

Financial Registration Guidelines BLOEMFONTEIN & WELKOM CAMPUS



Central University of
Technology, Free State

2019



2019 Financial Registration Guidelines

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Introduction

There has been several developments around student fees in institutions of higher learning. These developments include:

- The Commission of Enquiry into Higher Education & Training report
- The pronouncement of free education by President in December 2017 for first time students with the household income not exceeding R350 000
- 2018 NSFAS funding for senior students with the household income of R122 000 being treated as a grant and not as a loan.
- NSFAS being placed under administration by the Minister of Higher Education.
- No commitment yet from NSFAS for 2019 walk-ins (FTEN) funding. Students are encourage to apply via the Central Application Clearing House (CACH) to be considered for funding. This means that students may be placed elsewhere and not necessarily at CUT.

Background

The registration guidelines in this document seek to give clarity on, and to smoothen the registration process. The guidelines focus on several areas that impact the students' ability to register for the academic year 2019. These areas are:

- i) the **application fees**
- ii) the **minimum initial payment**,
 - a. South African citizens
 - b. SADC and international students
- iii) the settlement of **prior debt**,
- iv) the allocation of **NSFAS funds**.
- v) the allocations of **external donors**, and
- vi) the allocations of the university **merit awards**

It must be understood that at present, South Africa's university funding system is based on both government grant and tuition fees; the latter expected from students, their parents/guardians and/or sponsors. In addition, the NSFAS system is available for those students considered as deserving poor and middle class students.

CUT has to optimize the initial payments that are due to avoid:

- i. serious cash-flow problems as well as;
- ii. an increase in overall student debt. The recoverability of student debt is becoming more and more of a challenge from year to year.

Financial Guidelines

Application fees payable

The following fees must accompany the application form for admission:

- Application fee (non-refundable): **R100.00**
- Residence application fee: **R100.00**

Where applicable, the residence application fee is refundable if the applicant is not accepted to CUT, or if the student is not placed in a residence.

Minimum Initial Payment

The 2019 minimum initial payment has not been finalized yet. The Student Fees Committee will determine the fee increase for MANCOM approval and Council ratification.

Verifiable **proof of combined household income must be submitted during registrations.**

Below are the tables with the levels for the different student categories in 2019

Table 1: Self-Funded Deposit Levels

Levels	Income Range		2019
No.	Start	End	Minimum Initial Payment
	(R)	(R)	(R)
1	0	350 000	0
2	350 001	400 000	1 580
3	400 001	500 000	3 160
4	500 001	600 000	4 200
5	600 001	and above	5 260

Please note:

- All returning NSFAS funded students who passed 50% of their modules, registering for an NSFAS funded qualification (in line with the University PQM) and not exceeding the NSFAS N+2 rule will be allowed to register without paying any fee.
- All FTEN provisionally approved by NSFAS will be registered without paying any fees

SADC and International student financial registration guide

Background

The rules regulating the acceptance of international students are legislated by the South African Department of Home Affairs, thus the Central University of Technology, Free State, as an institution that operates under the jurisdiction of South Africa and governed by the Higher Education Act has to comply with these regulations. The guidelines given below seek to accommodate the international students, with the necessary study permits, that cannot afford settle the cost of their studies for the year in full as stipulated by the CUT Policy on International Students.

The Process

Normal Category

All international students (new entrants and returning) are required to pay 100% of the cost of their study for the year upon registration.

Deviation from the normal category

- i. Where an international student has applied for a concession to the normal process, and provided that such concession is granted, a 50% of the cost of the study for the year will be required to be paid upon registration.
- ii. Where the international student cannot afford a deposit of 50% of the cost of study a reduced deposit to a minimum of R10, 000 can be negotiated. This arrangement will be based on the merits attached to representations that must be submitted to the CFO upon recommendation of the Deputy Director: Fees & Financial Aid.
- iii. All the above concessions are to be supported by the following:-
 - a. An affidavit acknowledging the debt and committing to settle the debt by 30 June 2019 with clear monthly payments.
 - b. Where the international student has a South African Citizen as a guardian, in addition to the affidavit a debit order to be signed to service the debt, the last debit order should be no later than 30 June 2019.
- iv. The requests for concessions are to be submitted to the CFO's office for consideration upon recommendation of the Deputy Director: Fees & Financial Aid.

Feedback to students

The CFO's office will process the requests within two (2) days of receipt of submission and the outcomes will also be communicated on a daily basis where possible.



Student Debt Settlement

Student debt continues to be a challenge in the sector. Non- payment of tuition fees are not sustainable for the institution. Thus, responsible decisions must be made to ensure the full collection of debt. Every year student fees contribute over 35% of the total budget needed to run the institution. Continuous failure by students to settle their debt timeously compromises the institution's operations and if not carefully managed, may result in the failure of the university to meet its obligations including buying supplies for classrooms or laboratories and paying staff salaries amongst other things.

In a case where a student has not paid the full account for a previous year of study, such a student will not be allowed to re-register before the account concerned has been paid as per the Table 2 below, and provided that the payment is received before the deadline for registration. Alternatively, the student will have to make payment arrangements and sign the acknowledgement of debt (AoD) before the University can allow registration. Proof of combined household income must be submitted.

Please note that all student fees are supposed to be settled by 31 October of the year of registration.

Below is a debt settlement schedule for students prior to being allowed to register for 2019. This is to minimize the amount of debt in the system to a manageable level.

Table 2: Debt Settlement Details – Non – Funded Students

Levels No.	Debt Level		Down Payment (%)	2019 Minimum Down Payment (R)
	Start (R)	End (R)		
1	0	10 000	100	Amount Owed
2	10 001	40 000	80	10 000
3	40 001	60 000	75	32 000
4	60 001	MAX	50	45 000
Total				

Debt Settlement: Students with Prior 'NSFAS Debt'

The Debt Settlement Table 2 above, will not apply to students with prior NSFAS debt as the 2018 Communique advised that an amount has been set aside to assist students who had previously

“...qualified for NSFAS funding but were either partially or not funded at all over the past three academic years...”

Students that fall within this category will be allowed to register accordingly. The Financial Aid Office will have a list of such students.

Allocation of NSFAS Bursaries

It must be noted that the allocation/approval of funds now rests with NSFAS, thus CUT is dependent on confirmation of approvals by NSFAS, thus cannot make any allocations.

Way Forward

NSFAS

To enable the students to register, the CUT Management decided as follows:

- i. NSFAS qualifying students will not pay any registration or upfront fees in 2019.
- ii. All NSFAS qualifying students who were registered in 2018, and were successful in their studies, but who have accumulated historical student debt with institutions of higher education, will be allowed to register in 2019 whilst their matters are being resolved.

The registration process

- i. Financial clearance: Bulk removal of financial block these students can proceed to the support centre to finalise their registration. Bulk SMSes will be sent to students for notification
 - a. Returning NSFAS students that met all NFSAS funding criteria
 - b. Provisionally approved FTENS
 - c. Students on the funded lists received from external donors and employers
- ii. Cash students qualifying for merit award. The award will be deducted from the expected registration fees according to the tables above and the student will settle the difference and will be allowed to register.
- iii. Students with other donors and employer letters will be allowed to register without paying any fees after confirming with the donor the validity of funding.

- iv. The University will encourage the academically successful “missing middle” students who have outstanding student debt to register with FEENIX at www.feenix.org and other donors to assist with funding for 2019 registration.
- v. Students who do not meet any of the categories above will be advised to apply for financial exclusions where the Financial Aid and Appeals committee will approve registration.

CUT banking details

Students are encouraged to deposit the money directly into the University Bank account to reduce the risk of handling too much cash.

Bank	: First National Bank
Account Name	: Central University of Technology FS Student Fee Account
Branch Name	: Bloemfontein
Branch Code	: 230134
Account Number	: 62684987418
Account Type	: Cheque account
Account Name	: Central University of Technology FS Student Fee Account
Reference	: YOUR STUDENT NUMBER OR IDENTITY (ID) NUMBER