



Fees Payable & Financial Rules 2022

Student Finances and Financial Related Systems Department

28 January 2022 Version 3

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Student Finances and Financial Related Systems

FEES PAYABLE & FINANCIAL RULES 2022

1 GENERAL CONDITIONS

1.1 CHANGES IN UNIVERSITY FEES

The Council of the North-West University reserves the right to change the stipulated tuition, residence, and other fees without notice, as well as the payment method thereof.

1.2 UNIVERSITY NUMBER

Each student admitted to the North-West University receives a university number. Students must note that, although they are not regarded as a mere number, this university number must appear on **all** correspondence directed to the University.

This **8-figure university number** is also the only reference number to be used with **direct bank deposits or electronic bank transfers** into the University's bank account for a student's account towards tuition, residence fees, other fees, or cash for meals.

1.3 FINANCIAL LIABILITY

All students must be registered annually as provided in the General Academic Rules, the Statute of the North-West University, and the relevant provisions of the Higher Education Act.

A student who is registered is responsible for payment of the full tuition, residence, and other fees. Only registered students will be allowed to attend classes.

Your attention is drawn to the fact that the contract that forms part of the application for admission to the North-West University and is signed by the student and/or sponsor/co-debtor, binds the student *inter alia* to the payment of the full tuition, residence and other fees as determined by the University for any fixed year of registration. Furthermore, the responsibility of the student for the payment of University fees is not affected or reduced by the ignorance of the student and/or his/her sponsor/co-debtor regarding the rules and regulations of the North-West University, or the invalidity of his/her enrolment in terms of those rules and regulations.

By signing and submitting the registration form, the provisions of this regulation are incorporated by reference into the contract between the University and the student, and the student accepts responsibility for the payment of all prescribed fees (regardless of whether an account is received), as determined from time to time by Council.

The NWU is strongly committed to protecting personal information/data. Therefore, personal information of students (including, but not limited to academic and financial information) may be shared with third parties, provided that the NWU has a legal justification to share such information with the third party. No personal information will be shared with any third party if such legal justification does not exist.

All personal information will be managed in accordance with the Protection of Personal Information Act, 4 of 2013.

For information relating to the management of personal information at the NWU, also refer to the [NWU Personal Information Privacy Policy](#) as well as the [NWU Privacy statement](#).

Any amount which is from time to time due and payable by the student to the University, in terms of the University's financial rules and regulations as published in the brochure entitled "Fees Payable and Financial Rules", shall be proven by means of a certificate of balance, which is issued and signed by an authorised official of the University. Such a certificate shall be binding on the student and will serve as *prima facie* proof of the computation, extent and existence of the amount owing, and of the indebtedness of the student towards the University for purposes of summary judgement, and provisional sentence. A student will not be allowed to register unless and until all financial commitments

of the previous year(s) to the University have been met. When a student and/or his/her sponsor/co-debtor are placed under debt review, no credit may be granted to the student until the debt counsellor gives written confirmation that all outstanding debt has been settled. The North-West University strictly applies the provisions of the National Credit Act in this regard.

Financial support is available in certain instances in terms of the regulations of the North-West University (refer to paragraph 5)

1.4 RESPONSIBILITY OF A STUDENT

The responsibility for the payment of tuition, residence and other fees lies with the student and/or, alternatively, the student's surety / co-principal debtor, depending on the circumstances. If the University studies of the student are financed by means of a bursary or loan, the account must be submitted without delay to the bursary or loan grantor for payment. The University is not responsible for sending bills to bursary or loan institutions. It is the responsibility of the student to see to it that the bursary or loan grantor pays the necessary fees to the University.

The North-West University accepts no responsibility for incorrect e-mail addresses. The responsibility lies with the student to make enquiries if he/she has not received any bills.

Change of address or contact details must be done at the [NWU DIY Services Portal](#). The student account is also available at the portal at Financial Information.

Unit for Open Distance Learning (UODL) students can do a change of address at building B11A, room G03, Potchefstroom Campus, the Call Centre at 018-285 5900 or per e-mail to DistancePotch@nwu.ac.za.

Account e-mail addresses are captured on all application forms and verified during registration.

The fact that no statement has been received is not accepted as an excuse for any failure in paying University fees by the due date.

1.5 OFFICIAL ADDRESSES

Please direct correspondence to the University to the attention of the following persons:

Student Academic Lifecycle Administration (SALA):		
Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Campus Director: SALA Private Bag X 2046 MMABATHO, 2745 Tel: (018) 389 2404	Campus Director: SALA Private Bag X 6001 POTCHEFSTROOM, 2520 Fax: (018) 285 6066	Campus Director: SALA PO BOX 1174 VANDERBIJLPARK, 1900 Tel: (016) 910 3111
Student Account and Bursaries:		
Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Manager: Student Accounts and Bursaries Private Bag X 2046 MMABATHO, 2745 Tel: (018) 389 2021	Manager: Student Accounts and Bursaries Private Bag X 6001 POTCHEFSTROOM, 2520 Tel: (018) 299 2614	Manager: Student Accounts and Bursaries PO BOX 1174 VANDERBIJLPARK, 1900 Tel: (016) 910 3304

This is the only and official guide of the North-West University regarding fees payable. Although various prospectuses with reference to fees payable were issued in the previous year, the amounts in this guide will be used to compose the accounts of students.

All fees that appear in this guide are adjusted annually. Although the information that appears in this guide has been compiled as accurately as possible, Council and Senate do not accept any accountability for wrong information that may appear in it. You hereby confirm that you are fully aware of and understand what this indemnity entails.

The English names of the different modules as levied on a student account are used for effectiveness only; this does not mean that the modules are necessarily also presented in English.

2 FEES PAYABLE

2.1 ENQUIRIES

2.1.1 Enquiries on student accounts

Enquiries regarding student accounts may be directed to the staff at Student Accounts and Bursaries:

	Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Building	Admin Building A1	Joon van Rooy Building F1	Admin Building A1
Contact Number	(018) 389 2503 or (018) 389 2330 or (018) 389 2372 or (018) 389 2516	(018) 299 2667 to (018) 299 2673	(016) 910 3234 or (016) 910 3156 or (016) 910 3167
E-mail address	mc-studyfees@nwu.ac.za	PC-studyfees@nwu.ac.za	vaalaccounts@nwu.ac.za
Enquiries at the above numbers can at times reach very high volumes in which case the university switchboard can be contacted at:			
Switchboard	(018) 389 2000 or (018) 389 2111	(018) 299 1111/2222	(016) 910 3111

2.1.2 Enquiries on fee cost estimations / quotations

Registered students can log on to the NWU DIY Service Portal and go to [Study Fee Cost Estimation](#) to request a fee estimation.

Prospective students can log on to the NWU Web and go to [Payable Fees](#).

2.2 AMOUNTS PAYABLE

2.2.1 Application fee (applicable to new International Students)

New international students must apply for admission to the North-West University and the fee, as listed under paragraph 4.2, must accompany the application. The amount is non-refundable and will not appear on the student's account.

For this purpose **ONLY** a direct bank deposit or electronic payment can be made into the North-West University bank account. The account "**NW University online registrations**" must be used and the account details are ABSA, account number 409-169-1369, and branch code 632-005. Please contact us with enquiries about this bank account at NWU-Bankdeposit@nwu.ac.za.

The most important is your reference. Foreign students must use the letter **A** together with the prospective student's **date of birth and surname** as reference for our bank account.

2.2.2 Registration fee

All students must pay the annual registration fee as listed under paragraph 4.2. These registration fees are used to fund the registration process. The amount is **non-refundable** and does not qualify for staff discount, nor can it be paid off in monthly instalments. Registration after the official communicated dates will result in a late registration fine as listed under point 4.2, Registration fees.

2.2.3 Tuition fees

Tuition fees are made up of two components. The first is the **module costs** which is based on the specific modules for which a student register. The second is the **qualification programme cost**. This levy is an adjustment the University makes to the total cost of the specific degree to reflect correctly both the market value of the qualification programme and the demands the qualification programme place on the University infrastructure.

Diploma, undergraduate and honours tuition fees are therefore payable at the **tariff per module** that the student has been enrolled for plus a **qualification programme cost**.

Masters and doctorate qualifications, however, are payable at only a **tariff per qualification** that the student has been enrolled for, except for the MBA (Master of Business Administration), MPA (Master of Public Administration) and some masters qualifications in the Faculties of Theology and Health Sciences which are levied per registered modules.

Distance qualifications are payable per module or qualification programme costs.

If a student must repeat modules and by doing so exceeds the tuition fee period for the qualification, all relevant modules plus the annual qualification programme cost shall be levied.

The complete list of tuition fees for modules and qualifications is deemed to form part of this document under the doctrine of incorporation by reference and is available during registration. These tuition fees are an integral part of the Fees Payable & Financial Rules 2022.

Besides the required modules for the programme concerned, a student may enrol in any study year for additional modules by the payment of normal tuition fees and with the consent of the dean, in accordance with the applicable faculty rules.

2.2.3.1 Maximum tuition fee periods: Diplomas, undergraduate and honours degrees

The maximum tuition fee period is the period on which the fees payable is calculated for all undergraduate qualifications, postgraduate diplomas, and honours degrees. The study periods of courses differ from course to course and a qualification programme cost per course is charged annually.

These tuition fee periods should be read with the General Academic Rules.

When a student exceeds the maximum tuition fee period for a specific qualification, the annual qualification programme cost will be charged in every year that exceeds the maximum tuition fee period regardless of the modules registered for, and these costs do not qualify for staff discount.

2.2.3.2 Maximum tuition fee periods: Master's and doctoral degrees

Tuition fees for postgraduate studies are levied per qualification per year, except for the MBA and MPA, which is levied per registered module.

Permanent staff registered for masters or doctoral studies qualify to apply for staff discount for three and four academic years respectively.

Again, these tuition fee periods should be read with the General Academic Rules.

When a masters or doctoral student does not adhere to the General Academic Rules regarding the submission date of their mini dissertations, dissertations or theses, such students run the risk that their examination results will be received late and therefore not be reflected on the graduation lists. The result will be registration for an additional academic year. The implication of the additional registration is that masters and doctoral students will pay registration fees and the full annual qualification programme cost for each year exceeding the limit, and these costs will not qualify for staff discount.

Master's and doctoral students need to register every year for the duration of their postgraduate studies. Students who interrupt their postgraduate studies will also be charged for the years in which they were not registered when they want to re-register to continue with their studies. If a postgraduate student officially interrupted their studies before June of the registered year, they are still liable for the registration fees.

2.2.4 Residence fees

Comprehensive information regarding residences is contained in the rules for residents of campus and town residences and is available on request from the office of the Director Student Life for the relevant campus.

2.2.4.1 Application for admission to a residence

A student's application for admission to a residence must be accompanied by the prescribed application fee before the application for placement in a residence is considered. For this purpose, a direct bank deposit or electronic bank transfer can be made into the North-West University bank account at ABSA. The account "NW University online registrations" must be used and the account number at ABSA is 409-169-1369 with 632-005 as branch code.

Campus	Application and Confirmation Deposit:
Mahikeng Campus	R 500 Application amount for first year students R 4 000 Non-refundable confirmation amount for first years
Potchefstroom Campus	
Vanderbijlpark Campus	

The most important is your reference.

- South African citizens must please use the letter **A** together with the prospective student's **RSA ID number** as reference for our bank account.
- Foreign students must, however, use the letter **A** together with the prospective student's **date of birth and surname** as reference for our bank account.

Please contact us with enquiries about this bank account at NWU-Bankdeposit@nwu.ac.za

Once a first-year student has been placed by Residence and Catering Services (RCS) in a residence, the student will receive an official letter indicating that a non-refundable confirmation amount of R4 000 is payable within 30 days to confirm their place in the residence. This deposit of R4 000 will be credited to the student's tuition and residence account annually during March. The deposit is not applicable to:

1. Bursary students who supply the required proof of their bursaries
2. NSFAS-funded students

If this non-refundable confirmation amount is not paid within 30 days, the student's residence application will be cancelled, and the deposit will be forfeited.

Upon acceptance of an application for residence accommodation through the University, a contractual agreement is established between the student and the University in terms of the University Regulations for Residences and the applicant binds him-/herself to reside in the residence for a full academic year. The application fee is then shown as a residence deposit on the statements.

Should a student leave the residence during the first semester, he/she will remain responsible for the full year's residence fee. See 2.2.4.4 concerning cancellations.

2.2.4.2 Residence Fees for 2022

2.2.4.3 MAHIKENG CAMPUS

On Campus University Accommodation: Single Rooms	Per annum
Kgosi Dick Montshioa (Phase 1), Hopeville (Phase 2), Khayelitsha (Phase 3), Mbada (Phase 4), Sol Plaatjie (Phase 5), James Moroka, Modiri Molema and Sedibeng	R 24 580
Nelson Mandela 1 & 2 (Leopards) & Lost City	R 30 060
Biko House	R 37 950
On Campus University Accommodation: Double Rooms	
Nelson Mandela 1 & 2 (Leopards)	R 22 490

POTCHEFSTROOM CAMPUS

On Campus University Accommodation: Double Rooms	Per annum
Caput, Excelsior, Heide, Hombré, Karlien, Kasteel, Klawerhof, Kom-en-Gaan, Laureus, Minjonet, Oosterhof, Over-de-Voor, Patria, Vergeet-My-Nie, Veritas, Wag-'n-Bietjie & Wanda	R 27 400
On Campus University Accommodation: Single Rooms	
De Wilgers, Eikenhof, Huis Republiek and Ratau Labone	R 28 890
Soetdorings & PUK Dorp	R 29 840
Oppirif-Self Catering Units	R 39 160

VANDEBIJLPARK CAMPUS

On Campus University Accommodation	Single Rooms Per annum	Double Rooms Per annum
Thuthuka, Jasmyn, Vergelegen & Horizon	R 33 990	
Kumba	R 35 440	R 32 870
Off Campus University Accommodation		
Faranani	R 29 840	R 27 460
Off Campus Lease Accommodation		

Bohlale Village		R 40 760
Ebukhosini		R 42 980
Longfellow Village		R 42 980
Moahi Village		R 40 460

The abovementioned amounts exclude the application fees as tabled above for admission to a residence as well as the non-refundable confirmation amount for first-year students, which had been paid in the preceding year to reserve and confirm your place in a residence.

The application fee, together with the non-refundable confirmation amount for first-year students, will be reflected as a **residence deposit** on your account statements and will be transferred as a credit on your student account at the end of March.

2.2.4.4 Residence cancellation

2.2.4.4.1 Refund of residence deposit to new students

A student forfeits the residence deposit, unless a written cancellation is received prior to 31 December (preceding the year of placement) and is supported by one of the following reasons:

- Illness, in which case a medical certificate must accompany the application for refunding of the residence deposit.
- Failure of the student to be formally admitted to the University as determined by the official admission requirements.

2.2.4.4.2 Refunding of residence deposit

The residence deposit will only be refundable based on at least one of the following reasons:

- Illness, in which case a medical certificate must accompany the application for refunding of the residence deposit.
- The fact that a student has failed so badly in his/her examinations that he/she cannot continue his/her next study year and will not attend the University for that reason.

2.2.4.4.3 Refunding of residence fee

Residence fees are levied for a whole academic year. No reimbursements will be made, irrespective of the date of cancellation.

A student will only be credited if he/she recruits another student that is not already accommodated in a NWU residence to replace him/her, provided that the residence management accepts the particular student. The particular student's residence fees will then be determined by means of a sliding scale.

Senior students who complete their studies at the end of the first semester must pay for the full academic year.

Should a first-year student cancel his/her studies before the end of March 2022 due to adjustment problems, he/she will only pay for the first semester. If cancellation takes place after March, the tariff for the full year will apply. In this instance, the same arrangement as above will apply if he/she can recruit a student that is not already accommodated in a NWU residence and provided that the residence management approves of the person to take his/her place.

The only exceptions are instances of serious illness or death of the student, in which case a refund may be made as determined at the discretion of the Manager: Residence and Catering Services of the respective campus.

2.2.5 Meal accounts

2.2.5.1 University card: Meal function (only applicable at the Potchefstroom Campus)

After registration, the university cards will become active where after meals can be bought with the funds in the students' meal account. Meals at the University are handled strictly on a cash basis. This means that you will have available only what you have paid into your meal account, no credit will be granted on meals!

It is therefore important for students to ensure that there is sufficient cash on their meal accounts for purchases. Students pay only for meals taken.

2.2.6.1 Traffic fines (only Potchefstroom Campus & Vanderbijlpark Campus)

Traffic fines are payable immediately. The University account of students who either fail to pay their traffic fines, imposed in terms of the University's official traffic regulations, or fail to apply for a remission of their traffic fines within the prescribed period, will be debited by such amounts in terms of a Council decision.

Potchefstroom Campus Protection Services can be contacted regarding all traffic fines or a representation for the waiver of a fine at (018) 299 4402 or email to ProtectionServices@nwu.ac.za.

Vanderbijlpark Campus Protection Services can be contacted at (016) 910 3132.

2.2.6.2 Loss of or damage to library material

A student has the sole responsibility to return all loan material from the library to the library promptly at the end of the loan period; it should be in the same condition as it was in when borrowed. Any losses of or damage to loan material will be recovered from the student. Should a student fail to return the relevant material to the library after notice or fail to pay the replacement or repair costs thereof the student gives permission that the relevant costs be debited against his/her University account. All library users including NWU personnel will be levied for late return of loan material.

2.2.6.3 Residence fund contributions

Residence fund contributions are monetary contributions made by the members of a University Residence or Day House. The funds collected contribute towards the creation of a vibrant student experience and enable the residences to present a variety of co-curricular activities and programmes for residence members, including arts, culture, sport, and community engagement. Residence fund contributions can be made by means of cash payments at the cashiers, electronic fund transfer (EFT) or levied on the student account with the written approval of the student.

2.2.6.4 Students' Academic Chapters

Students' Academic Chapters (SACs) are recognised student leadership structures of the Students' Representative Council (SRC) and are annually elected. The SACs are the student representatives for each Faculty on the three campuses of the University. The SACs support the academic programme by assisting the Faculty in the execution of specific projects and programmes that create a valuable student experience within each Faculty. They further fulfil an important liaison's role between the Faculty and student community, with the assistance of the SCCs and SRC.

2.3 CONDITIONS OF PAYMENT

2.3.1 Payment options: Tuition, residences, and other fees

- **Cash, debit, or credit card**

Payments may be made by way of cash, debit, or credit card on weekdays from 08:00 to 15:30 at the Cashiers.

The NWU no longer accept any cheques as a form of payment or bill of exchange.

- **Direct bank deposit or electronic bank transfer**

A direct bank deposit or electronic bank transfer can be made into any of the bank accounts of the North-West University at **ABSA, First National Bank, Nedbank, Standard Bank** or **FNB Namibia**. The pre-defined account named "**NWU STUDENT**" must be selected from the list of beneficiaries under ABSA's Account Payments, FNB's Public Recipients, Nedbank's Bank-approved beneficiaries or Standard Bank's Companies list of beneficiaries. Only the student's 8-figure university number will be accepted as beneficiary reference. Should you still wish to send a payment advice, please fax it to 087 230 3701 or email it to NWU-Bankdeposit@nwu.ac.za. The relevant account numbers are:

- | | | |
|-----------------|---------------|------------------------------------|
| • ABSA | 40-7009-9350 | branch 632-005 |
| • FNB | 6216-190-7335 | branch 240-438 |
| • Nedbank | 1713-378-531 | branch 171-338 |
| • Standard bank | 33-038-446-5 | branch 052-838 |
| • FNB Namibia | 6224-883-9823 | branch 281-174 (Old Power Station) |

NWU STUDENT is therefore exclusively for tuition, residence, or other fees, while **NWU VENDING** is meant for the cash meal system only.

2.3.2 Minimum first payment

2.3.2.1 First semester registration

The following amounts are **payable before registration**. Students will not be able to register until these amounts reflect as a credit on their student account. Please allow 5 working days for the allocation of the direct bank deposits or electronic bank transfers to the student account.

FIRST YEAR & SENIOR STUDENTS

Compulsory 1st Minimum Fees Payable for 2022	Residence Students All Campuses	Non-Residence Students All Campuses	Distance Students
NWU Registration Fees	R 2 110	R 2 110	R 2 110
First Payment on Tuition Fees	R 8 630	R 8 630	R 8 630
First Payment on Residence Fees	R 9 150	R 0	R 0
Total Compulsory Minimum First Payment 2022	R 19 890	R 10 740	R 10 740
Recommended deposit for meals (February & March) only applicable to Potchefstroom Campus	R 4 440		

NSFAS Funded students are exempted from the minimum first payment.

2.3.2.2 Second semester registration

Undergraduate students who only wish to register for second-semester modules should register on or before 5 August. The full minimum first payment, as indicated above, is payable on registration and the balance of the account for tuition, residence and other fees is payable in three (3) instalments, **with a final payment on or before 31 October. If the required instalments are not adhered to, interest will be levied on all instalments in arrears.**

2.3.2.3 Postgraduate registration

Masters and Doctoral re-registration as well as new registrations should take place before 30 April annually.

All MBA and Postgraduate Diploma in Management students at the Business School pay an **annual** non-refundable admission fee for admission to the NWU School for Business and Governance.

All LLM dissertation, structured LLM, and MPhil students of the Law Faculty pay a **once-off** non-refundable levy for admission to their programmes.

Postgraduate Students who qualify to participate in the winter graduation ceremonies, will be liable for the registration fee as well as 50% of the qualification fees.

2.3.2.4 Open Distance Learning Registration

Distance students may register per academic year or per semester. Minimum amounts payable upon registration also apply as stated above (refer to 2.3.2.1 & 2.3.2.2).

Senior students need to finalise the minimum first payment before 14 February 2022 and first year students before 16 February 2022 to register. Namibian Students please refer to paragraph 2.3.2.6 below.

2.3.2.5 International student registration

All international students must pay the full amount for their proposed study and relevant costs in advance before registration can be finalised.

Exception is granted to students where the parents obtained permanent residency and are working and staying in South Africa.

A direct bank deposit or electronic bank transfer can be made into the bank account of the North-West University at ABSA. The pre-defined account named **“NWU STUDENT”** must be selected from the list of beneficiaries under ABSA's Account Payments. Only the student's 8-figure university number will be

accepted as beneficiary reference. Should you still wish to send a payment advice, please fax it to 087 230 3701 or email it to NWU-Bankdeposit@nwu.ac.za.

The relevant bank account number is ABSA, account number 40-7009-9350, branch code 632-005 and swift code ABSAZAJJ. Please allow seven (7) working days for foreign payments to reach our bank and take note that clearance will only be given once payment has been received in our bank account.

Any student who wants to make use of examination facilities abroad, will pay an additional amount, as listed under [clause 4](#), per module for the examination facilities outside of the RSA.

Students are responsible to ensure that the value of any foreign deposit is equal to the value of the required payment in South African currency. Students should also take note that the bank costs of the transaction are for the account of the student.

2.3.2.6 Namibian students

Namibian students can be accommodated by paying their minimum first payment and completing the Authority and Mandate form for debit order collection of their university account, as the university is also registered in Namibia to collect monthly instalments directly from participating banks. The Authority and Mandate form is available at PC-Invorder@nwu.ac.za.

2.3.2.7 UNISA or any other tertiary institution registration

Students who register at the NWU for degree purposes but who studies through UNISA or any other tertiary institution only pay registration fees. However, if any module(s) is (are) registered for at the NWU, the cost of the annual qualification programme and applicable module fee(s) become(s) payable.

2.3.3 Postponement for payment of minimum first payments

Contact the Debt Collection Department of the relevant Student Account and Bursary Department

	Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Contact Number	(018) 389 2478	(018) 299 2662 to (018) 299 2665 or	(016) 910 3155 or (016) 910 3530
Email Address	mc-collect@nwu.ac.za	PC-Invorder@nwu.ac.za	VC-Debtcollect@nwu.ac.za

2.3.3.1 Bursary students

If a student's studies are financed by way of a bursary, written proof thereof must be submitted to the Collections Department during registration. The written proof should set out what the bursary fees should be utilised for, as well as the date when payment thereof will be made.

2.3.3.2 Studies financed by loans

If a student's studies are financed by way of a loan, written proof thereof must be submitted to the Collections department during registration.

These students:

- MUST pay the University the minimum first payment from their loan within 14 calendar days of registration. Failure to adhere to this condition will result in the immediate termination of registration, and
- MUST adhere strictly to the payment of the University's required monthly instalments to settle the account by 31 July, the same as all other students.
- MUST hand in written proof of the loan. Failure to adhere to this condition will block a student's registration process, as confirmation of an approved loan alone is no longer considered sufficient to settle a university account.

2.3.4 Payment of university account

The University also provides the alternative that tuition and residence fees may be paid off in instalments once the minimum first payment has been made upon registration. With this option tuition and residence fees are strictly payable in monthly instalments. The monthly instalments are calculated by taking the balance due after registration, regardless of any pre-paid amounts, and dividing it by the months left until the end of July. These instalments are specified on the monthly statements and are payable within thirty days following the date of account, with a final payment on or before 31 July. If the required instalments

are not strictly adhered to, interest will be calculated on all overdue instalments. The statements start on the 1st of each month and always end on the last day of the month. Payments after month-end would only reflect on the next month's statement and may result in interest being levied on arrear instalments. Again, please allow 5 working days to ensure the credit reflect on the student account before or on month-end to avoid interest charged.

In the case where a student falls into arrear in respect of any outstanding amount in terms of the abovementioned terms of payment, the University shall levy interest in respect of such arrears.

2.3.5 Early settlement discount on tuition and residence fees

Tuition and residence fees may be settled in full at the beginning of the year. To qualify for an early settlement discount of 2,5%, all the following requirements must be met:

- a) Registration fees and other fees do not qualify for a discount.
- b) Both tuition and residence fees must be settled in full to qualify.
- c) Short payments based on own calculations will be considered but may lead to the disallowance of your discount.
- d) Please confirm settlement amount beforehand to avoid disappointment.
- e) All credits must reflect on the student account by the end of March.
- f) No future payments (bursaries, loans, or deposits) will be considered for calculations!
- g) Payments which reflect on the University's bank account by 31 March will be considered.
- h) The discount is only applicable to the current year and cannot be backdated for previous years! The early settlement discount will only reflect on the student account by April.
- i) Students who receive any form of financial aid do not qualify to claim this discount. It is only applicable to accounts settled in cash / electronic deposits.
- j) Discounts are not given automatically. You must apply in writing to the following email addresses with the word "2,5% discount" in the subject line of the email:

	Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
E-mail address	mc-studyfees@nwu.ac.za	PC-studyfees@nwu.ac.za	vaalaccounts@nwu.ac.za

2.3.6 Staff discount

Permanent staff of the North-West University and fixed-term appointments with full benefits is entitled to a discount in respect of tuition fees under the conditions as set out in the University's Conditions of Employment, clause 7.4. Temporary staff and fixed-term appointments without fringe benefits are not eligible for staff discount.

Staff discount is only applicable to qualifications as listed in official NWU year books, is based on the applicable maximum tuition fee periods as defined in clauses 2.2.3.1 and 2.2.3.2 above and is only allowed up to the end of the relevant tuition fee period and only once per qualification levy and/or modules with no exception between full-time and part-time studies.

This discount applies to all degrees and diploma courses or courses for non-degree purposes offered by the university and for which the university receives a subsidy from the state.

Staff is only entitled to discount from their date of appointment, i.e., pro rata discount if they were appointed later in the year than January. (For 12 months in service, 100% discount is granted on tuition fees; for 11 months in service: 91,67%; for 10 months: 83,33%, etc. If a staff member commences service on 1 February, he/she will be entitled to discount for the 11 months of service and 8,33% of the tuition fees is payable by the staff member. The spouse of a staff member is also only pro rata entitled to the discount from the date of their marriage if the marriage is later in the year than January. Staff discount will only be granted from the month following on the date of marriage. For example, if the couple was married during June, pro rata staff discount will only be granted from July, if all other conditions are met as set out in the guidelines.

Staff members who resign are proportionally responsible for the payment of tuition fees from the date of resignation. If staff discount has already been credited against the relevant account(s), the proportional amount for which the staff member is now responsible will be debited against the account(s).

The granting of staff discount does not affect qualification for any other study bursaries.

Staff discount is not granted automatically; it must be applied for every year. No discount will be granted retrospectively. Discount for 2021 tuition fees will thus not be granted in 2022.

Registration fees and additional levies do not qualify for staff discount and cannot be paid in monthly instalments.

According to the Conditions of Employment, staff discount will not be granted for studies at other institutions.

Students must be enrolled for an NWU qualification as contained in the faculty year books. Courses financed through third income streams (such as short learning programmes) do not qualify for staff discount.

The Staff Discount Guidelines on tuition fees and the online application are available on the NWU Staff Intranet. All enquiries regarding Staff Discount may be directed per e-mail to staff-discount@nwu.ac.za.

2.3.7 Credit amounts on a university account

If a credit balance arises on a University account, an online application may be completed to request the payment of the credit amount by electronic bank transfer. The application is available for registered students on the [NWU DIY Service Portal for Credit Refund](#). **No credit will be paid out in cash and no transfers can be made to credit card accounts.**

In cases where unregistered students wish to request a payment, the prescribed form for payment of the credit amount by electronic bank transfer must be completed. Credit balances on student accounts can only be paid out against acceptable proof on the student's identity. Payment to any other person than the student can also be made online. For unregistered students, payment to any other person than the student can only be made on written authority of the student on the prescribed form and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

The forms are available at:

	Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
E-mail address	mc-studyfees@nwu.ac.za	PC-studyfees@nwu.ac.za	vaalaccounts@nwu.ac.za

Where a credit balance arises because of a cash-and or electronic funds transfer (EFT) on the University account, proof of the payment must be submitted with the request for payment of the credit.

Where a credit balance arises because of bursary or loan payments from outside of the University, these credit amounts shall only be paid out on provision of the necessary bursary or loan agreement and only after consent from the bursar or financial institution was given in writing.

Applications sent to the NWU via email must be accompanied by a copy of the ID or university card.

The NWU will not be held liable for incorrect information supplied on the DIY online application for credit refund. Please take note of the cut-off times for requesting payments as well as time delays before actual pay-out. A standard levy will be charged on the student's account for every credit refund request.

2.3.8 Responsibility for compliance with conditions of payment

It is the student's responsibility to see to it that the conditions of payment as outlined are met, regardless of whether he/she is being financed by means of a bursary or a loan.

Should a student fall behind with the payment of his/her account, regardless of whether he/she has arranged with the University, the University will charge interest on arrear amounts at 4% above the prime lending rate of the University's official bankers. This interest rate is lower than the statutory rate provided for by the National Credit Act with regards to incidental credit agreements.

Accounts for tuition, residence and other fees are sent to the students or their parents via e-mail. No accounts are sent directly to bursary providers.

Student accounts can be electronically obtained via the webpage. The system will issue the student with a password that must be entered to access the information. The student account can also be viewed at the NWU DIY Service Portal as referred to in paragraph 1.4.

2.3.9 Failure to comply with the conditions of payment

A student who cannot comply with these arrangements must make other arrangements for payment of the prescribed fees with the Collections department in advance, with the provision that the final payment

is payable on 31 July. Should the money not be paid on the predetermined dates or at the times as determined otherwise, the University may resort to one or more of the following measures:

- Deactivation of the student's university card;
- refusal of admission to tuition;
- refusal of admission to the examinations;
- non-issue of academic record and certificate of conduct;
- non-issue of examination results;
- non-issue of diploma and degree certificates, to be held in safekeeping at the NWU;
- refusal of participation in the graduation ceremony;
- refusal of registration as student;
- exclusion from University residence; and
- handing over to the University lawyers or collection agencies for purposes of collecting the debt, in which event the student will be liable for interest and legal costs on an attorney and own client scale.

The student consents to the jurisdiction of the Magistrate's Court, if the University institutes an action arising from the student's non-compliance with any of the conditions contained herein, but this does not prohibit the University from instituting action at its sole discretion or making an application in the High Court of South Africa.

Should credit be granted, the University has the right to place information regarding defaulting on the payment of a University account on record with credit bureau.

All money due to the University following a handing over to the University's lawyers can only be paid directly to the lawyer. The University will not receive any payments in respect of accounts already handed over to the University's lawyers. In cases where accounts have already been handed over, the debtor remains liable for all collection costs incurred. Students who are handed over will not be allowed to register unless the account at the debt collector or attorney has been settled in full.

2.4 CREDIT BALANCES

If a credit balance arises due to a bursary and/or loan (excluding NSFAS), it may be utilised inter alia for the following:

- To settle a book or approved equipment account;
- to settle a University Bank/Fundi loan;
- to act in accordance with bursary requirements stipulated by the donor of the bursary;
- to be carried over to the next year as minimum fees payable; and
- final-year students may request in writing the available funds at the end of the year, with written consent of the bursar.

Credit balances regarding NSFAS student accounts, will be returned to NSFAS as per NSFAS policy.

Please refer to paragraph 2.3.7 above for the request for payment of credit balances for registered – and unregistered students.

3 CANCELLATION OR CHANGE OF STUDY

3.1 PROCESS UPON CANCELLATION OF STUDY

Your notice of cancellation of study or single course modules should be done on the official cancellation forms.

The cancellation is valid from the date of proper submission of the cancellation form to relevant SALA Division. The relevant SALA Division will notify Student Accounts and Bursaries accordingly regarding the cancellation.

- [Cancellation forms](#) for diplomas, undergraduate and honours studies are online available; from Undergraduate Administration: Records at the faculty helpdesks or can be requested at PC-Undergrad-Records@nwu.ac.za.

- [Cancellation forms](#) for master's and doctoral studies are available at Higher Degree Administration helpdesk at each campus or can be requested at HigherDegree-Enquiries@nwu.ac.za

Students of the Unit for Open Distance Learning can request their cancellation forms at building B11A, room G03, Potchefstroom Campus, the Call Centre at 018-285 5900 or per e-mail to DistancePotch@nwu.ac.za.

3.2 FEES PAYABLE UPON CANCELLATION OR TERMINATION OF STUDIES

Should a student cancel his/her diploma, undergraduate or honours studies prior to 4 March 2022 for campus and for distance students, only the registration fee is payable. Should a student cancel his/her diploma, undergraduate or honours studies after 4 March 2022, the full costs of the qualification programme and tuition for the first semester are payable.

If a postgraduate student cancels his/her masters or doctoral studies prior to 30 April, only registration fees are payable. When a postgraduate student cancels his/her studies after 30 April but before 31 July, full registration fees plus 50% of the qualification programme cost are payable. With cancellation after 31 July, full registration fees, qualification programme cost, and tuition fees are payable

Should a student cancel his/her studies for the second semester prior to 5 August 2022, only 50% of the qualification programme cost and full tuition for the first semester are payable. Should a student cancel his/her studies after 5 August 2022, the full qualification programme cost and tuition for the year are payable.

Should a distance student cancel his/her studies, and the study material has been dispatched and signed for, the fees of the study material are payable at actual cost of the university, including courier-and administration fees. If the parcel is undelivered due to contact details that were not updated, courier –and administration fees will be charged. No study material will be accepted back if the parcel has been signed for.

Should a student cancel his/her studies, all bursaries and/or loans are immediately refundable. Should a postgraduate student cancel or terminate his/her studies, all NWU Bursaries received during the uncompleted postgraduate studies will be reversed and the student will be liable for the total cost of fees.

In all cases of transgressions and subsequent disciplinary steps these might entail, in terms of the provisions of the University Statute and the Students' Disciplinary Rules, the temporary or permanent, total, or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid or are payable to the University. All bursaries and/or loans are also immediately refundable.

3.3 FEES PAYABLE UPON AMENDING OF MODULES

Should a student change any module(s) after the scheduled period allowed for changing, which is annually determined by the Campus Director SALA, no credit will be granted for the cancelled module(s).

3.4 AGREED SUSPENSION OF POSTGRADUATE STUDIES

When postgraduate studies are suspended for whatever reason, the student will remain liable for all study costs (registration, tuition, and any other fees) for the period of the suspension UNLESS the student, prior to the suspension, obtained approval from the faculty, which is been approved by a faculty decision and that decision had been noted on the student's student record.

3.5 DEATH OF A REGISTERED STUDENT

In terms of the University's Rules & Regulations, the fees that were already paid in the semester that the student becomes deceased will be refunded to the estate of the deceased student.

The student accounts department must be supplied with a certified copy of the death certificate of the deceased student for the process of closing the account to be started (see contact details in paragraph 2.1).

4 OTHER FEES

The following is a list of other fees that a student's University account may be levied with if applicable to the student.

Campus: Mahikeng (MC), Potchefstroom (PC) and Vanderbijlpark (VC)

1	Application Fees	New RSA Students (under-and post graduate students)	R 0
		New International Students	R 575
		B-Status fee (should application for study be made)	R 425
		Special Admission Examination	R 460
2	Registration Fees	Registration Fees	R 2 110
		Fine for late registration, excluding Masters –and PhD Students	R 540
		MBA: Annual admission to NWU School for Business and Governance	R 6 300
		Post Graduate Diploma in Management: Annual Admission to NWU School for Business and Governance Full- and Part Time Students	R 500
		LLM & MPhil: Once-Off admission to the master's programme	R 2 200
3	Student Lifecycle Administration (SALA)	Exemption fee per application: Modules completed at other institutions	R 230
		Reissue of academic results for non-registered students	R 55
		Academic record compiled from old files	R 135
		Academic record compiled from old files, together with syllabuses	R 280
		Cost Recovery: Application fee for Matriculation Board exemption certificate for complete or conditional matric exemption, per application	R 660
		Cost Recovery: Application fee for duplicate or amendment of existing Matriculation Board exemption certificate, per application	R 330
		Late notice of module changes per transaction	R 175
	Assessment and Timetables	Examination opportunity levy per paper off campus	R 240
		Examination opportunity levy per module for distance students outside RSA	R 870
		Second examination opportunity (per module)	R 270
		Final assessment opportunity in terms of academic rule (per module)	R 270
		Remarking of examination work on the request of a student	R 170
	Graduation Ceremonies	Conferral of a degree or diploma in absentia	R 300
		Re-issue of doctoral degree certificate	R 375
		Re-issue of other degree or diploma certificate	R 355
4	Students' Academic Chapters	Students' Academic Chapters	R 70
		Students' Academic Chapters: Pharmacy	R 90
5	Student Accounts	RealPay Debit order administration for first 6 debit order	R 150
		RealPay 7 th and more Debit orders (per debit order)	R 25
		RealPay unsuccessful debit order	R 40
		Duplicate account of receipt	R 15
		Application for a student account credit refund	R 15

6	Courier Costs	Local courier cost will be levied at actual cost with a minimum cost of R160	Actual Cost Minimum R 160
7	Protection Services	Replacement of university card (1 st card is free)	R 80
		Issuing of duplicate parking disc	R 30
		Card Holders	R 5
		Lanyards	R 15
		ID Photo	R 15
		Copies of campus traffic accident reports	R 100
		Annual reserved undercover residence parking:	R 87 per month R 1 044 per annum
		Annual reserved open residence parking	R 52 per month R 624 per annum
		Reservation of parking	R 30 per 10 parking places
		Cutting of keys:	
		Normal Blanks	R 15
		ISEO	R 27
		CISA & Master Blanks	R 20
		Serial Keys Y, N & MH	R 10
Serial Keys CD, MV & MB	R15		
Mortal Blanks	R 32		
Key Rings 19mm, 25mm & 35mm	35mm R 7		
Key Tag ASS	R 1		
Key Tag Kevron ID-5 AC100	R 9		
8	Statistic Consultation Services (SCS)	Planning and Questionnaire Review per hour	R 230.05
		Statistical Analysis and Data Mining per hour	R 315.65
		Assistance with Interpretation of Results per hour	R 315.65
		Review of Final Publications per hour	R 315.65
		Assistance with Publications per hour	R 315.65
		Data Capturing per character	R 0.11
		Data Coding & Transcribing per hour	R 316.00
		Printing per page	R 1.40
		Numbering per hour	R 251
		Handling Fee per questionnaire	R 2.60
10	Conservatory Fees	Registration Fees until 17 March for the 1 st Semester and 29 July for 2 nd semester	R 900
		Tuition Fee (30 minutes per weeks for 30 weeks per annum)	R 4 655
		Tuition fee (1 hour per week for 30 weeks per annum)	R 9 310
		Registered students practice fees for organ	R 2 335
		Other students / staff members practice fees for piano	R 3 225
		Other students / staff members practice fees for organ	R 3 790

		Other students / staff members practice fees for voice and other instruments	R 3 225
11	Health Care Centre (Clinic)	MC: Students	R 10
		MC: Staff / Contract Workers / Visitors	R 50
		PC: Student including NSFAS students	R 10
		PC: Staff / Contract Workers	R 50
		VC: Students	R 10
		VC: Staff / Contract Workers	R 50
12	School of Psychosocial Health & Institute for Psychology & Wellbeing (IPW)	Departmental Selection Fee for Master's degrees Psychology	R 420
		Departmental Selection Fee for Master's degrees Social Work	R 250
		Psychological Services of therapy sessions at Institute for Psychology & Wellbeing (IPW)	R 150 per session
		Registration with the South African Council for Social Service Professions (SACSSP) only 2 nd Year Social Work Students	R 225
13	Library	Administration fee (lost books)	R 150

5 FINANCIAL SUPPORT

The aim of the North-West University Bursary Department is to provide financial aid (subject to guidelines) to students who wish to participate actively in creating a stimulating climate at the University based on their academic, leadership, arts and culture as well as sports achievements.

Note that the university reserves the right to, without prior notice, amend any terms and conditions, amounts as well as allocations that have been approved by the University Management Committee (UMC).

5.1 NWU BURSARIES (only applicable to full–and part time students)

DISTANCE LEARNING students do not qualify for these and/or any other bursaries.

5.1.1 Bursaries for undergraduate studies

Contact information for undergraduate financial support/enquiries or to see bursary terms and conditions:

Webpage: [NWU Bursaries for undergraduate studies](#)

E-mail address:

Mahikeng:	MC-UnderGradBurs@nwu.ac.za
Potchefstroom:	PC-Studyfees@nwu.ac.za
Vanderbijlpark:	VC-UnderGradBurs@nwu.ac.za

All bursaries are awarded only for the acquisition of a first qualification that must be obtained within the minimum period (3 or 4 years) of the qualification registered for in the first year. Should the student change his/her field of study, this condition regarding the initial qualification's minimum period of study, remains valid.

The University's target date for pay-out for all these bursaries is the end of March.

Please note: The NSFAS (National Student Financial Aid Scheme) policy prohibits the allocation of any/all other bursaries to students who are fully covered by NSFAS. In other words, students who receive full funding for registration fees, tuition fees, meals, and accommodation, are prohibited from receiving funds from either university funds or any other source. The North-West University must adhere to the NSFAS policy and therefore no NSFAS approved student will be eligible to receive any of the bursaries listed below.

The following NWU undergraduate bursaries are available:

5.1.1.1 Academic merit bursaries

5.1.1.1.1 Academic merit bursary for a first-time recipient

Academic merit bursary for a first-time recipient will only be awarded in the first year of study. These bursaries are awarded AUTOMATICALLY to all full-time first-year students who:

- Completed Grade 12 in the previous year.
- Register at the NWU for the first time after completing Grade 12, for a first undergraduate qualification.
- Obtained an average of 75% or higher during the Grade 12 final examination.
- Merit bursaries are calculated on the matric results that the university receives from the Department of Education in January.
- The bursary is awarded on account of the student's true average obtained.
- Calculate as follows: Life Orientation is disregarded. Add the percentages of the six subjects with the highest marks and divide by six to calculate the true average. No marks will be rounded off.

Student's Average %	Merit Bursary
85 – 100%	100% of tuition fees
80 - 84%	75% of tuition fees
75 - 79%	25% of tuition fees

Students who did not matriculate via the South African school system, must apply for the merit bursary, on the merit bursary application form, and must attach official final results. This includes Cambridge and Namibian students. These bursaries will be evaluated individually, and allocations paid manually, during March.

5.1.1.1.2 Senior academic merit bursary (2nd, 3rd and 4th year)

Academic merit bursaries are awarded automatically to full-time undergraduate students and therefore these students do not have to apply. Part-time students and students from other Universities must apply for the bursary using the prescribed application form available on the webpage – closing date 31 January of the year of registration. The students must be registered for a FIRST undergraduate qualification and comply with the specific requirements of the bursary.

- Academic merit bursaries to senior students (2nd, 3rd and 4th year) are awarded **AUTOMATICALLY to FULL-TIME** students who are registered for a first undergraduate qualification.
- Part-time senior students registered for the full curriculum and who comply with the bursary conditions, must **APPLY ANNUALLY** for the bursary, and qualify for 50% of the normal allocation as set out below.
- To qualify, the student should have passed all the major-, ancillary and additional modules during the previous year AND obtained an average of at least 75%. The average is calculated by adding all major-and ancillary module marks and dividing the total by the number of modules. No marks will be rounded off. This bursary is only applicable for the minimum period of the qualification registered for in the first year (namely 3 or 4 years). No allocations are made on account of distinctions, only on account of the average obtained in the previous year of study. Once the average has been calculated, the allocation is determined by using the table below:

Student's Average %	Merit Bursary
75% to 79.99%	30% of tuition fees
80% to 84.99%	40% of tuition fees
85% and above	50% of tuition fees

5.1.1.2 Leadership and Arts-and Cultural Bursaries

The following bursaries are available and must be applied for, using the prescribed application form available, on the webpage:

5.1.1.2.1 Leaders of student councils

A once-off bursary awarded to students who were the chairperson of the Students Representative Council (**only head boy/head girl of the school**) during their high school career. The student should apply for this once-off bursary and the allocation amounts to R3 500 which is deducted from the tuition fees account. Corroborative documents namely a copy of the official testimonial issued by the school or a similar certificate must be attached to this application.

5.1.1.2.2 Arts and Culture bursaries

Awarded to first-year students for exceptional achievements in art and culture activities during Grade 8-12. The value of the award differs, and the evaluation is done by the Department of Arts and Culture.

The closing date for prospective students is 28 February in the year of registration.

5.2 SUPPORT BURSARIES

The following support bursaries are available and must be applied for only once (5.2.1 & 5.2.2):

5.2.1 Physical disability Bursary

Students with a degenerating physical disability which impedes their studies AND who submit a recent medical certificate to confirm their condition, should apply and will receive an allocation equal to 25% of their tuition fees. Only applicable for the minimum period of the qualification registered for in the first year (namely 3 or 4 years). A student should apply once only in the first year and attach a recent medical certificate.

The closing date for the prospective students is 28 February in the year of registration.

5.2.2 Orphan and foster-care Bursary

The bursary provides financial support to orphan or foster-care students and is equal to 25% of tuition fees. Death certificates of both parents, court order of foster-care placement or an affidavit from the social worker must be attached. Only applicable for the minimum period of the qualification registered for in the first year (namely 3 or 4 years). A student should apply once only in the first year after which the bursary will be allocated automatically while the student qualifies according to the bursary conditions.

The closing date for the prospective students is 28 February in the year of registration.

5.2.3 Family Bursary

Granted to families with two or more members simultaneously registered at the NWU within the minimum periods of study for the duration of their studies.

The students must be registered for a FIRST undergraduate qualification and comply with the specific requirements of the bursary. Application must be made **annually** using the prescribed application forms on the webpage.

ONLY the student with the largest student number need to apply, so one application per family. Instances in which the surnames of the students differ because of stepbrother(s)/stepsister(s), documentation must be attached that can verify that the relation is legally binding (i.e., a copy of the marriage certificate). Payment is done to the class fees account of the student(s) with the largest student number(s). The bursary is paid to the account of the student with the largest student number. Annual re-application before the undermentioned closing date is required. The sliding scale for awards are as follows:

Second student	15% of tuition fees	Fourth student	25% of tuition fees
Third student	20% of tuition fees	Fifth student	30% of tuition fees

Part-time/contact students qualify for **50%** of above-mentioned bursary awards. ANNUAL re-application for this bursary is required.

Distance learning students do not qualify for the bursary.

Closing date for the bursary applications for prospective students is 31 January in the year of registration and for senior students 30 September in the year preceding registration.

The closing date for the prospective students is 28 February in the year of registration.

5.3 SPORTS BURSARIES

Contact information for enquiries and application forms:

Mahikeng Campus	Potchefstroom Campus	Vanderbijlpark Campus
Soccer Institute & Other Sports Web Address: http://www.nwu.ac.za/content/nwu-Mahikeng-campus-soccer-institute Contact Person: Rick van Rooyen Tel: (018) 389 2406	Rugby Institute E-mail: ronel.emms@nwu.ac.za Tel: (018) 299 2429 Other Sports E-mail: corene.middleton@nwu.ac.za Tel: (018) 299 2905	All Sports Contact Person: Sean McCallaghan Tel (016) 910 3229 E-mail: sean.mccallaghan@nwu.ac.za

5.4 BURSARIES FOR POSTGRADUATE STUDIES

The NWU postgraduate bursary scheme aims to provide financial support to postgraduate students and to give recognition to students who perform well academically. The NWU postgraduate bursary scheme is in line with the strategic objectives of the University as explained in the Institutional Plan.

The students must be registered for a FIRST Honours, Masters or Doctoral qualification and comply with the specific requirements of the bursary. Application must be made **annually** using the prescribed applications forms on the webpage. The University's target date for pay-out for all these bursaries is the **end of April**.

Only online applications for NWU Postgraduate Bursaries will be accepted.

The following two categories of bursaries are available:

5.4.1 NWU Honours Bursary

The NWU Honours Bursary is available for one year for full-time students only. Closing date 31 March in the year of registration.

This bursary is available only for students that register for a FULL-TIME prescribed Honours degree (postgraduate diplomas and PGCE included). Part-time and/or occasional students as well as working students don't qualify. Working students are defined as students who work for an employer, earning a salary and where work is the main activity.

The bursary is valid for one (1) year only. Bursary holders must complete the Honours degree within a grace period of 1 (one) year.

Students from other universities must attach an academic record of the preceding qualifying degree.

Students receiving bursaries from Statutory Councils such as the NRF and other outside institutions may apply for a top-up Honours bursary up to but not exceeding the maximum amount of R117 900 subject to the bursary amounts specified below. The University reserves the right to cancel or adjust the Honours bursary if the amount of R117 900 is exceeded.

The bursary amount is repayable if a student fails to comply with any of the conditions, terminates studies or does not complete the course within the prescribed period.

The University reserves the right, should circumstances be justified, to alter the guidelines, conditions, and values of the bursary without prior notice to the applicant.

The following bursaries will be awarded:

R22 600 (amount will be reviewed annually) for scarce skills courses

To qualify applicants must have achieved a minimum average of 65% in the final year modules/subjects of the preceding, completed degree. Academic records of the previous qualifying degree must be attached. Certificates only are not valid.

IDENTIFIED SCARCE SKILLS: BSc and BCom		
Accounting Sciences	Health Science	Mathematical Sciences
Actuarial Studies	Demographic Sciences	Physical Sciences
Agricultural Sciences	Economics	Sport Sciences
Architecture	Electronic Sciences	Risk Management
Auditing Sciences	Engineering	Tourism
Biotechnology	Financial Management	Transportation Studies

Chemical Sciences	Geology	Statistics
Chemistry	Informational Studies	Natural Science Statistics
Computer Sciences	Logistics	
See BCom non-scarce exceptions in table below		

R19 300 (amount will be reviewed annually) for non-scarce skills courses

To qualify applicants must have achieved a **minimum average of 70%** in the final year modules/subjects of the preceding, completed degree. Academic records of the previous qualifying degree must be attached. Certificates only are not valid.

IDENTIFIED NON-SCARCE SKILLS	
Degree	Field of study
BA, BEd, BTh, BHSc	All subjects
BCom	Communication / Economy & Communication / Entrepreneurs / Financial Business / Industrial Psychology / International Trading / Journalism / Labour Relations / Law / Management / Marketing Human Resources / Political Studies / Population Studies / Social Science / Sociology
Diplomas and Certificates	Disaster & Risk, Education, Management, Nuclear and Technology

5.4.2 NWU Masters Bursary

This bursary is available only for postgraduate students that register for a full prescribed Master's degree.

Application for the bursary must be done annually on the prescribed application form before or on 31 March in the year of registration.

Students from other universities must attach an academic record of the preceding qualifying degree.

Masters' students can receive bursaries from one or more sources not exceeding the maximum of R261 900. The University reserves the right to cancel or adjust the Master's bursary if the amount of R261 900 is exceeded.

The bursary amount is repayable if a student fails to comply with any of the conditions, terminates studies or does not complete the course within the prescribed period.

The University reserves the right, should circumstances be justified, to alter the guidelines, conditions and values of the bursary without prior notice to the applicant.

To qualify applicants must have achieved a **minimum average of 60%** for all modules/subjects during the preceding, completed Honour's degree. Students who have obtained a four-year B-degree in BIng, BPharm, MMus or BArt Science in Town and Regional Planning also qualify. Academic records of the previous completed degree must be attached. Certificates only are not valid.

Part-time students and working students may apply for a 50% allocation of the NWU postgraduate bursary (working students are defined as students who work for an employer, earning a salary and where work is the main activity).

The bursary is valid for two (2) years only. R27 400 per year will be awarded for full time students - the total bursary value over 2 years is R54 800 (amount will be reviewed annually)

Students that already received a Master's bursary must apply for the Masters Progress Bursary: For the Progress Bursary the prescribed Progress Report, completed by the study leader, must be attached to the application. This report serves as a recommendation of academic progress. If the student didn't previously receive a NWU Masters Bursary the student must attach the academic script of the preceding qualifying degree also to verify the minimum average of 60%. Incomplete applications do not qualify.

If a Master's student, after completing the degree within one year, immediately enrolls for Doctoral studies, R27 400 will be carried over only to the first year of Doctoral studies. If the student does not enrol for Doctoral studies immediately after completing the Master's degree the bursary value remains only R27 400. Send a notice e-mail to your campus postgraduate e-mail address.

Bursary holders must complete the Master's degree within a minimum grace period of three (3) years.

5.4.3 NWU Doctoral Bursary

The bursary is available only for postgraduate students who register for a full prescribed Doctoral degree. Application for the bursary must be done annually on the prescribed application before or on 31 March in the year of registration.

Students from other universities must attach an academic record of the previous qualifying degree.

Doctoral degree students can receive bursaries from one or more sources not exceeding the maximum amount of R 327 400. The University reserves the right to cancel or adjust the Doctoral bursary if the amount of R 327 400 is exceeded.

The bursary amount is repayable if a student fails to comply with any of the conditions, terminates studies or does not complete the course within the prescribed period.

The University reserves the right, should circumstances be justified, to alter the guidelines, conditions and values of the bursary without prior notice to the applicant.

To qualify applicants must have achieved a **minimum average of 60%** for all modules/subjects during the preceding, completed Masters' degree. Academic records of the previous completed degree must be attached – certificates of degree only are not acceptable.

Part-time students and working students may apply for a 50% allocation of the NWU postgraduate bursary (Working students are defined as students who work for an employer, earning a salary and where work is the main activity).

The bursary is valid for three (3) years only. R29 500 per year will be awarded for full time students - the total bursary value over 2 years is R88 500 (amount will be reviewed annually)

Students that already received a Doctoral bursary must apply for the Doctoral Progress Bursary. For the Progress Bursary the prescribed Progress Report, completed by the study leader, **MUST** be attached to the application. This report serves as a recommendation of academic progress. If the student did not previously receive a NWU Doctoral Bursary the student **MUST** attach the academic script of the preceding qualifying degree also to verify the average of 60%. Incomplete applications are invalid.

If a Masters student, after completing the degree, immediately enrolls for Doctoral studies, R29 500 will be carried over to the first year of Doctoral studies. If the student does not enrol for Doctoral studies the bursary value remains only R29 500. Send a notice e-mail to your campus postgraduate e-mail address.

Late applications will only be considered with a written recommendation from the study leader.

- **NWU Masters Bursary** - Available for two years, part-time and full-time students. Closing date 31 March in the year of registration.
- **NWU Doctoral Bursary** - Available for three years, part-time and full-time students. Closing date 31 March in the year of registration.

5.4.4 NWU Postgraduate Cum Laude Academic Merit Bursary

This academic merit bursary is a **once-off bursary** available only for the first year of the postgraduate qualification. Closing date is 30 April in the year of registration.

The NWU Postgraduate Academic Bursary is supplementary to all other postgraduate bursaries and is awarded for academic achievement. The NWU Postgraduate Bursary Scheme and Academic Merit Bursary are TWO separate bursaries with an application form for each.

Only students from other Universities MUST apply online and attach documents of the previous qualifying degree. This bursary for students from other Universities is not calculated and awarded automatically.

NWU students don't apply online. This bursary is automatically calculated and awarded to students that meet the required conditions as stipulated.

Full-Time and Part-Time students can apply. The bursary is available only to students who register for a first, full prescribed postgraduate Masters/Doctoral course unit. Students registered for occasional studies do not qualify. The bursary will be awarded only once in the first year of the postgraduate course unit.

The bursary amount is repayable if a student fails to comply with any of the conditions, terminates studies or does not complete the course within the prescribed period stipulated for the NWU Postgraduate Bursary Scheme.

The University reserves the right, should circumstances be justified, to alter the guidelines, conditions and values of the bursary without prior notice to the applicant.

To qualify applicants must have passed the preceding degree with Cum Laude according to the A-Rules of the university. The applicants must have achieved a **minimum average of 75%** for all final subjects/modules during the preceding, completed degree. Academic records of the previous qualifying degree will be taken into consideration when calculating the average. Certificates only are not valid.

Bursary holders must complete the postgraduate degree within the minimum grace period stipulated by the NWU Postgraduate Bursary Scheme.

Cum Laude Academic Merit bursary value	
Average %	Bursary value
75 - 100	R 5 000

Submit applications forms as soon as possible for timely qualification.

Contact information for postgraduate financial support/enquiries or to see bursary terms and conditions:

Webpage: [NWU Postgraduate Bursary Scheme](#)

E-mail address:

Mahikeng:	MC-PostGradBurs@nwu.ac.za
Potchefstroom:	PUK-PostGradBurs@nwu.ac.za
Vanderbijlpark:	VC-PostGradBurs@nwu.ac.za

5.5 RESEARCH BURSARIES FOR POSTGRADUATE STUDENTS

National Research Foundation (NRF) related bursaries are administrated by the Research Office:

NRF Pre-Award Queries

Contact: 26720019@nwu.ac.za or 34421025@nwu.ac.za

NRF Post-Award Queries

NRF Scholarships Contact: heide.goedhals@nwu.ac.za

NRF Related Payments Contact: Johann.duPlessis@nwu.ac.za

5.6 BURSARIES FROM INSTITUTIONS OUTSIDE THE UNIVERSITY (EXTERNAL BURSARIES)

If a student's studies are financed by way of a bursary from an institution outside the University, written proof thereof must be submitted annually during registration to Student Accounts. The bursary agreement is between the student and the bursary institution and contracts need to be finalized with registration. The written proof should reflect the breakdown of fees to be utilised as well as the date of payments to be made.

5.7 NSFAS LOAN/BURSARY SCHEME

The NSFAS Loan/Bursary Scheme is to provide financial support to students with academic potential and financial need - South African citizens only. The scheme is available to all full-time undergraduate students who comply with specific requirements according to NSFAS rules.

All applications will be administrated **only by NSFAS**. Online applications will be available on the NSFAS webpage from 2 November 2021 to 7 January 2022. No hard copies or late applications will be accepted by NSFAS.

Only prospective students and new senior students need to adhere to above dates. Contact information for NSFAS support/enquiries or to read the terms and conditions:

Webpage: www.nsfas.org.za

E-mail address: info@nsfas.org.za

Share Call: 0860 067 327

In the event where the funding status of a student is changed by NSFAS for eligible reasons, the student will be liable for the outstanding balance on the student account (including all allowances and rent already paid out to the student and service provider of private accommodation).

5.7.1 Acknowledgement of Debt (AOD) document

Where an approved NSFAS student has an outstanding balance on the student account upon registration, the outstanding balance is due to one or more of the following reasons:

- Outstanding payments from NSFAS of the previous year(s)
- Legitimate charges on the student account that will not be covered by NSFAS such as charges for second exam opportunities etc.
- Outstanding balance for the year(s) in which the student was not funded by NSFAS and will not be covered by NSFAS

The student will be requested to sign the AOD form. Only upon receipt of the signed document, the student will be financially cleared to register.

By signing the AOD, the student acknowledges that he/she is liable for debt that will not be covered by NSFAS. The student will not be allowed to participate in the graduation ceremonies on completion of his/her studies if the above balances are not settled in full 72 hours prior to the ceremony. The student will also not receive his/her graduation certificate or diploma.

However, the university still reserves the right to require a payment before the student will be allowed to register.

5.8 FUNZA LUSHAKA TEACHING BURSARY

The Funza Lushaka education bursary provides financial support to students with academic potential and a commitment to undertaking professional teaching education. After qualifying, the students have a contractual obligation and must enter the service of the Department of Education in a departmental post at a provincial school for each year the bursary was awarded. The bursary is available for priority area specialization subjects – see terms and conditions.

Online applications will be available on the Funza Lushaka webpage from 1 October 2021.

Re-applications close on 29 November 2021.

New applications close on 01 February 2022.

Contact information for Funza Lushaka bursary support/enquiries or to see terms and conditions:

Webpage: <http://www.funzalushaka.doe.gov.za>

Tel: (012) 357 3000

5.9 GENERAL

The bursaries and bursary-loans that are awarded and administered by the University are utilised firstly for redeeming tuition and residence fees.

The University reserves the right to add, withdraw or change awards without prior notice, and direct costs, as determined by the University from time to time, are payable upon the signing of the relevant bursary documentation.

6 FUNDI

Fundi (Eduloan) finances university studies under certain conditions at a very reasonable interest rate and repayment terms.

Application can be done online at <http://www.Fundi.co.za>. Enquiries in regard to the loans may be directed to Fundi at:

Contact Details	Fundi	Mahikeng	Potchefstroom	Vanderbijlpark
Telephone	0860 55 55 44	(018) 384 9457	(018) 299 1007/8	(016) 910 3133