

CPUTFEES

2016

CPUT FINANCE DEPARTMENT

Student fees schedule



creating futures



Cape Peninsula
University of Technology

The fees are determined by the Council of the CPUT and are subject to revision without notice.

1. TUITION FEES

1.1 GENERAL

1.1.1 Application fees

An application fee of R100 is payable when the application form is submitted. No application will be considered if the respective fee is not attached.

This fee is non-refundable

1.1.2 Acceptance fees

In order to secure provisional registration, please adhere to the following financial procedures:

Deposit

Submit a deposit of R1 750 made payable to Cape Peninsula University of Technology in one of the following forms:

- **Postal order**
Direct deposit or electronic transfer; when making use of this latter option, please make provision for bank charges and/ or commission.
- **Bank draft**

1.1.3 Registration fee

A class registration fee of is always payable upon registration.

Students doing in-service training must also register for such training and pay the registration fee in addition to the in-service training fee. The registration fee portion of R745 is non-refundable.

UPON REGISTRATION A STUDENT SHALL, subject to paragraph 1.2.5, be liable for the full fee even though cancellation may take place before any classes are attended.

1.1.4 Single subject fees

For full-time and part-time students

All fees are calculated per subject in addition to the registration fee.

1.1.5 In-service training

Students doing in-service training will be required to pay, in addition to the registration fee, the applicable monitoring fee.

TERMS OF PAYMENT – TUITION FEES

No deviation from these rules will be permitted and all queries relating to fees must be in writing.

Students must under no circumstances deal with academic staff, faculty offices, hostel committees or residence staff in matters relating to payments, credits, reductions, etc.

1.2 FULL-TIME AND PART-TIME, ANNUAL/ SEMESTER COURSES

Prior to registration R3 500 must be paid for full-time and part-time annual/ semester courses.

The residence students must pay a total of R5 000, which include the upfront payment for Residence of R1 500.

STUDENTS WHO HAVE NOT PAID the above amounts or have an outstanding balance from a previous period will not be allowed to register.

The student or guardian is at all times personally liable for payment of fees. However, if the student's employer is paying the fee such student must present a letter from the employer undertaking to pay, at each and every registration, fees for the current year within the specified dates.

IMPORTANT INFORMATION

ANNUAL FEES are payable in monthly instalments from february to november at the rate of 10% of the fees per month.

FIRST SEMESTER FEES are payable in monthly instalments from february to june at the rate of 20% of the fees per month.

SECOND SEMESTER FEES are payable in monthly instalments from august to november at the rate of 20% of the fees per month.

INTEREST IS CHARGED monthly at prime plus 3% subject to non payment as stipulated above.

STATEMENTS ARE SENT OUT periodically and non receipt of the statement shall not be grounds for non payment or late payment. The onus is on the student to ascertain the outstanding amount and make payment by the due date. Account details are constantly available on the intranet.

1.2.2 International students

All international students (including African and SADC Students) pay an admin levy of R1 500, payable on acceptance plus an upfront payment of 50% of the anticipated fees for the year, and the balance of the fees for the year must be paid by the end of May.

In addition, International students, apart from those from AFRICAN, SADC countries and Refugees, will be required to double the normal South African fee.

Residence fees, where applicable, are payable 50% on registration and the balance by the end of May.

1.2.3 Holders of bursaries

Bursary holders, as well as students whose fees are paid by their employers, are personally

responsible for payment of their fees. The onus rests on the student to ensure that a bursary or payment from an employer is received in good time.

Any bursaries awarded and received by the CPUT shall first be applied to any monies outstanding for the full academic year prior to any refund being considered provided this is in accordance with the applicable bursary conditions.

1.2.4 Refund

Refunds will apply only with written instruction from the payee as well as a refund application form, which can be obtained from the Student Debtors Section. Please take note of the cut-off dates.

FEES ARE ONLY REFUNDABLE UNDER CERTAIN CONDITIONS

- a. Refunds will only be made to the payee if it is **requested in writing**.
- b. **Permission must be granted** by the payee to refund monies to the student.
- c. Request of refunds in writing **take 2 weeks to process** from received date

However, consideration will be given in the case of death, medical unfitness or serious illness. Documentary proof of such death, unfitness or illness must be submitted at the faculty office upon cancellation of course.

Applicants who fail the senior certificate examination or those who are not accepted may apply for a refund of the deposit. Written evidence must be submitted.

1.2.5 Cancellation of registration and subjects

Students who cancel their studies may be allowed a credit according to the following table:

| STUDENT | FEE REDUCTION | DATE |
|------------------------|---------------|--------------------|
| First semester | 100% | 1 Jan - 31 March |
| | 50% | 1 April - 30 April |
| Second semester | 100% | 1 July - 31 Aug |
| | 50% | 1 Sep - 30 Sep |
| Annual | 100% | 1 Jan - 31 Mar |
| | 50% | 1 Apr - 30 Apr |

1.2.6 Termination of studies

A student who abandons his/her course or a subject must immediately complete the necessary documentation at the Faculty Office and advise the relevant Faculty Officer.

THIS NOTIFICATION WILL IN NO WAY GIVE CAUSE FOR ANY ADJUSTMENT OR CANCELLATION OF FEES.

Refer to table 1.2.5

1.2.7 Amendment of subjects and registration

Final Date: March 18

First semester and year qualifications

- **Last Day for amendment of Registration**
Addition and cancellation of subjects for all undergraduate students for first semester.

- **Last date for cancellation of studies**
Cancellation of registration with full fee rebate for first semester and year qualifications.

NB: Final date for registration of returning higher degree (Master's and Doctoral) and structured Master's degree candidates.

Final date: 14 August

Second semester qualifications.

- **Last day for amendment of registration**
Additional & cancellation of subjects for second semester.

1.3 PAYMENT

1.3.1 Payment by cheque

CPUT only accepts Bank Guaranteed Cheques. Cheques should be crossed and made payable to the "Cape Peninsula University of Technology" and have student's name and student number clearly reflected on the reverse side.

Post-dated cheques are not acceptable.

1.3.2 Payment by credit/ debit card

Credit card: Visa / Master / Diners / Amex

Debit card: Maestro / Visa Electron

1.3.3 Payment by direct deposit

Preferred method of payment is direct deposit into the following bank account:

| | |
|--------------------|---|
| BANK NAME | ABSA Cape Peninsula University of Technology |
| BRANCH | Public Sector Cape Town |
| BRANCH CODE | 632 005 |
| ACCOUNT NO | 405 354 8487 |
| SWIFT CODE | ABSA ZAJJ |
| REFERENCE | [Student number] |

The deposit slip must be emailed to:
studentaccounts@cput.ac.za

NB: Clearly indicate the student number.

Please allow three working days for the transaction to be processed on your student account. If not paid three days prior to registration, bring original deposit slip as proof of payment.

1.3.4 Take advantage of our hassle-free debit order system with the following benefits:

- No lengthy queues for cash deposits
- All Disputed/Reversed payments will be charged an amount of R20.00 per transaction.
- Save on cash withdrawal chargers
- Safe and secure payments
- Monthly payment plan for an extended period of time: February to November of the current academic year
- Avoid interest levied against your student account and honour your monthly payments.
- Our NAEDO debit order plan can be withdrawn from all types of bank accounts, i.e. current, savings and transmission
- All debit order amendments and cancellation requests must be sent in writing within five days prior to the deduction date

NB: All disputed/ reversed payments will be charged an amount of R20 per transaction.

Debit order forms are obtainable from the Student Debtors Section.

1.3.5 Settlement discount

Final date for financial clearances iro 2016 registration is 4 March 2016.

A settlement discount will be allowed under the following conditions:

| SETTLEMENT DISCOUNT 2016 | DATES | PERCENTAGE (%) |
|--|-----------------|----------------|
| Annual fees paid on or before | End of February | 5% discount |
| First semester fees paid on or before | End of February | 2.5% discount |
| Second semester fees paid on or before | End of August | 2.5% discount |

1.3.6 Sibling discount

In cases where two or more students from the same immediate family (brother, sister, parent, child) enroll at CPUT during the same year, a discount of 25% on class fees may be afforded to the second and 50% to subsequent family members subject to the following conditions:

- Family members must be full-time students enrolled at CPUT during the same study period and covers only direct family i.e. mother, father, son or daughter (will not apply to half-brothers/ sisters, cousins etc.)
- The family member who qualifies in terms of the above point must not be in receipt of any bursary of scholarship.
- Applications must be made to the Student Debtors Section and documentary proof (in the form of a sworn affidavit) of the family membership must be submitted during the academic year for which a discount is required

1.3.7 Failure to pay fees

Students must make timely arrangements for payment of class fees. A student's results will be withheld if the fees are not paid by the due date.

In the case of financial difficulties timely arrangements must be made and agreed to in writing with the Student Debtors.

Any student whose fees are not paid monthly by the 7th of the next month will be liable for interest, at prime plus 3% p.a, on such overdue amount.

A student whose fees are not paid by the semester/ year-end may be prevented from registering for the following semester/ year.

CPUT also institutes legal action (including blacklisting) against defaulters for recovery of all fees, expenses and interest.

2. ADDITIONAL FEES/ LEVIES

2.1 LEVIES

Levies, where they apply, are included in tuition fees and are not refundable if a student cancels.

3. PHOTOCOPY CHARGES

The libraries and some faculties are equipped with coin and/ or card operated photocopiers. The charge per copy is subject to change and may vary.

4. STUDENT CARDS

Student cards are issued at a charge of R50 which is the cost to the CPUT. Duplicates are obtainable on payment of a fee of R50. Students will be denied access to the CPUT campus if they cannot produce their student card when requested.

5. TRANSFER OF TUITION FEES

No transfer of tuition fees to any other tertiary educational institution or educational institution will be permitted. Students, who transfer from another institution to continue their studies at CPUT, will have to register and pay the full fee applicable, and in addition produce a certificate of satisfactory conduct from such other tertiary or educational institution.

6. EXAMINATION FEES AND CLOSING DATES

Compulsory examination fees for all national, diploma and degree examinations as well as for professional bodies are included in the tuition fees. **SUPPLEMENTARY EXAMINATION FEES ARE NOT INCLUDED.**

6.1 SUPPLEMENTARY EXAMINATION FEE/ RE-EVALUATIONS

Acceptance of enrolment for a re-evaluation and/or supplementary examination is subject to the approval of the Dean of the Faculty concerned within the prescribed period and before the closing date.

No entry to such re-evaluation or supplementary will be allowed one week after the closing date.

THE COST WILL BE R200 PER SUBJECT. FOR CERTAIN SPECIFIC SUBJECTS WHERE EXTERNAL EXAMINATIONS ARE INCLUDED, OTHER FEES WILL BE CHARGED. THE REGISTRATION FEE IS R745.

6.2 No transfers can be arranged

All examinations may be written only at the Cape Peninsula University of Technology.

7. SPECIAL REGISTRATION WITHOUT RE-ATTENDANCE OF CLASSES

Fees are R200 per subject.

NB: All examinations may be written only at CPUT. No transfer can be arranged.

IF A STUDENT IS PERMITTED TO A SPECIAL REGISTRATION IN A DIFFERENT ACADEMIC YEAR, R745 REGISTRATION FEE MUST BE PAID IN ADDITION TO THE SPECIAL REGISTRATION.

8. FEE FOR EXEMPTION/ RECOGNITION OF SUBJECTS

Exemption fee

- **Fee for exemption, subjects passed at other professional institutions and universities, except a University of Technology** R80 (per subject)

Recognition fee

The fees for the recognition of subjects passed at either the CPUT, or at another University of Technology in SA are as follows:

- **Recognition fee per subject: External University of Technology** R80
- **Recognition fee per subject: Internal – for subjects passed at CPUT** R40

9. FEE FOR SCRUTINY/ REMARK OF SCRIPTS

A student, if unsuccessful in an examination, may apply for a **remark** at a fee of R200.

10. STATEMENT OF RESULTS

Students are furnished with examination

reports provided residence and class fees are paid. Should a student require a statement of results at any other time, this is obtainable from the Examinations Office, at a fee of R50 per statement provided there are no monies outstanding.

11. BURSARIES/ LOANS

Various bursaries/ loans are available to students. A brochure with details and application forms is available from the Financial Aid Office. Regrettably, financial aid is not made available to International students.

12. RESIDENCE FEES

Residence accommodation is provided for academically registered full time students ONLY.

Residence accommodation is subject to availability, in terms of the rules, and be allocated at the campus where the student will be studying.

12.1 Residence rules

There are residence rules applicable to students residing in the residence. These will be strictly enforced and admission to such residence is conditional on acceptance of these rules. These are outlined in student calendars, residence notice boards and documents. Every student must make sure they are familiar with all these rules. The institution will not be held liable for a failure by a student to make sure they are familiar with these.

12.2 Deposit on acceptance

An initial payment is payable on acceptance of a place in the residence.

Cancellation must be in writing addressed

to Student Housing department. Students are responsible individually for the furniture, fittings and structural parts of their rooms and collectively for similar items in the areas of common use.

NB: INSURANCE

CPUT WILL UNDER NO CIRCUMSTANCES BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO A STUDENT'S CLOTHING OR POSSESSIONS. STUDENTS ARE ADVISED TO AFFECT THEIR OWN ALL-RISK INSURANCE AND MEDICAL AID COVER.

12.3 Terms of payment

Any student whose residence fees are not paid prior to admission will not be allowed into the residence.

Fees only cover accommodation while the university is in session. Residence fees do not include accommodation during mid- year And end-of-year university vacations.

Students are expected to vacate their rooms 24 hours after having written their last examination in June and November.

Fees are reviewed from time to time and may be increased without prior notice.

12.4 Termination of residence

No reduction in residence fees will be permitted in the event of a student vacating the residence at any time.

Students who have booked accommodation for a full calendar year and who fail to give written notice by not later than 1 April of their intention not to return to the residence for the second semester of that year or who cancel their residence during the course of the year will become liable for the fees for the full year, even though the CPUT may subsequently re-let the room.

13. SECURITY

Students are at all times subject to all security rules exercised on the campus.

14. PARKING ON ZONNEBLOEM CAMPUS

The parking space on the Zonnebloem campus is limited and it is allocated to the first students who pay the prescribed charges in advance at the Cashier Office, 4th level, Admin Building, Cape Town Campus. A charge of R75 per semester is levied.

Parking disks can be collected from the Security Control Room.

Security checks are carried out and a parking disk must be displayed on the vehicle concerned. Parking is at the owner's risk. Students are subject to the CPUT's traffic rules and must acquaint themselves with the rules.

Access to this area is via Keizergracht street. Access to the parking area is controlled by a boom and a security guard. The area is also patrolled by a security guard. When leaving the parking area the driver of the vehicle must show their student card and the vehicle's ignition keys must be in the vehicle's ignition.

15. ACADEMIC STATUS

Students applying for academic status are required to pay an application fee of R100 and must complete the prescribed academic status application form. This form plus the receipt must be submitted to the appropriate Faculty Officer.

**16. EXAMINATION FEE FOR
MASTERS OR DOCTORAL
DISSERTATION**

When a candidate who is registered for an advanced qualification submits a thesis for examination purposes the following fees are payable:

| | |
|------------------------|--------|
| Masters thesis | R1 100 |
| Doctoral thesis | R2 200 |

17. INTERNET

All students registering for 2016 will be entitled to 50MB per semester of incoming Internet traffic when they initially log onto the CPUT network.

After this initial Internet access account has been used, students will be able to purchase additional accounts from the Cashier. Details of the type of accounts, active periods and cost will appear on the web site under Information Systems and Technologies.

18. AD HOC PAYMENTS

Please note: No ad hoc payments should be made to anyone within the CPUT unless on a formal CPUT invoice. Payments for notes, etc. should not be made directly to the lecturer concerned.