



**POLICY ON PAYMENT OF TUITION AND RESIDENCE
FEES**



TITLE AND COPYRIGHT

Title	Policy on Payment of Tuition and Residence Fees
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1. PURPOSE (See UNIVEN's general rules and regulations prospectus part 1).

It is the policy of University of Venda that:

- 1.1 Tuition fees: All students pay a minimum amount at registration. a
- 1.2 Accommodation fees: A minimum amount as specified in the confirmation letter for residences, is payable before registration.
- 1.3 First-time residence application form must be submitted together with the residence deposit, as determined by the University Council.
- 1.4 Student fees are paid in installments according to the payment agreements.
 - 1.4.1 First semester courses: The balance of the tuition fees is payable in three installments on 28 February, 30 April and 30 June respectively.
 - 1.4.2 Second semester courses: The balance of the tuition fees in three installments on 31 August, 30 September and 31 October, respectively.
 - 1.4.3 Year courses: The balance of the tuition fees is payable in five installments, from 31 March up to and including 31 October.
 - 1.4.4 Block courses: Payable within two months from date of block registration.

2. DEFINITION

2.1 Tuition Fees

Tuition fees are fees owing to the University for subjects/modules or a course registered for and payable according to the Universities rules and regulations.

2.2 Accommodation Fees

Accommodation fees serve as payment for physical accommodation and the maintenance of residence facilities of the University. The student must pay his or her own medical



costs, hospital and nursing costs and/or transport by ambulance. Fees for meals are paid separately.

3. RULES

UNIVEN Council reserves the right to adjust fees payable to the university without prior notice. The Tuition Fees are revised on a yearly basis, taking the inflation rate in consideration.

Tuition fees are payable per subject on all formal courses, except in the cases of dissertations and thesis. If a subject is repeated, the prescribed class fees must be paid again (see UNIVEN's fee booklet). The amounts payable for the different subjects appear in the calendars of the respective faculties.

4. PROCEDURE

- 4.1 Students complete an Application Form to apply to register for a specific course.
- 4.2 Students complete a registration form signed by the respective Academic Department(s) for the specific subject(s)/modules that the students are registering for.
- 4.3 Students pay the requested deposits and register for the requested subjects.
- 4.4 Students receive proof of registration and receive a statement on request.
- 4.5 The Call Centre prepares projects to follow up on outstanding class fees.
 - 4.5.1 During the year credit control section make follow ups on outstanding class and accommodation fees.
 - 4.5.2 March up to the end of August they follow up the installments in arrears for the 1st semester and year subjects.
 - 4.5.3 September until the end of December they follow up the installments in arrears for the 2nd semester and the remaining installments in arrears of the 1st semester and year courses.
- 4.6 A first letter of demand is sent out.
- 4.7 A final letter of demand is sent out.



- 4.8 The fee booklet lays out clearly the penalty of not paying full fees including withholding results
- 4.9 The Credit Control Section prepares a project on outstanding class and residence fees from the previous year.
 - 4.9.1 The debt that is irrecoverable from the previous year is handed over, to an external collection agency.
- 4.10 Once the debt is handed over, the external collection agency follows their internal procedure.
- 4.11 If the student is withdrawn from the external collection agency due to a mistake by the University, a written request is faxed to the external collection agency with the reason for withdrawal.
- 4.12 The external collection agency issues us with a cheque once a month as well as a detailed progress of payments. The cheque is deposited into the Collection account and the student's account is credited accordingly.

FORMS

None

6 RELATED POLICIES AND DOCUMENTATIONS

Policy on liability for payment of tuition 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

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10 APPROVAL

A handwritten signature in black ink, written over a horizontal line.

Registrar (Secretary of Council)