



1. REGISTRATION DATES FOR 2018

Registration dates for 2018 will be communicated in a separate notice by the Registrar's office before the end of the year.

2. COMPULSORY FIRST INSTALMENT OF STUDY AND ACCOMMODATION FEES FOR 2018:

The following amounts are payable before date of registration:

COMPULSORY FIRST INSTALMENT OF STUDY FEES		
Undergraduate		R12 260
Postgraduate		R8 940
Diploma/Certificate		R8 940
COMPULSORY FIRST INSTALMENT OF RESIDENCE FEES		R11 600
COMPULSORY FIRST INSTALMENT FOR STUDENT IN RESIDENCE (Total amount)		
Undergraduate student in residence	(R12 260 + R11 600)	R23 860
Postgraduate student in residence	(R8 940 + R11 600)	R20 540

KINDLY NOTE THE CORRECT STANDARD BANK DETAILS FOR PAYMENTS:

Banking details: Standard Bank Stellenbosch

Account name: US Studentegelde (public listed beneficiary)

Account number: 063163225

Branch code: 050610

Reference: Student number

Fax deposit slip or proof of payment to: 021 808-3739 OR email to studentaccounts@sun.ac.za

3. NO OUTSTANDING FEES AT REGISTRATION

Kindly note that all outstanding amounts must be settled before a student will be allowed to register for 2018. Please note that the University may not enter into any payment arrangements with regard to outstanding debt.

4. MODES OF PAYMENT OF STUDENT ACCOUNTS

Student accounts can be settled within the following two modes of payment:

Option 1: Payment in three instalments

AT REGISTRATION	Compulsory first instalment of Study and Accommodation Fees
31 MAY	At least 75% of the remainder of the total student fees account, after the amount paid by date of registration has been deducted.
30 SEPTEMBER	The outstanding balance of student account.

Option 2: Debit order that consists of the following instalments:

AT REGISTRATION	Compulsory first instalment of Study and Accommodation Fees
1 APRIL UP TO AND UNTIL 1 NOVEMBER	A further eight instalments of the debit order are payable on the first day of the month.

Applications for the debit order option close on 12 March. The necessary forms can be obtained from the web at <http://www.maties.com/tuis.html> available under "Fees", "Payment Options" or at seand@sun.ac.za. Applications after 12 March will be considered subject to prepayment of the minimum debit order payments due by 1 April.

If study fees of South African students are paid in full on or before 31 March, a request for a 3% rebate on the tuition fees (subject to conditions as stipulated in the *University Yearbook*) can be submitted at Student Fees. The prescribed form can be obtained from the web at <http://www.maties.com/tuis.html> available under "Fees", "Payment Options" or studentaccounts@sun.ac.za

International students, including non-residential International students, and Namibians, are liable for the full tuition fees on the day of registration.



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5. ACTIVATION OF STUDENT CARD FOR 2018

Student cards can only be issued / re-activated once the 2017 student account has been settled in full and the first instalment for study and accommodation fees reflects on the student account.

Blocks may only be lifted for the activation of a student card if the 2017 student account has been settled in full and the student can provide proof of the following:

1. An External bursary (not SU) indicating the costs that will be covered by the funder on the letterhead of the funder with their e-mail address and contact details. SU bursary students do not need to provide a letter and can activate their cards directly after registration.
2. An official policy that will be paid out in the 2018 academic year and that will cover at least the first compulsory instalment.
3. A loan (e.g. Bank loan, Fundi or Helpmekaar study loan) where the loan amount is sufficient to cover at least first compulsory instalment, also indicating the date of payment.
4. If the bursary, loan or policy of a student is not sufficient to cover the full first compulsory instalment and a student can provide proof that they did apply for a study loan, then the following down payment arrangement can be made, subject to acceptance of the stipulations of the agreement:
 - a. The first compulsory instalment (study and accommodation fees) can be settled in equal instalments by no later than 31 March.
 - b. The first instalment is payable immediately. The block will only be lifted once the first instalment reflects on the student account and the completed form is processed by Student fees.
 - c. If a payment arrangement is made in January the equal instalments are:

• Undergraduate student	R4 087 x 3 (January to March)
• Postgraduate student	R2 980 x 3 (January to March)
• Undergraduate residence student	R7 953 x 3 (January to March)
• Postgraduate residence student	R6 847 x 3 (January to March)
 - d. If a payment arrangement is made in February the equal instalments are:

• Undergraduate student	R6 130 x 2 (February to March)
• Postgraduate student	R4 470 x 2 (February to March)
• Undergraduate residence student	R11 930 x 2 (February to March)
• Postgraduate residence student	R10 270 x 2 (February to March)

The payment arrangement form will only be available on request in January 2018 at Student Fees and is subject to approval from the division.

6. DISCONTINUATION OF STUDIES BEFORE 31 MARCH

When a student discontinues studies before or on 31 March all study fees are reversed. Residence students will be held liable for the residence fees until the vacated place has been filled.

THANK YOU FOR YOUR PAYMENT DURING 2017.

DIVISION: STUDENT FEES

Office hours:	Mondays to Fridays, 08:00 to 16:30
Office hours for payment at cashiers:	Mondays to Fridays, 08:00 to 15:30
Telephone numbers	021 808 4521/4913
Fax number:	021 808 3739
E-mails (student fees):	studentaccounts@sun.ac.za