



# 2024 REGISTRATION INFORMATION

## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES (BELLVILLE PARK CAMPUS)

**Disclaimer:** This information is sent to all 2023 registered students and newcomer students of the Stellenbosch Business School and School of Public Leadership. Please ignore the notice if you will not be returning to SU in 2024 due to discontinuation of studies, interruption of studies, academic exclusion or if you have successfully completed your qualification in 2023.

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## 1. General registration enquiries:

- General enquiries about registration can be sent to: [adminenquiriesbpc@sun.ac.za](mailto:adminenquiriesbpc@sun.ac.za).
- General registration and Student Fees information is available on the dedicated registration webpage at: [www.sun.ac.za/registration](http://www.sun.ac.za/registration)

### General dates – Bellville Park Campus

- **4 December 2023:** Email and on-campus registration for newcomer students of the Faculty of Economic and Management Sciences, Bellville Park Campus (Stellenbosch Business School and School of Public Leadership).
- **2 January 2024:** E-mail and on-campus registration for returning students of the Faculty of Economic and Management Sciences, Bellville Park Campus (Stellenbosch Business School and School of Public Leadership).
- **15 January 2024:** Final registration date for all students at the Stellenbosch Business School
- **22 January 2024:** First start date of academic programmes at Stellenbosch Business School (*the respective programmes have different start dates – please refer to communication from the respective Programme Coordinators for further information*).
- **12 February 2024:** Start of academic year for first-year undergraduate students.
- **23 February 2024:** Final day for late registration of students (excluding new M-research and D students)
- **29 February 2024:** First start date of academic programmes at the School of Public Leadership (*the respective programmes have different start dates – please refer to communication from the respective Programme Coordinators for further information*)
- **28 March 2024:** Final registration day for new M-research and D students.

## 2. Registration for students based on the Bellville Park Campus

There are two (2) options available for you to officially register as a student of the Business School and School of Public Leadership, Faculty of Economic and Management Sciences **before 23 February 2024**.

### OPTION 1: Email registration

Email-registration can be done until 15 January 2024 for the Business School and 23 February for the School of Public Leadership.

- Complete the registration form attached to this notice and attach that to your registration request.
- Ensure you attach proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee) in your email registration request.
- Students with outstanding 2023 fees will not be allowed to register.
- The following staff are available to assist with email registration
  - Ms Marissa Groenewald (email: [maris@sun.ac.za](mailto:maris@sun.ac.za)) or Ms Mandy Samuels (email: [mandys@sun.ac.za](mailto:mandys@sun.ac.za)) and Ms Joanne Sleigh (email: [joanne@sun.ac.za](mailto:joanne@sun.ac.za)) for Centre Academic Administration 3<sup>rd</sup> Floor Stellenbosch Business School. Main Building, Bellville Park Campus
  - Proof of payment must be included with the postgraduate registration forms.

## OPTION 2: On-Campus registration

On-Campus registration can be done until 15 January 2024 for the Business School and 23 February for the School of Public Leadership.

- Ensure you provide proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee).
- Students with outstanding 2023 fees will not be allowed to register.
- The following staff are available to assist with on-campus registration in the Centre for Academic Administration, 3<sup>rd</sup> Floor, Main Building, Stellenbosch Business School. Bellville Park Campus.
  - Ms Marissa Groenewald (email: [maris@sun.ac.za](mailto:maris@sun.ac.za)) or
  - Ms Mandy Samuels (email: [mandys@sun.ac.za](mailto:mandys@sun.ac.za)) or
  - Ms Joanne Sleight (email: [joanne@sun.ac.za](mailto:joanne@sun.ac.za)).

## 3. Student Card Enquiries

All new students must obtain a student card after registration. You will need your student card for various purposes, so always carry it with you while on campus. Your card will be issued to you as part of your programme's on-campus orientation.

If you are a returning student and still possess your student card, there is no need for you to reactivate it. The card will automatically be reactivated upon your registration for the 2024 academic year and settlement of any outstanding fees from previous years.

### For enquiries on student cards at the Bellville Park Campus:

Bellville Park Campus Information and Communications Technology Division (BPCICT)  
(email: [bpict@belpark.ac.za](mailto:bpict@belpark.ac.za))

## 4. Requests for academic records

All requests for academic records should be sent to [records@sun.ac.za](mailto:records@sun.ac.za) OR requests can be submitted via the [My.sun](https://www.sun.ac.za) website.

## 5. Student Fees and account enquiries

All Student Fees/student account related enquiries must be directed to the Student Fees Division.

- Email:
  - For Stellenbosch Business School account enquiries: [SBS-studentfinance@sun.ac.za](mailto:SBS-studentfinance@sun.ac.za)
  - For SPL account enquiries: [studentaccounts@sun.ac.za](mailto:studentaccounts@sun.ac.za)
- or access information via the following websites:
  - <http://www.sun.ac.za/english/Finance/students>
  - <https://www.sun.ac.za/english/maties/fees/study-fees>
  - <https://www.finaid.sun.ac.za>

As from 2024 the first compulsory instalment is payable as follows:

**Amount payable applicable to Business School students.**

South African Business School students to pay the R 12 000 deposit upon acceptance before registration and SADC/International students must pay the full tuition fees before registration.

**Amount payable on 28 February applicable to School of Public Leadership students.**

The amount payable by the end of February is equal to the table below and should be made as follows:

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDER
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

These amounts are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click **here** to be redirected to Stellenbosch University International's website.

All international students, including Namibians, need to pay their study fees in full by date of registration.

All outstanding amounts of a previous year must be settled before a student will be allowed to register for the following year.

Click **here** for more information regarding fees for 2024.

**The 3-month payment arrangement for registration will no longer be applicable due to the above monthly payment plans.**

## 6. Financial assistance to students at the Bellville Park Campus:

We are acutely aware of the financial pressures under which South African households must provide for Student Fees. We therefore continue to strive to assist financially needy students who are academically deserving, as far as possible. Please familiarise yourself with the various categories and forms of financial assistance available.

### 6.1 Postgraduate financial assistance and bursary enquiries

- For general matters and departmental bursaries, please contact Jongisizwe Ndlebe at [postgradfunding@sun.ac.za](mailto:postgradfunding@sun.ac.za).
- For urgent matters, please contact the Head: Postgraduate Funding Office, Mrs Rozelle Petersen [rnp@sun.ac.za](mailto:rnp@sun.ac.za)

## 7. Pre-Registration Clearance for International Students

### **Business School International Students**

International students are required to provide a **certified** copy of supporting documentation for pre-registration clearance prior to registering for the academic program. You must email the **certified** documentation to Ms Zelda Cottle [zeldac@stellenboschbusiness.ac.za](mailto:zeldac@stellenboschbusiness.ac.za) using your **SURNAME and SU STUDENT NUMBER as a reference**.

### **The following documentation must be emailed to obtain pre-registration clearance:**

- Proof of valid passport (*certified*);
- Proof of valid study visa (*certified, if applicable*);
- Proof of South African medical cover (if applicable); and
- Proof of payment or scholarship letter.

**An email notification will be sent back to you to confirm that pre-registration has been finalized and you can then commence with the registration process.**

### **School of Public Leadership International Students:**

All first-year international undergraduate students must upload a certified copy of their final results to be verified by SU International before the faculty will issue a final admission offer letter, provided you still meet the requirements.

Further information regarding the process, as well as information on retuning international students can be found [HERE](#).

## 8. Failure to reregister for the academic year

BPC students who are set to reregister in 2024 (students who were registered in 2023 and are academically eligible to reregister) and who fail to reregister by the relevant registration date must arrange with the Head: Student and Programme Administration Office, Ms Edwina Sonnenberg (email: [edwinas@sun.ac.za](mailto:edwinas@sun.ac.za)), to register late. The following is applicable to students who do not request a late registration by 23 February 2024:

1. Their studies will be deemed as discontinued until such a time as the student applies to and is approved to reregister by the relevant programme committee of the faculty.
2. The decision to allow the student to resume their studies will be dependent on the student's motivation (with supporting evidence) to return to the programme, whether the student is academically eligible to return to the programme and whether the programme can accommodate the student at that late stage for the 2024 academic year.

If you feel that you may be at risk of academic exclusion, please contact your programme coordinator to confirm whether you are in fact at risk of academic exclusion.

## **9. Requests to discontinue or interrupt studies.**

### **9.1 Interruption Of Studies**

- All enquiries regarding the application process for interruption of studies for the 2024 academic year may be sent to the Head: Student and Programme Administration Office, Ms Edwina Sonnenberg (email: [edwinas@sun.ac.za](mailto:edwinas@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building.
- Masters and Doctoral students must apply to the relevant departmental programme committee to interrupt their studies as per "INTERRUPTION OF MASTER'S AND DOCTORAL STUDIES" > "Procedure for applications for consent to an interruption of studies", in the [SU General Calendar](#).
- Applications for interruption for honours and PG Dip students are only considered in highly exceptional cases on merit.
- Students may only interrupt for a period of a full academic year. Shorter interruptions should be handled as requests for leave of absence and the student and environment must consider the impact on the student's ability to complete the programme in the required time.
- Students will not be registered for that year in which their studies are interrupted and will not have access to the student portal for the period of interruption.
- For all Stellenbosch Business School programmes, the closing date to submit requests for interruption for a full year is 30 March 2024 and for School of Public Leadership programmes is 30 April 2024.

### **9.2 Discontinuation of Studies**

- Students may discontinue their studies at any point during the academic year – they do not require permission to discontinue their studies but must inform SU of their discontinuation formally and in writing and should familiarize themselves with the relevant notification dates and fee implications for discontinuation of study as outlined in the [Student Fees Calendar \(Part 3\)](#).
- All enquiries regarding the process to discontinue studies and discontinuation notifications must be sent to the relevant programme coordinators.

**-END-**

Student Number:	<input type="text"/>	Study Level:	<input type="text"/>
Academic Year:	<input type="text"/>	Years Enrolled:	<input type="text"/>
Faculty:	<input type="text"/>		
Programme:	<input type="text"/>		
Focal Area:	<input type="text"/>		

Title:	<input type="text"/>	Date of Birth:	<input type="text"/>
Surname:	<input type="text"/>	Gender:	<input type="text"/>
First Name(s):	<input type="text"/>	Marital Status:	<input type="text"/>
Identity Number:	<input type="text"/>		
Passport Number:	<input type="text"/>		

Home Address:	<input type="text"/>	Change of details:
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postal Code:	<input type="text"/>	
Phone Number:	<input type="text"/>	

Residence Address:	<input type="text"/>	Change of details:
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Postal Code:	<input type="text"/>	
Phone Number:	<input type="text"/>	

**MODULE DETAILS**

Insert the module details here that you wish to register for. Applicable modules may be found in the [Economic and Management Sciences, Yearbook \(Part 10\)](#)

Description	Add/Del	Module Code	Year Level	Semester	Credits

**DECLARATION**

I (full name & surname of student) \_\_\_\_\_ hereby declare that I agree that the module selection is correct and that my final registration is still subject to the applicable programme rules and module requisites.

Signature (Student):

Date:

Signature (for the Registrar):

Date: