



STUDENT FEES AND FINANCE RULES HANDBOOK 2023

Please note

This Student Fee Handbook sets out the rules and regulations regarding student fees and is aimed at assisting students in understanding these rules and regulations and the payment options available to them so that their student fees are managed in a responsible manner. The University has to balance the increasing financial needs of students against the diminishing financial resources of MUT. These rules and regulations apply to all students registered with the Mangosuthu University of Technology and must be read in conjunction with MUT's Student Fee & Debt Management Policy.

Indemnification

The information in this publication is subject to change. Mangosuthu University of Technology accepts no liability of any nature whatsoever, now or in the future, for any damage sustained as a result of such change. The rules, regulations, policies and procedures, as amended from time to time, which are in force on the date of a student's registration at MUT, are applicable to that student.

STUDENT FINANCIAL SERVICES CONTACT INFORMATION

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Contents

PAGE

1. IMPORTANT TERMS AND CONDITIONS	4
2. FEE CLEARANCE	5
3. FEES PAYABLE ON APPLICATION AND ENROLMENT	7
4. FEE BALANCE ENQUIRY	8
5. PAYMENT OPTIONS.....	9
6. METHODS OF ACCOUNT PAYMENT	9
7. REFUNDING OF FEES UPON CANCELLATION.....	11
8. RESIDENCE/BOARDING FEES.....	11
9. TUITION FEES	12
10. CANCELLATIONS - NSFAS FUNDED STUDENTS.....	12
11. GENERAL ADMINISTRATIVE FEES PAYABLE	12
12. DEFAULT OF PAYMENT	13
13. APPENDICES.....	13
Appendix A – Subject/Module Fee Schedule.....	13
Appendix B – Residence Fee Schedule	13
Appendix C – Enrolment cancellation and Refund form	13
Appendix D – Debit Order Instruction form.....	13
Appendix E – Arrear Fee Payment Arrangement form	13

1. **IMPORTANT TERMS AND CONDITIONS**

- a) Students who have outstanding/arrear balances from the previous year, and students who have not, by due date paid the required registration deposit for the current year, will **NOT** be permitted to register unless the **Arrear fees, Registration deposit and all Levies have been paid in full.**
- b) All fees are payable in full, irrespective of whether the academic programme is interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest, or other disruption on campus. Full fees are payable in the case of suspension or expulsion of a student resulting from any disciplinary measures
- c) The student undertakes to make payment of all fees on or before the final instalment date, failing which he/she may be subject to: -
 1. An encumbrance on his/her enrolment;
 2. Cancellation of enrolment;
 3. Not being allowed to attend the graduation ceremony and/or receive their certificate upon graduation.
 4. Signing a "Fee Payment Arrangement (FPA)" agreement, supported by a signed surety and making payment arrangements with MUT.
 5. Not be allowed to register for the next period of study; and/or
 6. Hand over to a Debt Collection Agency for further action which may have legal and financial consequences for the student.
- d) The fee requirements as stipulated in this handbook must be adhered to by all students wishing to register at MUT and applies to all "First Time Entering (FTEN)" students as well as returning students.
- e) **By virtue of the student registering, the student, parent, guardian or surety accepts responsibility for payment of all fees by the due dates and to make enquiries regarding the fee account timeously.**
- f) It is the responsibility of the student to inform the University of his/her correct residential and postal address, telephone numbers and email address or changes thereto.
- g) All students are required to provide the University with valid bank account details. Bank and other charges arising from incorrect details provided will be billed to the students account.
- h) The SRC levy, Sports Levy and Insurance Levy are compulsory and must be paid upfront upon registration. These levies DO NOT form part of the registration deposit.
- i) Any deposit to be refunded is transferred to the student's fees account. If the fee account shows an outstanding balance, the refund is credited to that account. If there has been no application for the refund of a particular deposit after a period of 12 months, the deposit is forfeited.
- j) Students, parents, guardians and/or sureties in breach of these terms and conditions shall be liable to pay all legal costs incurred by the University as a result thereof, based on the prevailing attorney and client rate, in consequence of which their details may be forwarded to credit rating bureaus.
- k) If students fail to register on the specified date, the student would be permitted to register on the prescribed days for late registration and would be required to pay a late registration penalty.
- l) Students are urged to acquaint themselves with the requirements governing withdrawal from the University and/or Residence and the cancellation of modules.

2. FEE CLEARANCE

2.1 Arrear/Outstanding fees

Returning students must ensure that all outstanding/arrear fees are paid in full prior to registration. Please note that students who have been handed over may settle their fees with the Debt Collectors.

Fees for the 2023 academic year must be paid according to the payment plan as per Section 5, failing which examination results may be withheld and registration for the 2nd semester may be withdrawn.

2.2. NSFAS Funded Students

- a) Students who have been approved for NSFAS funding will be cleared for registration once the University receives a list of approved students from NSFAS.
- b) **NSFAS has capped the annual accommodation allowance to R45 000 per annum.** Therefore accommodation fees in excess of the capped amount that is not covered by NSFAS will have to be paid by students. Students are advised to make provision for this shortfall as the University charges accommodation fees in excess of the capped amount for most residences.
- c) Returning students who were previously funded by NSFAS in the previous semester/year and meet the NSFAS progression rules in accordance with the NSFAS policy standard on NSFAS Eligibility Criteria and Conditions for Financial Aid 2023 will be cleared for registration.
- d) First-time entering (FTEN) students will be verified against the NSFAS system and will follow the process for registration; and if their application status is "waiting for registration" will be cleared for registration.
- e) Late registration of modules/subjects for NSFAS-funded students will be for the students' own account as NSFAS will not fund any late registration of modules/subjects once the adjustments of registration data have closed.
- f) Late registration penalties for NSFAS-funded students will be for the students' own account as NSFAS will not fund any late registration penalties.
- g) **Post Graduate/Advanced Diploma Students** - NSFAS funded students who completed their final year of studies in the 2022 academic year will NOT be cleared for registration under the NSFAS cohort of students as NSFAS does not fund Post-graduate/Advanced qualifications. These students will be blocked on the system and will be required to pay a registration deposit and ensure all arrear fees are settled before being allowed to register for any Post-Graduate/Advanced Diploma programme.
- h) **Post Graduate/Advanced Diploma Students** with arrear debt who claim or submit that this debt should be funded by NSFAS will NOT be allowed to register unless they pay the necessary registration deposits and settle the arrear debt. Should NSFAS subsequently confirm funding for the arrear debt, these students may then apply for a refund of the amount paid towards that debt.
- i) **NSFAS Appeals** - Students who have lodged Appeals to NSFAS in respect of funding will NOT be allowed to register unless the required registration deposit is paid; and should their appeal be successful, the student may then apply for a refund of the deposit paid.

- j) **Other NSFAS matters** - The same applies for all other NSFAS related matters wherein funding is not confirmed. The students **may** be allowed to register only with the approval of the Student Registration and Onboarding Task Team (SORTT); and in all such instances, there will be no payment of allowances until such time as NSFAS has confirmed funding and the student appears on the NSFAS funded list.
- k) **Arrear debt with confirmed 2023 NSFAS funding** - Students who have confirmed NSFAS funding for 2023 year and that may have historical debt outstanding will be allowed to register for the 2023 academic year, provided that they make arrangements with the University for the settlement of that historical debt. They will need to liaise with the FAO specifically in respect of this debt.

2.3. External Bursaries and Sponsored Students

- a) The Financial Aid Office (FAO) requires an official sponsorship/bursary letter from each sponsor/bursar addressed to the University on an official letterhead with the relevant authorized signature confirming the details of the award (that is, tuition, books, meals etc.) and the amount of the funding clearly indicating that the funds will be paid to the UNIVERSITY (not the student). The letter must be an original (photocopies or faxes are NOT acceptable).
- b) This must be submitted to the Financial Aid Office at least three days prior to registration for early financial clearance, failing which on the day of registration. The University will first have to confirm the bursary with the bursar/sponsor prior to finalization of the registration.
- c) An upfront payment of the applicable registration deposit per student is required from all sponsors/bursars. All registration and residence fees should be settled by the bursar/sponsor by the end of the academic term for which the student is registered for. Failure to settle the fees may result in blacklisting of the sponsor/bursar.
- d) As a general rule, there will be **NO automatic clearance of bursary/sponsored students**. The following will be applied:
 - 1. Returning students who were funded by bursaries in 2022 will **NOT** be automatically cleared to register for 2023 if they still have outstanding debt outstanding as at 31 December 2022. The students must follow up with their bursars/sponsor and should ensure that payment of previous year fees outstanding is made prior to registration.
 - 2. All students who are funded by corporate and private bursaries must also pay the minimum registration deposits. The student should make arrangements with their bursar/sponsor for the payment of the registration deposit.
 - 3. Students who have bursary letters from entities that currently or previously funded students at MUT and for which there are still balances outstanding will NOT be accepted unless that bursar settles the debt owing if that bursar is legally liable for such debt; failing which the student must then make payment arrangements with MUT for the settlement of the amount owing. The student must liaise with the FAO directly in this regard to make such payment arrangements.
 - 4. For SETA's who still owe money and are still providing funding to students for the next academic year/semester, the SETA must settle the arrear balance due before students funded by the SETA in 2023 will be allowed to register.

2.4. Payment for subject additions

- a) Registration of additional subjects will only be allowed on condition that these subjects are paid in advance. This will occur in instances where students have registered at the beginning of the academic term and paid their registration deposits but subsequent to such registration, want to register for additional subjects.
- b) This does not apply in instances where the addition of a subject in the following semester is a requirement of the specific programme which requires certain subjects/modules to be passed by a student first before the student can progress to the next level subject/module; **provided that the student has paid the relevant deposit upon initial registration.**

2.5. Students enrolling for Post-graduate/Advanced qualifications

- a) Student wishing to register for Post-graduate/Advanced qualifications must ensure that all arrear fees are settled prior to registration.
- b) All Post-graduate/Advanced qualifications will be “Blocked” from online registration and students wishing to register must ensure that they pay the required deposit so that they can be unblocked and registration can then proceed.

3. FEES PAYABLE ON APPLICATION AND ENROLMENT

3.1 Acceptance fee

An acceptance fee of **R500** is charged for each application. This fee is non-refundable and forms part of the deposit once the registration is successful.

3.2 Registration Fees – Minimum Initial Payment (MIP)

Students are required to pay a **Minimum Initial Payment (MIP)** upon registration. This deposit will be set-off against the fee account of the student. The MIP amount to be paid is dependent on whether the student requires tuition or whether the student requires both tuition and accommodation. The MIP also includes the student levies that are payable by the student. These levies form an important aspect of the student life experience on campus and enable various student activities to be undertaken for the benefit of students. These levies must also be paid at the beginning of the academic year/semester.

The following MIP payments are payable by students upon registration:

Option 1: Students requiring Tuition only:

<u>DETAILS</u>	<u>2023</u>	
	<u>ANNUAL</u>	<u>SEMESTER</u>
Tuition Fee Deposit	R3 025	R1 815
SRC Levy	R396	R198
Sport Levy	R110	R55
Insurance Levy	R94	R46
TOTAL MINIMUM AMOUNT PAYABLE ON REGISTRATION	R3 625	R2 114

Option 2: Students requiring both Tuition & Accommodation:

	2023	
	Annual	Semester
<u>DETAILS</u>	<u>ANNUAL</u>	<u>SEMESTER</u>
<u>Internal Residence</u>		
Tuition Fee Deposit	R3 025	R1 815
<i>Internal Residence deposit</i>	R10 700	R5 350
SRC Levy	R396	R198
Sport Levy	R110	R55
Insurance Levy	R94	R46
TOTAL MINIMUM AMOUNT PAYABLE ON REGISTRATION	R14 325	R7 464
<u>External Residence & New Internal Residence</u>		
Tuition Fee Deposit	R3 025	R1 815
<i>External Residence & New Internal Residence deposit</i>	R21 400	R10 700
SRC Levy	R396	R198
Sport Levy	R110	R55
Insurance Levy	R94	R46
TOTAL MINIMUM AMOUNT PAYABLE ON REGISTRATION	R25 025	R12 814

The (MIP)/deposit will be set off against the total fees due for the period of study but excludes any additional subject levies, administration and fees such as examination fees etc.

4. FEE BALANCE ENQUIRY

Students are advised of their fee balances via SMS on a monthly basis and through correspondence through the University's service providers who have been engaged to follow up and collect amounts owing by students.

Fee statements are also available online. Steps to retrieve it are as follows:

1. Enter website www.mut.co.za
2. Click>Student Portal
3. Click>IEnabler
4. Enter Login Details (i.e. Student Number, Pin)
5. Click>Student Enquiry
6. Click>Summarised Statement of Account
7. Click>Fee
8. To Print Click>Printer Friendly Format

5. PAYMENT OPTIONS

The following payment options are applicable for returning and first-time entering students:

a) **Balance of fees after deposit to be settled in monthly instalments as follows:**

1 st Semester registration	2 nd Semester registration	Annual Registration
March	August	March
April	September	April
May	October	May
June	November	June
July	December	July
		August
		September
		October
		November
		December

The monthly amounts payable will be after deducting the enrolment fee and deposit paid on registration. The monthly amount will depend on the total cost of the courses registered for in the particular period of study.

- b) Students with arrear balances will not be allowed to register unless the balance due and payable is settled.

6. METHODS OF ACCOUNT PAYMENT

6.1 Debit order

Those account payers who chose the debit order option will be required to complete a debit order authorization form. The form is available to all students/account payers who wish to avoid having to make monthly deposits at the branch of a bank or do monthly EFT's to the University.

A penalty of R300 will be charged for any and every debit order rejection and the amount due will be due and payable immediately, without further notice.

6.2 EFT into MUT bank account

Online Electronic Funds Transfer to the MUT bank account as detailed below. (EFT's should be made at least 3 days prior to registration due date in order to ensure payments reflect timeously in the Universities bank account.

Only the **student number** must be provided as the reference when the payment is made.

For foreign students without a South African ID number, the student number or Passport number must be used as the deposit reference.

MUT Bank Account Details:

Bank	ABSA Bank
Account name:	Mangosuthu University of Technology
Account number:	4063827633
Account type:	Cheque account
Branch name:	ABSA Public Sector
Branch code:	634926
Reference for Deposit:	Student Registration No. Foreign Student – Student Reg No. or Passport Number

The proof of payment must then be immediately emailed to the Cashiers Office on student.debtors@mut.ac.za or can be had delivered to the Cashiers office within 24 hours of making the payment.

6.3 Direct bank deposits

Payments may be deposited directly into MUT' bank account as per the bank account details above.

Only the **Student number** must be provided as the reference number on the deposit slip when the payment is made.

For foreign students without a South African ID number, the student number or Passport number must be used as the deposit reference.

The deposit slip payment must be emailed to the Cashiers Office on student.debtors@mut.ac.za or can be had delivered to the Cashiers office within 24 hours of making the payment.

6.4 Payment by DEBIT and CREDIT cards

The University accepts debit cards, credit cards (except American Express and Diners Club cards).

Cheque payments are not accepted.

The University **does not** accept cash payments of more than R500 on campus and students'/account payers are requested to use the other options available.

6.5 Payments by employers/sponsors/bursaries

Where an employer/sponsor/bursar has made a written commitment that they will take responsibility for their employee's fees, the student must present the original letter to the Financial Aid Office (FAO) office during registrations. The University does not involve itself in disputes between the student and employer/sponsor/bursar.

The payment options detailed in 6.1 to 6.3 are also available to employers/sponsors/bursars.

The onus rests on the student to ensure that payments from employers/sponsors/bursars are received timeously. Should payments from sponsors not be received timeously or at all, the student and or any surety will be liable to settle the amount due.

7. REFUNDING OF FEES UPON CANCELLATION

The University is not obliged to grant any refund of fees to students who withdraw from the University. Any refund may, however be granted at the University's sole discretion, provided the relevant Faculty office is notified in writing on the **OFFICIAL ENROLMENT CANCELLATION FORM**. **Students who withdraw from the University without completing a cancellation form will remain liable for the payment of fees due for the entire period of study.**

7.1 Annual & Semester courses

The following percentages of fees are refundable, should a student discontinue his/her studies, by means of written notice on the prescribed form according to the table below:

Within one month of registration	80%
Between one and two months after registration	40%
After two months of the registration	None

7.2 Acceptance fee

- The acceptance fee is not refundable.
- No acceptance fee is transferable to another academic period.

7.3 Residence/boarding deposit

The residence/boarding deposit is refundable in the following cases:

- If no residence accommodation is available.
- If the applicant is not selected as a student at MUT.

8. RESIDENCE/BOARDING FEES

8.1 Rates

Refer **Appendix B** for Residence Fee Schedule

8.2 Cancellation of residence accommodation

- a) In the event of withdrawal from residence, no portion of the initial payment will be refunded unless approved by the Manager: Student Accommodation and Residence.
- b) A residence cancellation fee of **R500** is payable upon cancellation of registration.
- c) Approval of refunds will be dependent on the vacated room being filled by a student who is not already in residence. Inter-residence transfers will not satisfy this requirement. Where the room cannot be filled, the student will be liable for payment of all the applicable fees.
- d) The University will use the date of receipt of your written notice as the official date for calculating any monies owed.

- e) Without having submitted such a notice, you will unfortunately not qualify for any possible reimbursement of the residence amount.
- f) Place in residence is allocated for the annual / semester basis. If you cancel your place in the course of the academic year, you will still be liable for the balance of residence fees unless vacated room is filled immediately by a student not already in residence.
- g) A cancellation form as per Annexure must be submitted and completed for residence cancellations.

9. TUITION FEES

Refer to **Annexure A** for a full list of tuition fees per course.

- h) Fees are charged per subject/module on a semester basis.
- a) Charges relating to the provision of additional material, e.g. supplementary lecture notes, field trips, copyright fees where applicable will be raised separately depending on the particular modules for which students are registered. Prescribed text books are explicitly excluded from the definition of tuition fees.

10. CANCELLATIONS - NSFAS FUNDED STUDENTS

- a) NSFAS students who cancel or deregister any course enrolled for at any time during the semester will be required to provide a written motivation for deregistration.
- b) NSFAS is providing funding for students with the aim of assisting deserving students obtain a tertiary qualification, it is therefore critical that students enjoying this benefit are diligent in completing their qualification.
- c) In the instance where a NSFAS funded student cancels registration and NSFAS have not paid the university his/her study costs, but the university has paid the student meal and/or book allowances, the student will be obliged to refund the university all monies received before cancellation is approved. See section 10 (b) above.
- d) In the instance where a NSFAS funded student cancels registration at a time when NSFAS has settled fees in full, the student will be liable for the amount of the fees and allowances paid by NSFAS. See section 10 (b) above.

11. GENERAL ADMINISTRATIVE FEES PAYABLE

Refer to the table below for general administrative fees payable.

FEE TYPE	2023
Results	R10
Student cards	R100
Residence cards	R20
Replacement of Diploma	R265
Credit of subjects application	R160
Gym membership	R55
Remark of scripts	R65

FEE TYPE	2023
Late application for remark	R320
Practical fees	R210
Late registration penalty - semester registration	R320
Late registration penalty - annual registration	R530
Residence cancellation fee	R500

Please note that the above does not include library fees and fines and other special faculty fees that are specific to the course of study being pursued as these will be advised by the relevant Faculty.

12. DEFAULT OF PAYMENT

If a student fails to settle his/her account with MUT, notwithstanding any other rights, MUT is entitled to hand over the account to an attorney for collection. Students shall be held accountable for any/all collection fees and legal costs incurred during the collection of any amounts owed to MUT. It is important to note that, if any student fails to meet his/her financial obligations for the current or previous year(s) of study, the diploma or degree certificate will be withheld.

13. APPENDICES

Appendix A – Subject/Module Fee Schedule

Appendix B – Residence Fee Schedule

Appendix C – Enrolment cancellation and Refund form

Appendix D – Debit Order Instruction form

Appendix E – Arrear Fee Payment Arrangement form

PAY YOUR FEES AND ENSURE YOU MAINTAIN A GOOD CREDIT RECORD.

PAY YOUR FEES TO AVOID THE HASSLE OF DEALING WITH DEBT COLLECTORS.

BE RESPONSIBLE – PAY YOUR FEES TIMEOUSLY SO THAT YOU CAN FOCUS ON YOUR STUDIES.

PAY YOUR FEES AND ENSURE A BRIGHTER FUTURE FOR GENERATIONS OF STUDENTS TO COME.