

2016 FEE STRUCTURE

Fees Office:

Tel: 011 652 0221/0226/0243/0312

Email: SBLFinance@unisa.ac.za

Student fees are broken down into the following:

1. Application fee
2. Acceptance deposit
3. Tuition fees
4. Additional fees for students outside of SA and outside of Africa
5. Miscellaneous fees

Application fees:

There will be a **once off non-refundable application levy** of R 100 for online application and R 160 for manual applications. For the DBL there is a **once off non-refundable** administration fee of R2500.

Notes:

Application fees are non-refundable. Paying an application fee does not mean that your application will be successful.

The application fee may be paid by electronic fund transfer (EFT)/credit card or cash deposit at your nearest bank. Note that Unisa SBL is a cashless environment.

Bursars (sponsors) can request tax invoices or a pro-forma fees once a copy of the bursary (sponsorship) award letter has been forwarded to the Fees Office

Notes:

The acceptance fee is payable on or before registration: no registration will be processed if this registration fee is not settled. The bursar (sponsorship) letter is not sufficient for registration.

Total Tuition Fees (*including the acceptance fee*):

Tuition fees cover the following: classes, tutorial, library access and ordinary university examinations

Notes:

- The 2016 fees have yet to be approved by the University Council. Applicants can work on the provisional schedule of 2016 fees (as per above). The fees remain provisional until Council approval later in the year.

Study material

Students should source their prescribed books from UNISA approved book sellers.

Withdrawal from programme (excluding DBL):

Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows:

Registered students who wish to withdraw from any SBL programme or offering for any reason must do so in writing to the Programme Administrator: failure to do so will result in the student being liable for the full tuition fees of the programme.

Notes:

Withdrawal **before** the programme commencement date will be refunded in full.

Withdrawal **after** the programme commencement date **but before 15 May** will result in a liability equal to 50% of tuition fees.

Withdrawal **after** the programme commencement date **but before 15 August** will result in a liability equal to 75% of tuition fees.

Withdrawal **after** the programme commencement date **but after 15 August** will result in a liability equal to 100% of tuition fees.

Withdrawal from programme (DBL students):

Subject to Section 12(2) of the Consumer Protection Act, a cancellation fee is payable as follows:

NB: No refunds will be processed if students withdraw from the DBL programme; the student is liable for the full cost of the programme irrespective of date of withdrawal.

Additional fees for students outside of SA and outside of Africa (foreign levies):

Please contact the Fees Office for these costs.

Miscellaneous fees:

Please contact the Fees Office for these costs.

These include but are not limited to various charges such as supplementary exam fees, re-mark, re-check, mark audit and library fees could be levied during the course of the academic year. Such charges often appear late in the year, so it is the student responsibility to check for these charges to avoid financial penalties.

Financial blocks and cancellations:

Unsettled accounts are subject to financial blocks or/and cancellations. Accounts that are cancelled or blocked will not have access to results on the MyUnisa platform. Unsettled fees will be handed over for collection, and the student will be liable for legal costs of recovery. This has the potential of adversely affecting the delinquent student's credit profile.

Failure to settle fees in full:

Should a student fail to settle all outstanding amounts the student risks the following financial penalties: student will be unable to access his/her statement of results, student will not be allowed to form part of the graduation, student will not be accepted into the next academic year of study, and the student runs a risk of being handed over to a third party for collection of outstanding amounts.

PAYMENT DETAILS

1. INDIVIDUAL STUDENTS ONLY (UNISA student deposits)

- **CASH DEPOSITS**

BENEFICIARY	UNISA STUDENT DEPOSITS
BANK	STANDARD BANK
ACCOUNT NR	096R
BRANCH CODE	010645
REFERENCE	STUDENTNR 3000774039

NB: Leave one space open between student number and allocation

- **ELECTRONIC FUND TRANSFERS**

UNISA is listed as a COMPANY beneficiary (select from your bank's list of preapproved company beneficiaries)

REFERENCE	STUDENTNR 3000774039
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- **CREDIT CARD PAYMENTS** – (Credit cards are restricted to Visa and MasterCard. Credit card payments are accepted if you pay or register in person at UNISA SBL in Midrand)

The preferred method of payment for national or international students is via the UNISA website. The web payment link is as follows:

<https://registration.unisa.ac.za/info/payment/index.html>

REFERENCE	STUDENTNR 3000774039
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2. CORPORATE CLIENTS/BULK PAYMENTS

BENEFICIARY	UNISA
BANK	STANDARD BANK
ACCOUNT NR	011554622
BRANCH CODE	010645
REFERENCE	3000774039 COMPANY NAME

NB: For bulk payments: the proof of payment, a list of students with student numbers and amounts to be allocated per student should be e-mailed to SBLfinance@unisa.ac.za. This will facilitate quick allocation of payments to the relevant students account.

3. FOREIGN STUDENTS

BENEFICIARY	UNISA
BANK	STANDARD BANK
ACCOUNT NR	011554622
BRANCH CODE	010645
SWIFT CODE	SBZAJJ

4. MyUnisa payments

For existing students: following payment link by logging onto your MyUnisa platform.

<https://my.unisa.ac.za/portal>

To facilitate quick and correct allocation of payments to student accounts, please ensure that the correct referencing is used.

Sponsorship (bursar) letter and tax invoices

To facilitate preparation; companies sponsoring students must send bursar/sponsorship letters in order to be furnished with a tax invoices. The bursar/sponsorship letter must include the following information:

- a) A letter of sponsorship wherein the sponsor unequivocally assumes financial liability for the total or stated amount of the cost of studying. On the basis of a sponsorship letter, UNISA SBL will hold the sponsor legally responsible for the amount in the letter even if a cohort terminates his/her relationship with the sponsor. UNISA/SBL reserves the right to require a **Memorandum of Agreement** to obtain the condition above.
- b) Full trading name of organization.
- c) Postal address of organization.
- d) VAT Number (if exempt, please indicate)
- e) Full name and official title of account representative
- f) Cost or amount for which the organization is responsible.
- g) Full name of each student and student number (the national ID number if student number has not been issued)
- h) Fax number or email address where a copy of invoice may be sent.
- i) Bursar/Sponsorship letter should be on the companies official letter head