



ERRATUM TO THE STUDENT FEES HANDBOOK 2024

The following amendment corrects an update in the initial publication of the 2024 Student Fees Handbook.

2.2 Notice to Leave: Withdrawal of Registration

A registered student is personally liable for all tuition fees notwithstanding any pledges of support or bursary that they may have received.

Students must give notice of intention to discontinue studies in writing by completing the Cancellation of Registration Form and uploading it via Service Request on PeopleSoft. The student card must be submitted to their Faculty Office in person **or by registered mail**.

A R500 Administration Fee will be charged on all cancellations / withdrawals. International students, including those from SADC countries, refer to Section 5.8.3

A reduction on the academic fees may be considered in special circumstances, depending on **when the cancellation of Registration Form is uploaded via Service Request on PeopleSoft**. If received before:

- (a) **Whole Year Courses starting in February:**
 - 01 March 2024..... 100% adjustment
 - 26 July 2024..... 50% adjustment
- (b) **First Semester Courses starting in February:**
 - 01 March 2024..... 100% adjustment
 - 15 March 2024..... 50% adjustment
- (c) **Second Semester Courses starting in July:**
 - 26 July 2024..... 100% adjustment
 - 09 August 2024..... 50% adjustment
- (d) **Full year programme starting in second semester**
 - 26 July 2024..... 100% adjustment
 - 21 February 2025..... 50% adjustment

No reduction will be granted if the Cancellation of Registration Form is uploaded via Service Request on PeopleSoft after the above deadlines.

Note: These dates will be strictly adhered to. Should a student register late the same number of days will be applied to calculate the rebate. *Any fees owing is due immediately on cancellation of studies.*

2.3

Course	Last date to add a course	Last date to drop a course.		
		100% fee adjustment	50% fee adjustment	Cancel transcript entry. No fee adjustment (INC on record after this date)
Whole year courses	<u>01 March 2024</u>	<u>01 March 2024</u>	26 July 2024	2 August 2024
First semester courses	<u>01 March 2024</u>	<u>01 March 2024</u>	<u>15 March 2024</u>	22 March 2024
Second semester courses	26 July 2024	26 July 2024	9 August 2024	30 August 2024
Block Release		1 week or less: Before 12 noon of day 1; 2 weeks: Before 12 noon of day 2; 3 weeks: Before 12 noon of day 3; Longer than 3 weeks: Friday of the week the course begins (day 5)	Not applicable	
Other courses	Friday of the first week of the course (Day 5)	Friday of the first week of the course (Day 5)	Friday of week three of the course (Day 15)	Monday after which two thirds of the course material has been presented/run
Summer Term/Winter Term	Teaching day 2 of the course	Teaching day 5 of the course	Not applicable	Monday after which two thirds of the course material has been presented/run

2.7 Leave of Absence

A student who is granted a prospective academic concession for Leave of Absence will be entitled to a fee rebate depending on the date and period for which the Leave of Absence is granted. Refer Rule G.16.

If Leave of Absence is granted before the following date for the remainder of the academic year:

- (a) Whole Year Courses starting in February:
 - 01 March 2024 100% adjustment
 - 05 April 2024 75% adjustment
 - 26 July 2024 50% adjustment
 - 13 September 2024 25% adjustment
- (b) First Semester Courses starting in February:
 - 01 March 2024 100% adjustment
 - 15 March 2024 50% adjustment
- (c) Second Semester Courses starting in July:
 - 26 July 2024 100% adjustment
 - 09 August 2024 50% adjustment
- (e) Block Course refer to section 2.3

These dates will be strictly adhered to. Should a student register late the same number of days will be applied to calculate the rebate. No further concessions will be granted if Leave of Absence is granted after the above deadlines.

Students are required to pay the minimum prescribed academic fees prior to graduation.