



FINANCE REGISTRATION INFORMATION FOR JANUARY TO MARCH 2023

Please note the following information for 2023:

1. Student Finance Office

1.1. Minimum amounts payable before registration:

- R1 500 registration fee.
- R1 200 residence fee payable **only by confirmed** residence students.
- The minimum amounts payable during registration will be credited towards relevant student fee account.

1.2. All returning students with previous year(s) outstanding debt

These students will have to meet certain criteria to qualify for special arrangements. Although the University will make provision for alternative arrangements for the payment of outstanding fees, through the University's Acknowledgement of Debt (AoD) process, extreme care will be exercised to avoid increasing institutional debt where the prospect of academic success and debt recovery seems remote. Outstanding fees must be settled or acceptable arrangements made before a student will be allowed to register for the 2023 academic year.

- For the 2023 registration season, students are welcome to contact the Student Finance offices by visiting the campuses for consultation **OR** use the online functionality to negotiate and agree on the portion of the outstanding debt to be paid.
- Parents/legal guardians might be expected to enter into an arrangement with the University.
- All payment arrangements will be agreed upon by both parties after case-by-case consideration.
- Persons responsible for the account is required to attach a copy of their ID document as well as proof of income.
- Arrangement forms may be requested via email; and the signed copy emailed back to us from 18 January 2023 until registration closes.
- A student who paid a portion of his/her debt as agreed with the Student Finance Officer and completed the AOD process, will be allowed to register in 2023.

AoD Application Process:

Upon receipt of the online AoD application, the University will consider the arrangement entered into by the student based on the individual student profile and payment history of their student account.

After making payment of the amount required, the student will upload the proof of payment as well as other supporting documents.

Required Supporting Documents:

- ID copy
- Proof of payment based on the agreed-upon upfront payment.



- 2 -

Application Process Debit Order Authority and Mandate:

This is to authorise the University to issue a collection instruction to the responsible party's bank to settle the debt. After completing the debit order mandate form, email it back to us along with any supporting documents. After receiving approval from the bank, the financial block will be lifted.

Required Supporting Documents:

- Three (3) months bank statement of the person responsible for paying the outstanding fees.
- ID copy of the person responsible for paying the outstanding fees.
- Latest salary slip of the person responsible for paying the outstanding fees.
- Proof of payment based on the agreed-upon upfront payment.

Please note that:

- There are no arrangements for the initial minimum payment of R1 500 that is required on registration.
- There are no arrangements for the first-time entering students (first-year students).
- Only students who have paid a portion of their debt as applied for online will be allowed to register in the academic year.
- The remaining debt has to be settled in equal payments over six (6) to 10 months of the academic year.

1.3. Student Finance Office contact details

Please visit the TUT Student Finance official website for more information (including contact details). For online self-service help, please click on the links below:

Student Account Balance:

https://ienabler.tut.ac.za/pls/prodi41/w99pkg.mi_login

TUT Banking Details:

<https://www.tut.ac.za/other/student-finance/banking-details>

Online AoD application:

<https://www.tut.ac.za/other/student-finance/aod/conditions-of-an-aod>

Prospectus: Student Rules and Regulations – Fees:

https://www.tut.ac.za/ProspectusDocuments/2021/PART_10_Students_Rules_and_Regulations_Student_Fees_2021.pdf

Tuition Fees Quotation:

<https://www.tut.ac.za/other/student-finance/fees-quotation/quotation>

Refund Application:

<https://www.tut.ac.za/other/student-finance/refund-application/refund>



- 3 -

Officials from the Student Finance Office will be available at the following venues to handle student finance registration-related queries. You may contact them at the below addresses:

Campus	Venue	Contact No.
eMalahleni Campus	eMalahleni Campus Building 3 Room G06	013 653 3102 013 653 3115 013 653 3113
Ga-Rankuwa Campus	Ga-Rankuwa Campus Building 18 Room G01-03 Lab	012 382 0720 012 382 0659 012 382 0662
Mbombela Campus	Mbombela Campus Building 9 Room G05	013 745 3517 013 745 3525 013 745 3523
Polokwane Campus	Polokwane Campus Building 1 Room 111	015 287 0701 015 287 0727 015 287 0732
Pretoria Campus Arcadia Campus Arts Campus	Pretoria Campus Building 30 Room 119	012 382 5794 012 382 5173 012 382 5501
Soshanguve North Campus Soshanguve South Campus	Soshanguve Campus Building 10 Lab 120	012 382 9615 012 382 9133 012 382 9779

2. Financial Aid Office (FAO)

2.1. NSFAS

The University has signed a Memorandum of Understanding (MOU) with NSFAS to implement the DHET eligibility criteria and conditions (see TUT website at <https://www.tut.ac.za/bursaries-and-loans/about>). The DHET eligibility criteria and conditions will be published on the website at www.NSFAS.org.za as soon as they are available.

2.1.1. First time entering NSFAS applicants

- All first time entering students who applied directly to NSFAS before the closing date of **31 January 2023** for funding in 2023, will upon confirmation from NSFAS, be allowed to register without paying the upfront registration fees. NSFAS is currently processing applications and confirmation of the results will be available as from 25 January 2023.
- Only students confirmed for admission with a firm academic offer from the University will qualify for NSFAS.



- 4 -

- Any NSFAS qualifying student who paid the upfront registration fees may request a refund. The closing date for the refunds will be communicated by the Financial Aid Office. Please liaise with your local FAO. Only students whose accounts are fully paid will receive their deposits.

2.1.2. Returning NSFAS students

- Results of all students who wrote exams including supplementary exams was shared with NSFAS, after publication. Returning NSFAS-qualifying students will be allowed to register without paying the upfront registration fee, subject to complying with the 2023 NSFAS criteria.
- In terms of the academic progression criteria, it is important to note that all NSFAS students will receive a maximum of N+1 years of funding from NSFAS. Once this funding is exhausted, no further funding will be available to students regardless of the academic status of the student.

2.1.3. NSFAS students who are ineligible and not funded in 2023 (appeals)

- Appeals for new and continuing students will open from 20 January 2023 and close on 20 February 2023. All students are required to appeal directly to NSFAS. NSFAS indicated that they will not process late appeals.
- Returning students who did not achieve the academic progression criteria may submit an appeal directly to NSFAS. Appeals will be considered under certain NSFAS conditions. Additional information will be announced as soon as it is available from NSFAS.
- Any student who submits an appeal should follow the University registration and finance processes, and pay all the upfront payments as required while awaiting the outcome of the appeal.

2.1.4. Returning NSFAS-qualifying students with previous year(s) outstanding debt

- Returning NSFAS qualifying students with previous year(s) outstanding debt and who comply with the academic progression criteria for funding in 2023 will be required to make arrangements by signing an Acknowledgement of Debt (AoD). Arrangements should be made at any of the Student Finance Offices at any of the TUT campuses. AoD forms will be available online (TUT website/bursaries and loans) and at all Financial Aid offices.

2.1.5. Student accommodation allowances

- NSFAS funded students not residing at home are encouraged to secure University managed or University accredited accommodation as soon as possible by no later than 28 February 2023. Information about this may be obtained on the TUT website. Please consult with Tshwane University of Technology Enterprise Holdings (TUTEH) (www.t-res.co.za); and read the NSFAS guidelines on the allocation of allowances in this regard. Visit NSFAS website at www.nsfas.org.za
- Payment will only be effected if relevant lease agreements are received from TUTEH.
- No lease agreements will be received from Service Providers directly.
- Lease agreements will only be accepted until **31 March 2023**.



2.1.6. Transport allowances

- Only NSFAS funded students who reside at home or with own accommodation arrangements (other than TUT residences and TUTEH Accredited accommodation) qualify for transport allowances. Please read the NSFAS guidelines on the allocation of allowances in this regard. Visit NSFAS website at www.nsfas.org.za. Applications for transport allowances will only be accepted until 30 May 2023.
- NSFAS funded students residing in any accommodation other than home do not qualify for transport allowance.
- Students who opt to utilise TUT transport service must note that this will be recouped from available allowances. Should this not be sufficient, the student will have to bear this cost.

2.2. Bursary sponsored students

2.2.1. First time entering students

- First time entering students who have bursaries from government, private or any other sponsor for 2023 must send written proof of such sponsorship or a bursary at least three (3) days before the day of registration to their campus email address listed below:
- Sponsor letters can also be submitted to students' registered campuses Financial Aid Offices (see physical venues stated in 2.3 below). Ensure that the Sponsor letter have relevant information, i.e. Contact details/email/address/logo/signature and relevant date signed by Sponsor. No photocopied letters will be accepted.

Campus	Email Address
Pretoria	finaidpta@tut.ac.za
eMalahleni	finaidema@tut.ac.za
Ga-Rankuwa	finaidgar@tut.ac.za
Mbombela	finaidmbom@tut.ac.za
Polokwane	finaidpol@tut.ac.za
Arts	finaidarts@tut.ac.za
Arcadia	finaidarc@tut.ac.za
Soshanguve North	finaidsoesn@tut.ac.za
Soshanguve South	finaidsoeshs@tut.ac.za

- A "Student Undertaking Form" must accompany a written proof of sponsorship or a bursary letter. The form is accessible to DOWNLOAD at <https://www.tut.ac.za/bursaries-and-loans/downloads> . It must then be signed and emailed back to the same email address above to receive registration assistance.



2.2.2. Returning students

- Returning students who have bursaries from the government, private or any other sponsor for 2023 must follow the same route as stated in 2.2.1 above. The FAO staff will verify the information contained in the documentation and if the student has an outstanding previous year(s) debt, she/he must make arrangements through the University's Finance office before she/he can register for 2023.
- Students who registered in 2022 with a sponsor letter, but whose sponsor is in default with payments, will not be allowed to re-register with the same sponsor letter until the previous year's debt is cleared.

2.3. FAO contact details

- The FAO staff have different methods of assisting students with online enquiries. Queries can be send, after registration, at <https://k2app.tut.ac.za/Runtime/Runtime/Form/frmHomePage/>
- The list of FAO staff on each campus is contained in the table below:

Name	Campus	Tel Number	Email	Office No.
Ms Nematei	eMalahleni	012-382 3121	nemateimr@tut.ac.za	B7-G78
Mr Raleho	Ga-Rankuwa	012-382 0797	ralehom@tut.ac.za	B22-G30
Ms Phalane	Polokwane	012-382 0796	phalanemm@tut.ac.za	B1-G03
Ms Bruwer	Mbombela	012-382 3761	bruwercme@tut.ac.za	B1-G062
Mr Tlou	Pretoria	012-382 4230	tloub@tut.ac.za	B53-G09
Mr Ntho	Pretoria	012-382 4289	nthot@tut.ac.za	B53-120
Mr Nkwana	Pretoria	012-382 2845	nkwanas@tut.ac.za	B53-115
Ms Mamaila	Arcadia	012-382 6295	manzinimc@tut.ac.za	B1-G08F
Ms Mahlangu	Arts	012-382 6157	mahlangus@tut.ac.za	G12-G04D
Mr Mamaila	Soshanguve South	012-382 9079	mamailasd@tut.ac.za	B5-B30

TL MADURAI

Chief Financial Officer

Date: 20 January 2023