act 107 of 1997)



**8 REVIEW DATE**

This policy will be reviewed after three years or as and when the need arises.

**9 RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

**10 APPROVAL**

A handwritten signature in black ink, appearing to be 'R. M. M.', written over a horizontal line.

Registrar (Secretary of Council)