



FINANCE

2022 REGISTRATION GUIDELINES – FINANCE ISSUES

BACKGROUND

The important dates regarding opening and registration 2022:

- The university reopens on the **5th of January 2022**.
- Registration for **Final years** starts on the **10th of January 2022** except for BSc Final years.
- Registration for **all other returning students** starts on the **12th of January 2022** except for BSc students.
- Registration for BSc students II, III, ECP II, III & VI commences on the **17th January 2022**.
- **Last day for registration of ALL returning students on 21st January 2022**.
- Registration for all FTENS commences on the 26th January 2022.
- Closing date for registration 2022 (late registration, change of course) 28 February 2022
- In summary registration will start on the 10th and ends on 28th of February 2022.

PURPOSE OF THE COMMUNIQUE

- The document guides colleagues on the basic principles and practices during registration process. The document has been informed by past practices during registration and will be used as reference point in future.
- The guiding principle is avoiding financial exclusion as much as is practically possible especially for students who cannot genuinely afford, whilst also strengthening internal controls by minimizing discretion amongst SMU staff involved in the registration process. The SMU also seeks to improve its liquidity by ensuring students pay and acknowledge such a responsibility on their part.

GUIDELINES AND LIMITATIONS

FIRST YEAR REGISTRATION

- Like in all other years, every student who has been granted space or accepted to study at the University for the first time as a first year entering or a continuing student will be expected to pay registration fees of R4500



Molotlegi Street, Ga-Rankuwa
Pretoria, Gauteng
PO Box 200, Medunsa, 0204

www.smu.ac.za

Telephone: +27 12 521 4705

Email: eminos.manyawi@smu.ac.za

- Students who have received bursaries as evidenced by confirmation letters from either NSFAS or Public Sector sponsors or listed verified sponsors are ordinarily not expected to pay registration fees, hence unblocked automatically;
- Students who applied for any bursary still awaiting the outcome are expected to pay full registration fee.
- Any other special case, as determined by officials should be directed/handled by the CFO or delegate.

INTERNATIONAL STUDENTS

All international students must settle their fees in full upon registration.

All necessary international clearance documents must be submitted to International Affairs (Ms Modiba)

RETURNING STUDENTS

- **STUDENTS WITH BURSARIES**

- All students who are bursary holders, who are promoted to the next study level and do not owe the University will be expected to produce a letter from the sponsor confirming sponsorship for 2022 academic year or must appear on list provided by the said sponsor;
- Students who are not owing will be automatically unblocked for registration;
- Students who are promoted but owe a certain amount will be subjected to the threshold as determined below.
- All students owing must sign Acknowledgement of Debt (AOD) forms.

- **NON-BURSARY HOLDERS**

- These are students who are self-funded i.e. not on listed verified sponsors or NSFAS;
- Students who are without a bursary will be expected to pay for registration as stated above;
- Students will also be expected to complete an acknowledgement of debt form. A payment plan would have to be agreed thereafter on the basis of this form. All students owing must sign Acknowledgement of Debt (AOD) forms. (Online through student portal)

- **MECHANICS**

- Where outstanding amounts are R10, 000 or less, the University will ask for the entire balance to be cleared before registration, between R10, 001 and R40, 000; the student is expected to pay the first R10, 000 and half (50%) of the balance, as well as make good on the registration fees;

“Knowledge for quality health services”

- Where between R40, 001 and R130, 000 is owing, a minimum of R20, 000 is expected, plus the necessary registration fees. An acknowledgement of debt must be signed for the balance.
- Students with outstanding debts will be blocked. Such matters should be escalated as follows:
- Owing less than or equal to R130 000 – Head of Student Debtors/ Deputy Director Revenue
- Owing over R130 000 and less than R300 000 – The matter will be escalated to the CFO’s Office to determine the minimum payable fee;
- Owing more than R300 000 – Ms Angie Malope will consolidate and escalate to a special MANCO committee that will determine acceptable cases and conditions accordingly.

NB. The VC has appointed such committees and offices so that his Office is not involved in student fee matters!

- **FEES INCREASE**

The fee increase for 2022 Academic year not yet approved by DHET, however, a provisional 6,5% has been proposed.

The table below shall be used as guideline for students with debt due to the University:

Scales/ Thresholds (examples)	
0 - R 10 000,00	Students are expected to pay the amount owed plus registration fee R 10 000,00 + R 4500,00 = R 14500,00
R 10 000,00 - R 40 000,00	These students are expected to pay as follows (NB where R40 000 is owing) R 10 000,00 + ((R 40 000,00 - R 10 000,00) X 50%) + Registration R29 500,00
R 40 000,00 - R 130 000,00	These students are expected to pay as follows: R 25 000 + registration fees (R 4500) These students will be expected to complete a payment agreement plan
R 130 000,00 - above	These students will be blocked and will be dealt with on an individual basis

MERIT AWARDS

FIRST YEAR STUDENTS

A first year student qualifies to receive a merit bursary if he/she is studying towards the first degree for the first time after Grade 12. An average mark of **80%** or higher in **Grade 12** final examination is needed to qualify for the bursary. The average is calculated by adding the percentages of the six best subjects (excluding Life Orientation) and divide by six.

“Knowledge for quality health services”

CONTINUING SENIOR STUDENTS

These bursaries are awarded to full-time senior students who:

- **Sponsored** students who Achieved an overall pass of **80% and** above from the previous year/level of study on the first attempt, provided that the full curriculum was taken and passed. The student shall qualify to **receive R5000 tuition waiver, subject to sponsor rules.**
- Achieved an overall pass of **80-100%** from the previous year/level of study **on the first attempt**, provided that the full curriculum was taken and passed. The student shall qualify to **receive full tuition fees.**

If a student qualified for the full tuition fees and receives a bursary that does not cover the full cost of study, the tuition fee shall be limited to the difference between the full tuition payable and the bursary received by the student. Qualifying students are not required to complete the application form.

NO refund is allowed on University tuition fee bursary.

POSTGRADUATE STUDENTS

To facilitate maximum postgraduate enrollment, students may receive a tuition fee bursary from the University. Students will still be responsible to pay registration fees of R4500, residence fees and all other expenses. **No refund** is allowed on University postgraduate tuition fee bursaries, any credit arising from this bursary shall be transferred back to the University without the student consent. In line with the Student fee policy, the bursaries are applicable where the student is not a beneficiary of another bursary or sponsorship.

Students to note the following criteria applicable to the University postgraduate tuition fee bursaries for 2022:

- Students who receive external bursaries (NRF, MRC, PRF, etc.) do not qualify for a postgraduate tuition fee bursary from the University.
- A student who qualifies for the full postgraduate tuition fee bursary and receives a bursary that does not cover the full cost of study, the postgraduate tuition fee bursary shall be limited to the difference between the full tuition payable and the bursary received by the student.
- Eligible students who fail to successfully complete their studies within the stipulated period, do not qualify for the postgraduate tuition fee bursary from the University.

DISCOUNTS

To encourage prompt payment of tuition fees, the University offers a discount of **3%** where all applicable fees are paid in full by 31 May 2022.



Eminos Manyawi
Chief Financial Officer

“Knowledge for quality health services”

“Knowledge for quality health services”