



**POLICY ON LIABILITY FOR PAYMENT OF TUITION
FEES**



TITLE AND COPYRIGHT

Title	Policy on liability for payment of tuition fees
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1. PURPOSE

(Please refer to the Fee Booklet).

It is the policy of the University of Venda that:

1.1 Once a student has registered at the University, he or she is fully liable for the payment of all class fees, even if he or she cancels his or her registration, partially or in full, and leaves the University, and irrespective of whether he or she has attended classes or not. Should the University consider applications for the refunding of fees and/ or exemption from fees, this should be on the grounds of extraordinary circumstances.

1.2 In terms of the University's policy on the maximum duration of studies (Refer to the fees booklet item 5), it is important that a student who wishes to discontinue his or her studies should cancel his or her registration for a subject or course in writing, addressing the letter to the Registrar or Deputy Registrar/Student Services. If a student submits his or her cancellation in time, the academic year in question will not be counted for the period of study should the student apply for registration again.

1.3 The official date of cancellation, in a case where the notice is submitted in person, shall be the date when Registrar receives the notice, and, in respect of notices sent by mail, it shall be the date when the University receives written notice of the cancellation (Refer to the fees booklet).

1.4 Final Cancellation Dates

1.4.1 First-semester and year subjects

- Undergraduate students (certificate, diploma and B degree courses):
Date of cancellation: Refer to the fees booklet, section 6.
- Postgraduate and experiential learning students:
Date of cancellation: Refer to the fees booklet.

1.4.2 Second-semester subjects

(Refer to the General Rules and Regulations Part 1 Chapter 2.)

- Undergraduate students (certificate, diploma and B degree courses):
Date of cancellation: refer to the fees booklet, section 6.
- Postgraduate and experiential learning students:
Date of cancellation: Refer to the fee booklet, section 6.

1.4.3 Ad hoc blocks

- Undergraduate students (certificate, diploma and B degree courses):
Date of cancellation: As communicated by academic departments on registration of the student, and as given on the registration notice boards
- Postgraduate and experiential learning students:
Date of cancellation: As communicated by academic departments on registration of the student, and as given on the registration notice boards



2. DEFINITION

When a student registers for a course or subject, the registration serves as an agreement between the student and the University. Where the student and the parent agree it means that they are fully liable for payments and that they will adhere to the rules and regulations with regard to payments, as set by UNIVEN (Refer to fees booklet).

3. RULES

Students who wish to cancel must do so before the dates given in the prospectus (Refer to fees booklet). Cancellation after the due dates and the percentage liable for payment shall be at the sole discretion of Academic Administration.

4. PROCEDURE

- 4.1 The student requests the cancellation of a subject or course, in writing.
- 4.2 The date of cancellation is fixed. This is the date when Registrar/Academic Administration receives the request for cancellation.
- 4.3 If the request for cancellation falls within the required period, the system automatically credits the student account.
- 4.4 If the request for cancellation does not fall within the required period, a letter stating the reason must accompany the request for cancellation. Academic Administration makes a recommendation to SENEX, at its own discretion. If cancellation is approved a request is sent to Student Debtors to do the reversal journal. Approval from the Finance Committee of Council must be obtained before the journal is posted.
- 4.5 After processing the journal, Student Debtors informs the student in writing about the remaining debt.

5. FORMS

- 5.1 Cancellations forms
- 5.2 Letter of appeal to the Registrar
- 5.3 Letter to the student, informing him or her of the remaining debt

6 RELATED POLICIES AND DOCUMENTATIONS

- Policy on providing cashier services

7 REGULATORY FRAMEWORK

GAAP

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

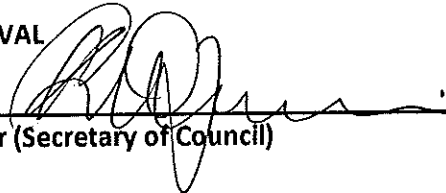
8 REVIEW DATE

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



Registrar (Secretary of Council)