

# Kovsie guide

2015



ECONOMIC AND  
MANAGEMENT SCIENCES  
EKONOMIESE EN  
BESTUURSWETENSKAPPE

T: +27(0)51 4012173



EDUCATION  
OPVOEDKUNDE

T: +27(0)51 4019264



HEALTH SCIENCES  
GESONDHEIDSWETENSKAPPE

T: +27(0)51 4012847



HUMANITIES  
GEESTESWETENSKAPPE

+27(0)51 4012369



NATURAL AND  
AGRICULTURAL SCIENCES  
NATUUR- EN  
LANDBOUWETENSKAPPE

T: +27(0)51 4013199



LAW  
REGSGELEERDHEID

T: +27(0)51 4012735



THEOLOGY  
TEOLOGIE

T: +27(0)51 4012617

PO Box 339, Bloemfontein, 9300 | T: +27(0)51 401 9111 | [info@ufs.ac.za](mailto:info@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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*Inspireer uitnemendheid. Verander lewens.*

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



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UNIVERSITY OF THE FREE STATE  
**GATEWAY COLLEGE**  
ORIENTATION · ORIËNTERING · TLWAETSO  
FIRST-YEARS COLLEGE

**P**rior to the start of classes, all first-years have the unique opportunity to enter the GATEWAY to succeed in your study career and university life.

The annual GATEWAY First-years College is a programme of student life and learning events that introduce you to campus and faculty life. It helps you to adjust to the university environment and to teach you the skills to perform well in your studies and prepare you as a well-rounded graduate.

The college experience includes a series of exciting lectures to guide your understanding and expectation of university life. Furthermore, it assists you in orientating yourself on campus and to all the resources available to support students. The college experience includes exciting student-life activities such as the Kovsie Rag programme, where you'll participate in fundraising with fun activities, e.g. the Rag float procession and festival, but also first-year sports events such as athletics and swimming, and cultural events such as the first-year Stagedoor, where you can form part of a theatre production with all other first-years.

All these events provide you with well-structured opportunities to meet new friends and establish friendship networks that will support you during your studies. During the college experience, you will also be introduced to a peer mentor in a student mentoring programme to support you in further adjusting to university life.



## WELCOMING OF THE **FIRST-YEAR STUDENTS**

### **First-year reception:**

Friday, 16 January 2015 at 18:30 for 19:00 on the Red Square in front of the Main Building

### **Saturday, 17 January 2015 at 08:30 for 09:00 in the respective faculties:**

- Faculty of Economic and Management Sciences in the EMS Auditorium
- Faculty of Education in the New Education Building
- Faculty of Health Sciences in the Kovsie Church
- Faculty of the Humanities in the Wynand Mouton Theatre
- Faculty of Natural and Agricultural Sciences
  - Biological groups in the Odeion
  - Agricultural programmes in the Agriculture Building, LG 1, 2 en 3
  - Consumer Sciences in the Agriculture Building, LG 4

- Physics and Chemistry in the Chemistry Building, CEM 108
  - Information Technology in WWG 114
  - Mathematics and Applied Mathematics in WWG 226
  - Mathematical Statistics and Actuarial Sciences in the West Block, W11
  - Geography in GEO 1,5
  - Geology in the Main Lecture Hall 1, Geology Building
  - Architecture in the Architecture Building
  - Faculty of Law in the CR Swart Auditorium
  - Faculty of Theology in Room 120 in the Theology Building
- An information centre is available at the parking area in front of the Red Square.

# DATA CAPTURING OF APPLICATIONS AND MATRIC RESULTS

The application process is completed before you report for registration at the university. Your particulars have been captured on the computer system beforehand to ensure a smooth registration process.

**Closing date for matric information: 9 January 2015**

**All applicants need to provide certified copies of the following documents:**

- National Senior Certificate (NSC) or Statement of Symbols with your student number clearly indicated.
- Students who have studied at any other higher institution(s) must attach an official academic record along with the Certificate of Conduct.
- The National Senior Certificate (NSC) or Statement of Symbols must be handed in at room 163, George du Toit Building or faxed to 086 697 2604.
- Passport or Identity document.
- Proof of payment of the registration fee.
- International students also need to provide an issued conditional exemption certificate.

All enquiries about admission applications: +27(0) 51 401 +27(0) 51 401 1942/3696/3693/9864 or [applications@ufs.ac.za](mailto:applications@ufs.ac.za)



# academic advice AND registration PROGRAMME

## The academic advising cycle:

The university strives to support students in all their academic endeavours. Academic advice is a continuous process through which students can receive support and advice in order to progress better through their higher education careers. This is a teaching and learning process where staff and student engagement play an equal role. However, it remains the responsibility of the student to attend to his/her academic needs.

### • Orientation & Registration

During faculty specific orientation students are introduced to academic advisors who will assist them to select the correct programme and set of modules that students need to register for.

### • Academic Advice: Quarter 1

Students are encouraged to ask questions and raise concerns regarding their studies with academic advisors.

### • Communication channels

Faculty staff will provide contact details of the academic advisors whom students can contact for assistance.

### • Goals and objectives

Students should formulate and keep record of their goals and objectives themselves.

### • Academic Advice: Quarter 3

Academic advisors are available to assist students to reflect on the first semester results and offer necessary support.

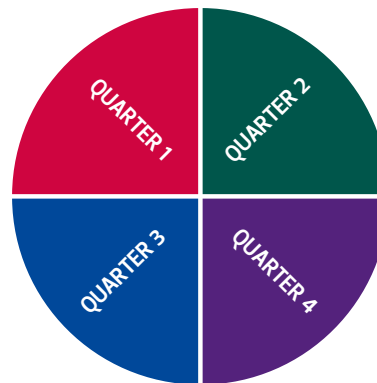
### • Second semester registration

Students can approach academic advisors concerning registration matters or for academic advice and possible adjustments to their programme of study.

### • Revisit goals and objectives

Students revisit their goals and objectives and evaluate their progress.

SEMESTER 1



### • Academic Advice: Quarter 2

Students need to consult their academic advisor for a more in-depth understanding of the way forward with the selected modules and programme that they have registered for.

### • Tracking your progress and getting support

Students are encouraged to track their progress and seek support from their faculty or other support services.

### • Exam preparation

Students must ensure they have all the necessary material to prepare for the May/June examinations.

### • Year-end examinations

Students can start planning and preparing for exams by approaching lecturers or advisors for support.

### • Academic advice for the next year

Students need to visit their academic advisor, before the next academic year starts, to plan and receive advice.

### • Future plans

Graduating students can approach academic advisors or relevant services for world of work opportunities and information.

SEMESTER 2

\*Academic adviser(s) – During faculty-specific orientation, students are introduced to their academic adviser who will assist them throughout the year with their academic needs.

\*\* All students in the Faculty of Health Sciences (School of Medicine and School for Allied Health Professions) are registered automatically by the faculty as soon as proof of payment is received and acceptance is confirmed.

\*\*\*Students in the Faculty of Health Sciences (undergraduate) follow a set curriculum. This implies that students do not receive academic advice on which modules to take. Students with problems or questions regarding their curriculum may discuss this with the relevant programme director.

**Important Information:**

Your official UFS email address (studentnumber@ufs4life.ac.za) should be monitored on a regular basis. This email address serves as the official electronic communication channel between the university and the student. Please note that other email addresses will not be used.

To access your e-mail, go to <http://www.ufs4life.ac.za>. Please note that the password you use to access your e-mail account is the NOVELL password that the university issued to you and that this password needs to be changed regularly for security reasons. If your password expired or you have forgotten it, you can go to <https://selfservice.ufs.ac.za> to change it. You will receive a one-time PIN code via sms that will grant you permission to change your password. It is advisable that you set up the security questions on the selfhelp platform in advance, as this will assist you in the process if you have forgotten your password. Alternatively, you can call the student helpdesk at the Information and Communication Technology Services Department (ICT) at 051 401 2442.

The rules of the University of the Free State are in all respects applicable to you during the course of your studies.

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration.
- Curriculum compilation takes place in accordance with faculty rules. If there is any uncertainty about degree/module codes, please obtain curriculum enrolment advice before registration.

**ACADEMIC ADVICE: BEFORE REGISTRATION**

It is compulsory for **ALL FIRST-YEAR STUDENTS** to attend the Academic Advice programme, prior to registration.

- Distance-learning students in the Faculty of Law, who study through the e-learning programme, can contact the e-learning helpdesk at [ilearn@ufs.ac.za](mailto:ilearn@ufs.ac.za).
- Approved distance-learning students in the programmes BSc (Quantity Surveying) and BSc (Construction Management) can contact the department at [vanwyke@ufs.ac.za](mailto:vanwyke@ufs.ac.za)
- Students experiencing problems with modules not appearing on/accepted by the electronic self-service process, should visit the campus to resolve these problems, regardless of whether the studies are offered on or off campus (distance learning or e-learning). No queries/approvals by email or fax can be accepted.
- Curriculum advice/approval for first-year students will be provided in the venues as indicated in the programme (16 to 23 January 2015).
- Module information available on Blackboard is applicable to distance-learning, e-learning and residential students.

**ACADEMIC ADVICE PROGRAMME:****Academic advice programme for all first-year students (residential and non-residential)**

Students in the faculties of Economic and Management Sciences, Education, Humanities, Law, Natural and Agricultural Sciences and Theology, who will commence with their first year of academic study in undergraduate qualifications, can obtain academic advice prior to registration from 16 to 23 January 2015.

Venue	Time	16 January 2015
Callie Human Centre	08:00 – 10:00	BEd Foundation Phase
	10:30 – 13:00	BEd Intermediate Phase
	13:00 – 16:30	BEd Senior and Further Education and Training Phase

Time and venue	19 January 2015	20 January 2015	21 January 2015	22 January 2015	23 January 2015
08:00 – 12:00 Callie Human Centre	Faculty of Economic and Management Sciences: Private sector management qualifications  Faculty of Law: all qualifications	Faculty of the Humanities: all qualifications except BSocSc (Human and Societal Dynamics), B (Social Work) and BA (Human Movement Sciences)	Faculty of the Humanities: only BSocSc (Human and Societal Dynamics), B (Social Work) and BA (Human Movement Sciences)	Faculty of Natural and Agricultural Sciences: all qualifications	

Time and venue	19 January 2015	20 January 2015	21 January 2015	22 January 2015	23 January 2015
12:00 – 16:30 Callie Human Centre	Faculty of Economic and Management Sciences: Public sector management and Accounting qualifications  Faculty of Law: all qualifications	Faculty of the Humanities: all qualifications except BSocSc (HSD), B (SW) and BA (HMS)	Faculty of the Humanities: only BSocSc (Human and Societal Dynamics), B (Social Work) and BA (Human Movement Sciences)	Faculty of Natural and Agricultural Sciences: all qualifications	
08:00 – 16:30 Faculty of Health Sciences	Advice for qualifications in the School of Medicine, Allied Health Professions and Nursing takes place at the faculty	Advice for qualifications in the School of Medicine, Allied Health Professions and Nursing takes place at the faculty	Advice for qualifications in the School of Medicine, Allied Health Professions and Nursing takes place at the faculty	Advice for qualifications in the School of Medicine, Allied Health Professions and Nursing takes place at the faculty	Advice for qualifications in the School of Medicine, Allied Health Professions and Nursing takes place at the faculty

**Modules are offered as follows:**

- First-semester modules: January to June (May to June examination)
- Second-semester modules: July to November (October to November examination)
- Year modules: January to November (October to November examination)

**Personal and electronic registration on campus**

Registration takes place at the Examination Centre EXR4.  
First-year students register from 16 to 23 January 2015 from 08:00 to 16:30.  
*Staff will be available for assistance.*

*Students in the following categories register in person on campus:*

- Modules offered for occasional studies
- Modules not forming part of the curriculum concerned
- Students registering for extended programmes
- Students studying for a Nursing degree
- BML degree at the UFS School of Management
- International students (non-RSA citizens) cannot register electronically. Please contact the Office for International Affairs.

## PLEASE NOTE:

Students in the Faculty of Education (ACE/NPDE) – registration will be done by the School for Open Learning on the South Campus.

*The following should be on hand when you report for registration:*

- A black pen.
- Your active student number (if you have interrupted your studies for longer than a calendar year, your number will be inactive).
- The deposit advice/receipt with regard to:
  - Required prescribed payment in advance (deposit) of tuition fees, or proof of a reserved bursary/loan, or one already granted.
- If applicable:
  - Proof of payment with regard to the application for a Conditional Exemption Certificate, or the renewal thereof.
  - Proof of payment for outstanding fees.
  - Proof of advance payment for residence fees.
  - Proof of the amount payable by international students.
- Numeric code of your qualification.
- The alphanumeric codes of the modules for which you want to register.
- Identity document:
  - South African citizens should have their identity documents at hand, or a copy thereof, or acceptable proof of verification of the identity number.
- International students who will be attending lectures/work sessions mainly on campus, must be in possession of the following:
  - An already issued study permit for studies at the University of the Free State, with a copy thereof.
  - A valid passport for study at the University of the Free State.
  - Proof of full medical coverage for the duration of the studies – also applicable to students with permanent residence permits and asylum seekers.
  - Letter of confirmation from the department (UFS) with regard to study status (full-time or part-time student) according to the curriculum.
  - Yellow card: proof of immunisation.
- Chinese students: HESA letters.

**NB: Postponement of registration will not be granted if proof of documentation is not available in time. In this regard, it must be stressed that international students should be in possession of the required documents before reporting for registration.**

## CHANGE OF QUALIFICATION: BEFORE REGISTRATION:

A prospective student who wants to change qualifications before registering, must complete a DV2 form and personally see to it that the necessary approval, as required on the DV form [qualification code and module code(s)], is obtained.

Changes apply to the following students:

Students who have applied for admission to study at the university for the first time and would like to follow a course of study other than the one initially applied for and have not yet been registered (DV2).

DV2 forms can be obtained at the counter of Student Academic Services in the George du Toit Administration Building and must be submitted at Room 163, George du Toit Administration Building, during the course of the year and at the Callie Human Centre during registration.

Module rectifications, however, take place during the registration periods.

- First semester: 12 January 2015 to 6 February 2015.
- Second semester: 20 to 24 July 2015.

### CONSIDERATION OF MODULE AND VENUE TIMETABLE BEFORE REGISTRATION:

It is imperative that students consider the module and venue timetable (as published on the UFS webpage) before they register in order to avoid timetable clashes.

### PROOF OF REGISTRATION

NB: It is the responsibility of the student to ensure that his/her registration has been completed correctly [correct study code/module code(s)/centre of presentation].

Postponement of registration will not be granted if proof of documentation is not available in time. In this regard it must be stressed that international students should be in possession of the required documents before reporting for registration. The last day for registration is 6 February 2015. No faxes or emails will be accepted for registration.

- After the capturing of modules has been completed, a proof of registration will be available.
- A proof of registration is issued at the registration point during personal registrations. A proof of registration can also be printed during the online self-help registration process.
- Do not waste your time attending lectures that do not appear on your proof of registration. In such cases, official results will be withheld and all possible academic credits obtained will be forfeited.
- Campus students must collect their supplementary notes as soon as possible after registration at Examination room 7 (EXR 7).
- Distance education students in BSc (Quantity Surveying)





and BSc (Construction Management) must send their registration (proof of registration) as confirmation per fax to Mrs van Wyk at +27(0) 51 401 2165 so that study material for registered modules can be dispatched.

- e-Learning students, BML students excluded, must confirm their completed registration at the e-Learning helpdesk at [ilearn@ufs.ac.za](mailto:ilearn@ufs.ac.za).
- Module information available on Blackboard is applicable to distance education, e-learning and residential students.

An official proof of registration can also be requested from the enquiry desk at the Student Records and Registration Section in the George du Toit Administration Building, Floor 1, or the relevant faculty officer at:

- Faculty of Economic and Management Science: [records-ems@ufs.ac.za](mailto:records-ems@ufs.ac.za)
- Faculty of Economic and Management Sciences, Business School: [records-bus@ufs.ac.za](mailto:records-bus@ufs.ac.za)
- Faculty of Education: [records-edu@ufs.ac.za](mailto:records-edu@ufs.ac.za)
- Faculty of Health Sciences: [records-med@ufs.ac.za](mailto:records-med@ufs.ac.za)
- Faculty of Humanities: [records-hum@ufs.ac.za](mailto:records-hum@ufs.ac.za)
- Faculty of Law: [records-law@ufs.ac.za](mailto:records-law@ufs.ac.za)
- Faculty of Natural and Agricultural Sciences: [records-nat@ufs.ac.za](mailto:records-nat@ufs.ac.za)
- Faculty of Theology: [records-theo@ufs.ac.za](mailto:records-theo@ufs.ac.za)

## CHANGING OF MODULES: AFTER REGISTRATION

### Cancellation of modules

After academic registration has been completed, all students can freely make changes (cancellation/discontinuation of modules) by means of the electronic self-service platform.

First semester: 15 February 2015 (cancellation with financial credit).

No financial credit will be granted for first-semester modules discontinued after 15 February 2015, while half of the course fees for year modules discontinued from the same date will not be refundable.

Second semester: 15 August 2015 (cancellation with financial credit).

No financial credits will be granted for second-semester modules and year modules discontinued after 15 August 2015.

### Adding of modules

Once academic registration has been completed, modules can be added electronically until 6 February 2015.

First semester: 2 to 6 February 2015

Second semester: 20 to 24 July 2015.

Changes must be made online via the self-service platform at [www.ufs.ac.za/register2014](http://www.ufs.ac.za/register2014) or on campus in person. Requests must not be submitted to lecturers/departments. No requests via mail/fax/email/telephone will be accepted. An additional amount of R240 per module is payable for adding of modules with approval after the course control date (6 February 2015).

### Checking of registration

Students must ensure that they are registered correctly on or before the last day allowed (first semester: 6 February 2015) for changes to avoid financial complications or problems with their bursaries.

After this date, no modules may be registered by students. First-semester modules and year modules may be cancelled up to 15 February 2015. Modules for the second semester can be registered until 24 July 2015. Second-semester modules may be cancelled up to 15 August 2015.

Uncompleted/discontinued modules registered for a specific year cannot be carried over to the next year, and a new registration process must be followed.

### Incorrect module registrations

In motivated cases, incorrect registrations can be rectified for a fee before the start of the examination, on condition that the module(s) is/are in the same subject field, e.g. if a student is registered for EBUS2714 instead of EBUS2715. An additional amount of R100 per module is payable for changing module codes after course control dates.



## CHANGING OF QUALIFICATION: AFTER REGISTRATION

A registered student who wants to change his/her qualification, must complete the DV2 form and personally see to it that the required approval from the programme director/faculty manager, as required on the DV2 form [qualification code and module code(s)], is obtained. The DV2 form is available on the UFS webpage at [www.ufs.ac/register2015](http://www.ufs.ac/register2015).

These changes concern the following students:  
Students registered for a specific qualification and who wish to switch to a different qualification before completion of the qualification, have to complete a DV2 form. DV2 forms can be obtained at the counter for Student Academic Services in the George du Toit Administration Building or at [www.ufs.ac/register2015](http://www.ufs.ac/register2015).

Module corrections, however, take place during the registration periods.

First semester: 2 to 6 February 2015.  
Second semester: 20 to 24 July 2015.

### Please take note of the following procedure:

Students that have already registered for 2015 will have to take the following steps to change their field of study and registration:

1. Cancellation of all registered modules for 2015 (even if the modules are the same for the new qualification).
2. Submission of the DV2/3 form at the relevant office/service desk during the registration process (Room 163 in the George du Toit Administration Building/Callie Human Centre)
3. Register for the new qualification and modules electronically online/self-service on campus ([www.ufs.ac.za/register2015/EXR4](http://www.ufs.ac.za/register2015/EXR4))

## ATTENDANCE OF LECTURES/WORK SESSIONS FOR CAMPUS AND DISTANCE-LEARNING STUDENTS

Prospective students must be registered by 6 February 2015 (first semester) and 24 July 2015 (second semester). As from 9 February 2015, no lectures/contact sessions may be attended without being officially registered for them.

NB: Students in distance-learning/e-learning and i-learning programmes will not have access to study material or the i-learn platform before they have been officially registered for these programmes.

Check your proof of registration (available after capturing of registration data) to make sure you are indeed registered for the specific module(s) you wish to study.

Despite attending classes/work sessions and possibly submitting tests/assignments, no results will be made available and/or academic credits granted for modules for which you are not officially registered.

## COMPLETE CANCELLATION/DISCONTINUATION OF STUDY

Notice of discontinuation can be given as follows:

- Students may cancel/discontinue modules themselves on the Oracle PeopleSoft self-service page ([www.ufs.ac.za/register2015](http://www.ufs.ac.za/register2015)) throughout the year of registration, except during the examination periods (the system will be closed from the day the semester results are published until the end of the examination period).
- A notice of discontinuation of academic registration may be submitted after registration and throughout the year to the administrative faculty officer concerned in the George du Toit Administration Building by completing the relevant registration form.
- A student who has already left the university and wants to completely cancel/discontinue his or her studies, must send the notice by registered post to:  
The Senior Director: Student Academic Services  
PO Box 339 | BLOEMFONTEIN | 9300

NB: The date on which the notice is handed in at/received by the university, will be considered to be the date of notification for the purposes of calculating the amount due. Year modules are registered under the first semester and must consequently be cancelled/discontinued under the first semester (term 2151).

Please note the cut-off dates for financial credit:

- First semester, last day: 15 February 2015.
- Second semester, last day: 15 August 2015.

NB: Cancellations received per fax/telephone/email will not be accepted.

- Social Work students must report to the Department of Social Work before giving notice of cancellation.
- Nursing students must report to the School of Nursing before giving notice of cancellation.
- Students who reside in a campus residence must complete a cancellation form with the Housing and Residence Affairs Department.

## FINANCIAL LIABILITY IN THE CASE OF DISCONTINUATION / CANCELLATIONS

Minimum cost: if a student cancels all his/her courses before 15 February 2015, he/she is liable for a minimum amount of R1 750 unless he/she was registered for one or more courses, the price of which the sum total is less than R1 750. The minimum fee will also be charged for students who register for the first time in July and cancel all their second-semester modules before 15 August 2015.

Cut-off dates for cancellations

First-semester courses and year modules:

Cancellation after 15 February 2015: no credit will be granted for first-semester modules discontinued after 15 February 2015, while half of the course fees for year modules discontinued after the same date, will not be refundable.

Second-semester courses and year modules:

Cancellation after 15 August 2015: no credit will be granted for second-semester and/or year modules if discontinued after 15 August 2015.

## CHANGE OF ADDRESS AND/OR CONTACT DETAILS

It is the student's responsibility to inform the university about any change of address or contact details.

# fees

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**NB:**

- Amounts are for SA and SADC students registered on the Bloemfontein Campus.
- The agreement that results from the admission or registration of a student shall be deemed to have been concluded at Bloemfontein, notwithstanding the method of registration.
- The registration of a student only becomes official after the required fees have been paid and the student has received an official proof of registration and receipt.

**Payments before registration (Amounts are subject to change)  
First registration opportunity (January 2015)**

SA students		International students
Residential students	R12 980	R21 040
Non-residential students	R 6 870	R11 870

**Second registration opportunity (July 2015)**

SA students		International students
Residential students	R12 980	All fees payable for the second semester
Non-residential students	R 6 870	All fees payable for the second semester

Payments in advance are payable five (5) working days prior to registration. Students will not be able to register until these amounts reflect as credits on their Tuition Fee Accounts. Should the tuition fees be less than the amounts required, the full amount is payable.

**Students studying with financial aid (bursary/loan) (SA students only)**

If the financial aid (bursary/loan) **does not** cover all the fees for the year, the prepayment is payable five (5) working days prior to registration. Students will not be able to register until these amounts reflect as CREDITS on their tuition fee accounts. Should the tuition fees be less than the prepayment required, the full amount is payable.

If the financial aid covers all the expenses for the full academic year, the prepayment will be reduced by the amount of the financial aid.

Proof of the financial aid must be faxed to 051 401 3579 five (5) working days prior to registration. The ORIGINAL PROOF of the bursary/loan must be presented upon registration.

**NB:** We would like to bring to your attention that, for security reasons, no money will be accepted at the Registration Centre during the registration process.

# PROGRAMME PRICES 2015

Tuition Fees are charged per module. Programme prices will vary according to the modules registered for and are estimated average costs per year. International non-SADEC students pay the actual module price plus 50%.

## Faculty of Economic and Management Sciences

### Private Sector Management

Description of the Programme	Programme Prices
BCom	R30 125
BCom (Economics)	R29 390
BCom (Investment Management and Banking)	R31 575
BCom (Human Resource Management)	R28 750
BCom (Marketing)	R26 110
BCom (Entrepreneurship)	R28 425
BCom (Law)	R31 500
BCom four-year curriculum	R27 060

### Public Sector Management

Description of the Programmes	Programme Prices
BAdmin	R27 305
BAdmin four-year curriculum	R27 060

### Training of Accountants

Description of the Programmes	Programme Prices
BAcc	R35 930
BCom (Accounting)	R30 475

## Faculty of Education

Description of the Programme	Programme Price
BEd	R25 660

## Faculty of Health Sciences

### School of Medicine

Description of Programme	Programme Price
MBChB	R41 260

### School for Allied Health Professions

Description of Programmes	Programme Prices
B Optometry	R36 170
BSc (Physiotherapy)	R36 285
B Occupational Therapy	R30 410
BSc (Dietetics)	R33 090

## School of Nursing

Description of Programme	Programme Price
BSocSc (Nursing)	R25 230

## Faculty of the Humanities

Description of Programmes	Programme Prices
BA	R26 015
BA (Human Movement Sciences)	R27 110
BA (Governance and Political Transformation)	R25 210
BA (Communication Science) with specialisation in Corporate and Marketing Communication	R30 930
BA (Communication Science) with specialisation in Media Studies and Journalism	R29 810
BA (Drama and Theatre Arts)	R25 745

## Social Sciences

Description of Programmes	Programme Prices
BSocSc (Human and Societal Dynamics)	R26 760
Baccalaureus in Social Work	R24 965

## Faculty of Natural and Agricultural Sciences

Description of Programmes	Programme Prices
Physics	R32 920
Chemistry	R32 920
Biology	R32 920
Geology	R29 855
Microbiology	R31 080
Information Technology (IT)	R33 040
Consumer Sciences	R34 355
BArchStud	R36 020
BSc (Quantity Surveying)	R29 100
BSc Agric	R38 145

## Faculty of Law

Description of Programme	Programme Price
LLB	R29 560

## Faculty of Theology

Description of Programmes	Programme Prices
BDiv	R25 710
BTh	R25 710

NB: Not all programme prices can be published here. Quotations for official UFS programmes can be obtained online. Please visit [www.ufs.ac.za](http://www.ufs.ac.za), and follow the links: Students-Tuition Fees-Quotation.

## Books

Money for books can be paid into a separate account in advance. The amount paid is transferred to the student's student card. The student card can be used to purchase books from suppliers at the Thakaneng Bridge.

At the end of each academic year all credits available on a student's book money account will automatically be transferred to his/her tuition fees account.

## Parking discs

Motor vehicles and motorcycles: R50

Parking discs are renewable annually and payable at Protection Services before the end of February. The National traffic regulations are also applicable on campus. All outstanding fines are placed on student accounts.

## Covered parking for students residing in residences

Allocated parking bay: R490

This amount is not refundable when a student leaves his/her residence.

## Student card

Replacement of lost or damaged student card: R65

## Electricity levy

Electricity levy for a refrigerator in hostel: R270 – R335 per year.

## Campus levy

Residential students: R300

Non-residential students: R180

Postgraduate (master's and PhD degrees), e-learning and students registered at the School for Open Learning who do not reside on campus, do not pay a campus levy.

## Student diary: R65

## Bursary and loans

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments in time and in accordance with the university regulations. Bursars have to provide their sponsors with details of their accounts. If a sponsor does not pay a student's account in time, interest will be charged and debited to the account and the student or his parents or guardian will be responsible for payment of such interest.



## Rules with regard to fees

**NB: Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university is disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest or any other disruption on campus.**

### Amendments

All university fees are determined by the Council, but may be amended at any time. The amended fees will be payable on request.

### Payment dates

Tuition fees are calculated per course or semester. Accommodation fees are also calculated per semester. All fees must be paid as follows, whether an account has been received or not. (It is the responsibility of the student to supply the university with his/her correct postal address, e-mail address and contact numbers, and to make enquiries should he/she not receive an account.)

#### SA students:

First semester: All fees for the first semester are payable on/before 31 March 2015.

Second semester: All fees for the second semester are payable on/before 31 August 2015.

#### International students:

First semester: All fees for the first semester are payable on/before 31 March 2015.

Second semester: All fees for the second semester are payable on/before **30 June 2015**.

All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place as indicated on the account, unless specifically stipulated otherwise in the regulations.

### Fees in arrears

If a student is in arrears with the payment of any account of the university, the university has the right, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, to refuse to mark any examination papers and to withhold statements of results, study records, certified examination timetables and examination results until the amounts in arrears have been paid to the university.

Certificates of conduct, certified statements and certificates for degrees/diplomas will only be issued after all fees in arrears have been paid to the university.

### Interest charged on overdue accounts

Failure to pay on the set dates shall entitle the university, irrespective of the exercising of any other rights, to charge interest on the outstanding fees at an interest rate equal to the prime bank rate levied by ABSA Bank +2%, calculated from the date on which each amount is payable up to the date of payment.

### Re-registration

If a student has not settled his/her account with the university for the previous year (with the exception of a study loan account) in full, the university may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration unless the account in question has been settled in the meantime.

### Incorrect registration

Should the university admit a student to or register a student for any degree or course, and it later appears that the student does not qualify for it, the student shall remain responsible for all amounts (including, but not limited to registration fees, tuition fees and residence fees) that are payable, as in the case of a student who cancelled his/her studies, and the rules and regulations that apply in that case shall apply mutatis mutandis.

### Late registration fee

If approval for registration of a module is granted to a student after the closing date for registrations, an additional amount of R240 per module for late registration will be charged.

### Disciplinary measures

A student remains liable financially even if prevented by any regulation or rule of the university to continue his studies for a degree or diploma or to take individual courses.

### Default of payment

Should a student fail to settle his/her account with the university, the university shall, notwithstanding any other rights, be entitled to hand over the account to an attorney for collection.

### Discount on tuition and/or accommodation fees

If three or more students as dependants from the same family (children, stepchildren, adopted children, but excluding children-in-law or married children), study and/or reside in university residences simultaneously, the following discount will be allowed (only on the amount payable for residing in residence and on modules the students are registered for):

Three (3) students: 10%

Four (4) or more students: 15%

The following conditions for granting a discount will be applied:

- Discounts may only be claimed for full-time undergraduate students.
- All dependants/students must be under 26 years of age.
- Students who receive any other form of financial aid for tuition and/or accommodation do not qualify to claim this discount.
- Discount will be recalculated, should one or more of the mentioned students discontinue their studies or leave the residence.
- Written application must be made for the discount and full particulars of the students concerned must be stated.
- Discounts may only be claimed for the current academic year.

### Handling fees for refunds

From time to time, a credit balance appears, for whatever reason, on the account of a student at the University of the Free State. The student concerned might then request that the amount be paid out to him or her.

Any credit balances on student accounts will only be paid out if

- all the outstanding university fees (e.g. tuition fees and accommodation costs) of the student concerned have been paid; and
- the necessary documentation, as prescribed by the Finance Department of the University of the Free State ("the Department"), has been properly completed and submitted to the department.

Furthermore, credit balances will only be paid out to the person confirming on the application for admission that he/she is responsible for payment of the student's fees ("the Payer"). **Credit balances will not be paid out to any other person without the written permission of the Payer.**

Credit balances on the accounts of students studying with the aid of bursaries or student loans will only be paid out to the student with the written permission of the entity that granted the bursary or loan to the student.

In cases where financial aid is received, refunds will be done strictly according to the instructions on the bursary-/loan letter.

The processing of a refund request takes a minimum of **five (5) working days.**

### Handling fee:

Refunds R1 – R5 000:	R70
Refunds R5 001 – R10 000:	R140
Refunds R10 001 – R15 000:	R210
Refunds R15 001>:	R280
<b>RD cheque:</b>	R175

In cases where banks refer cheques back to the drawer, the costs will be debited to the student's tuition fees account. When, as the result of an RD cheque, a student no longer meets the financial requirements for registration, the student's studies may be cancelled with immediate effect.

### Notes and study material

The prices of supplementary notes cannot be quoted, as these prices are not fixed. Study material/notes are automatically prepared when students register and are charged to the tuition fee account accordingly. It is a student's responsibility to collect the study material.



# ACCOMMODATION

## Payment of accommodation fees

### ■ Fees (men's and women's residences)

	Double room shared	Single room	Paraplegic
Junior residences	R19 060/year	R21 235/year	
Senior residences	R19 380/year	R23 910/year	
New residences (Outeniqua and ConLaures)	R27 460/year	R29 860/year	R33 365/year

### ■ Reservation deposit (first placement in residence)

An amount of **R1 720** is payable as a reservation deposit. The reservation deposit will be forfeited when a student or prospective student to whom accommodation has been allocated and reserved, does not show up, or in cases specified in the accommodation stipulations. The reservation deposit may be used at the sole discretion of the university to recover any contingencies resulting in costs, losses, damages, penalties, etc.

### ■ Repayment of reservation deposit

The reservation deposit will be paid back in the following cases only:

- If a prospective student who has applied does not comply with the admission requirements.
- If a prospective student applies for admission to a course where selection is required and is not accepted by the university for the course concerned.
- If a prospective student dies.
- If a prospective student has to cancel a reserved place for medical reasons and can submit a satisfactory medical certificate.
- If other exceptional circumstances convince the university that paying back the fee is justified.
- If a student leaves the residence at the end of his/her term of accommodation.
- On request, this deposit will be transferred to the student's tuition fee account after the student has left the residence and will first be set off against other outstanding fees.

### ■ Cancellation fee

- A student who reserves a place in a residence, but who does not turn up, will be responsible for payment of an amount of R1 720.
- A student who reserves a place in a residence, but cancels it after 30 November, will be liable for an amount of R1 720.

## Financial responsibility for accommodation fees

### ■ Leaving the residence

If a student leaves the residence during the year, he/she must notify the university in writing by registered post (addressed to: Senior Director: Housing and Residence Affairs, Steyn Annex) or give notice personally at the building.

The student will be held responsible for the fixed cost that is determined from year to year. If a student terminates his/her accommodation during a term, he/she will be liable for the full quarterly payment. Details are available on request.

### ■ Damage to university property

Any damages for which a student is liable because of loss of or damage to university property, will be debited directly against his/her account.

### ■ Theft of or damage to personal property

The university does not accept any responsibility for the theft of or damage to students' property.

### ■ Residing in residence without being registered as student

If a student resides in a residence, but leaves the residence before he/she has registered for a course, he/she will be held responsible for the period he/she resided in the residence at the normal fee.

### ■ Cancellation procedure

If a student leaves the residence during the course of the year, the university must be informed in writing. A cancellation form must be obtained from the Housing and Residence Affairs Division, filled out in full, signed and submitted. The date on which it is submitted, or the cancellation date (whichever is the latest date), will be regarded as the official cancellation date. An acknowledgement of submission of the cancellation form will be given to the student.

### ■ Unrest

Accommodation fees will be fully payable, regardless of whether any services provided by the university are interrupted by circumstances beyond the control of the university, e.g. strikes, student boycotts, public unrest or any other disruption on campus.

### ■ Dates for payment

SA students: The accommodation fee for the first semester is payable on or before 31 March and for the second semester on or before 31 August of the same year.

International students: The accommodation fee for the first semester is payable on or before 31 March and for the second semester on or before 30 June of the same year.

### ■ Payment methods

Accounts can be paid by different methods as mentioned previously.

## Meal system

Paid meals are offered in the dining halls of Soetdoring and Roosmaryn on a cafeteria basis, and need not be reserved in advance. Food can also be bought at the several takeaway shops at the Thakaneng Bridge.

To ensure that students can obtain meals an amount of R330 is credited to each student's meal account at the beginning of the year, but is only available once the student is registered. Until registration, students must pay cash for their food. This compulsory amount is debited against the student's tuition fee account, and is payable in addition to the regular amount.

Each student deposits money for meals in terms of his/her budget at the cashiers at Thakaneng Bridge, next to the ABSA branch. These deposits will be credited to their student cards within 48 hours. The student card can be used at the residences' dining halls as well as most of the shops at the Thakaneng Bridge as long as there is an available credit. Cash purchases can also be made.

**Enquiries:** Student Card Offices:  
+27(0) 51 401 2799/3337

### Advance payment of meal money

Money for meals is paid into a separate account in advance. If a student's meal credit runs out during the year, he/she can pay in a supplementary amount in cash on his/her meal money account.

If there is an unspent amount on a student's meal money account at the end of the year, the amount will be transferred to his/her tuition fees account.

## WHERE TO PAY

### ABSA Bank

Any branch

Name of account: University of the Free State

Branch code: 630734

Account number: 1570 151 688

### Reference number: one of the following:

100 directly followed by student number if the payment is for tuition and accommodation fees.

101 directly followed by student number if the payment is for meals.

102 directly followed by student number if the payment is for books.

### Reference numbers for DEPOSITS

103 directly followed by student number for accommodation reservation deposit.

104 directly followed by student number for MBChB reservation deposit.

105 directly followed by student number for MBChB skeleton deposit.

106 directly followed by student number for Quantity Surveying reservation deposit.

Fax deposit slip to +27(0) 51 401 3579.

### Post Office

Any branch.

Reference number: student number.

Fax deposit slip to +27(0) 51 401 3579.

### Internet

You have to register the university as a beneficiary at any branch of your bank.

Use the same ABSA bank details as above.

Reference number as for ABSA bank.

Fax proof of transaction to +27(0) 51 401 3579.

### Online credit card payment facility

<http://studentportal.ufs.ac.za>

NB: An official UFS student number is required when this facility is used for payment.

Thakaneng Bridge: Cashiers' office

Mondays to Fridays: 08:30 – 14:30.

### SAMBA

Payments with SAMBA cards can be made at the cashiers at the Thakaneng Bridge.

### Access to personal tuition fees account: UFS self-help service

Students can gain access to their personal tuition fees account via the UFS self-help service.

Please visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students-Tuition Fees-My Account. The username is the student number of the student. The initial password is provided by the UFS Information and Communication Technology Services. For security reasons, students are advised to change their passwords as soon as possible.

## TUITION FEE ENQUIRIES

Undergraduate students | +27(0)51 401 3003 | +27(0)51 401 2806 | +27(0)51 401 2817 | +27(0)51 401 9090 | +27(0)51 401 9670

Postgraduate students | +27(0) 51 401 9537 · Staff study benefits | +27(0) 51 401 9668

Fax number | +27(0) 51 401 3579 | Email | [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)



# GENERAL INFORMATION AND LIABILITIES

## Accidents

As the university only insures its own risks, it cannot be held liable for accidents that happen to students. It is therefore recommended that students take out personal accident insurance.

## Damage to students' personal possessions

The university cannot be held liable for loss or damage to students' personal possessions. Residence students also leave their possessions at their own risk in the residences during the holidays. It is therefore recommended that students insure their possessions. Protect yourself and the property of the university. Any damage and/or theft must be reported to the Protection Services Division. Distinguish between fun and crime and respect other people's property.

## Vehicles on campus

It is recommended that students who keep vehicles on campus take out SASRIA (riot insurance). All students and members of the public who wish to use the roads on campus should purchase an access disc issued by the Protection Services Division of the university before February every year at an amount determined from time to time. The disc must be displayed on the windscreen.

If you do not have an access permit, you could receive a traffic fine. People using the roads on the university campus or who park on the campus, do so at their own risk and the university does not accept any responsibility for any accident, loss or damage. Any damage or theft must be reported to the Security Services Division.





THE ECONOMIC ROADS STRONG  
ENVISIONING THAT HAVE ALLOWED  
SOCIETY TO GROW AND