

# Central University of Technology, Free State

**First day on campus**

**2013**

**Semester 2 Students**

**(What, Where & When)**

**Enrolment / Registration Dates and Times**

## **Main Campus**

### **First-year students**

- **Enrolment dates at the faculties:**
  - Management Sciences and Health & Environmental Sciences: 15 July 2013**
  - Engineering & Information Technology: 15 July 2013**
- **Registration dates at the Boet Troskie Hall: 15 July 2013:**
  - ✓ Engineering & Information Technology registration: 15-07-2013;
  - ✓ Health & Environmental Sciences registration: 15-07-2013;
  - ✓ Management Sciences (Internal Auditing and FIS, Accounting & Government Management) registration: 15-07-2013

### **Senior students**

- **Enrolment dates at the faculties:**
  - Management Sciences and Health & Environmental Sciences: 15 July 2013**
  - Engineering & Information Technology: 15 July 2013**
- **Registration dates at the Boet Troskie Hall: 16 July 2013:**
  - ✓ Engineering & Information Technology registration: 15-07-2013;
  - ✓ Health & Environmental Sciences registration: 15-07-2013;
  - ✓ Management Sciences (Internal Auditing and FIS, Accounting & Government Management) registration: 15-07-2013

**Classes for all students (first-year and senior) commence: 15 July 2013.**

(NB: Students may register at the Boet Troskie Hall between class periods, on the specified dates and at the specified times.)

NB: **Late enrolments** at all faculties **close on 19 July 2013.**  
**Late registrations** at the Lapeng Student Centre **close on 19 July 2013.**

NB: **Closing date for Academic Appeals: 16 July 2013.**  
**Closing date for Financial Appeals: 16 July 2013.**  
**NO LATE APPLICATIONS WILL BE ACCEPTED.**

## What is meant by the following terms?

### 1. “Enrolment”

This is the process whereby students **enrol** for instructional offerings specified on the enrolment form (offered for the relevant year/semester), and also whereby students personally sign the enrolment form and have it approved by the programme head.

### 2. “Registration”

This is the process whereby students **register** for instructional offerings on the computer system (ITS) and where an official **registration voucher** is **printed** and **issued to the student**. This registration voucher **must be produced by the student** for other processes to take place.

### 3. “Orientation process”

This is the process whereby first-year students undergo **orientation** in a variety of academic and non-academic topics. They are also taught specific skills and are oriented in respect of the environment/campus. **This process is essential and compulsory for all first-year students on the main campus.**

### 4. Steps to follow in completing the enrolment/registration processes

First make your way to **the Faculty** to **complete your enrolment**. (Please consult the table below if you are unsure of the faculty to which you must report).

Then make your way to the **Basement of the Boet Troskie Hall** for **financial control**.

You must then go to the **first floor of the Boet Troskie Hall** to **register**.

Next, you will collect your **student card, internet access form** and/or **parking disc** (if applicable).

**NB: You must produce your registration voucher before you will be issued with a student card.**

<b>5. Faculty:</b>	<b>Department:</b>	<b>Instructional Programme:</b>
<b>Management Sciences</b>	Business Support Studies	Business Administration.
	Internal Auditing and FIS	NHC: Financial Information Systems, Financial Information Systems, Internal Auditing.
	Accounting	NHC: Accounting, Cost & Management Accounting.
	Government Management	Public Management,
<b>Engineering &amp; Information Technology</b>	Electrical, Electronic & Computer Engineering	Electrical Engineering, Computer Systems Engineering
	Mechanical & Mechatronic Engineering	Mechanical Engineering
	Civil Engineering	Civil Engineering
<b>Health &amp; Environmental Sciences</b>	Health Technology	Biomedical Technology
	Life Sciences	Fire Technology

### 6. Information needed at financial control

It is important for all students to note that this process is **compulsory**, and that if the financial requirements as per the under-mentioned terms and conditions are not met, the student will not be allowed to proceed with registration for the course or programme for the specified year or semester of study. Students with a bursary or student loan will be required to produce an approved official letter from the donor/sponsor, confirming the amount covered by the sponsorship for that year. The under-mentioned terms and conditions are only applicable to the individuals (students/parents/guardians) who are personally accountable/responsible for the payment of the student fees.

# **TERMS AND CONDITIONS OF ACCOUNT PAYMENTS: (CREDIT APPLICATION FORM)**

## **Undergraduate students:**

The following conditions of payment are applicable to applications for an account facility in the form of an instalment payment plan:

### **6.1 Year Students**

6.1.1 Students who are enrolled for year learning programmes can be granted 9 (nine) months to pay off their accounts (total registration fee for the year in equal instalments over 9 (nine) months), extending from the end of February of the current year of registration until the end of October of the same year.

6.1.2 Please note that credit can be refused where there is non-compliance with point 6.1.1 of the rule.

### **6.2 Semester Students**

6.2.1 Please note that credit can be refused where there is non-compliance with point 6.1.1 of the rule.

6.2.2 The payment dates for the second semester are:

- End of August (25 % of the total registration fee)
- End of September (50 % of the total registration fee)
- End of October (75 % of the total registration fee)
- End of November (full and final settlement due)

## **7. Registration**

### **7.1 Administrative control:**

Please ensure that you have **certified copies** of the following documentation for submission, if required:

- Statement of symbols / Senior certificate / National Senior certificate or equivalent qualification
- Identity document
- Study permit **and** proof of medical insurance (for international students)
- Study record **and** certificate of conduct in respect of studies at another higher education institution (if applicable)

### **7.2 Registration of subject(s)**

Please verify your registration voucher immediately to ensure that your instructional offerings have been captured correctly.

**Please note the following important dates:**

Deadline for subject changes / additions and course changes: **Friday 26 July 2013**

**NO changes will be made after this deadline.**

During **course verification** week, **5 – 8 August 2013**, all students must verify that they have been correctly enrolled.

**CUT accepts no responsibility for any incorrect enrolments after course verification week. NO suspension of subjects will be recorded on a student's study record later than the under-mentioned dates:**

- Second-semester students : 30 September
- Year students : 30 September

**CUT accepts no responsibility for any incorrect enrolments after course verification week.**

**NB: Class attendance is compulsory.  
The medium of instruction is English.**

## FINANCIAL INFORMATION:

- NB: 1. *Amounts are subject to change for 2013.*  
2. *Students will be permitted to enrol only if they have deposited the following fees into the Central University of Technology, Free State bank account:*

### 1. FEES PAYABLE ON APPLICATION AND ENROLMENT

*All students must produce a deposit slip for the under-mentioned amounts:*

#### 1.1 Non-residence students

<b>Application fee (non-refundable)</b> Applications received before or on 31 May 2013.	170.00	
<b>Application fee (non-refundable)</b> Late applications received between 1 June 2013 and 19 July 2013.	340.00	
<b>Enrolment fee</b> Enrolment fee is payable on enrolment.	751.00	
<b>Tuition fee payment</b> A minimum tuition fee payment is payable on enrolment.	3700.00	

#### 1.2 Residence students

<b>Application fee (non-refundable)</b> Applications received before or on 31 May 2013.	170.00	
<b>Application fee (non-refundable)</b> Late applications received between 1 June 2013 and 19 July 2013.	340.00	
<b>Enrolment fee</b> Enrolment fee is payable on enrolment.	751.00	
<b>Tuition fee payment</b> A minimum tuition fee payment is payable on enrolment.	3700.00	
<b>Residence application Fee</b> Only refundable if the applicant is not accepted as student or does not obtain accommodation in a residence.	485.00	
<b>Minimum residence fee payment</b> Minimum residence fee is payable on enrolment.	1825.00	
<b>Breakage deposit</b> Year students Semester students	410.00 205.00	
<b>Key deposit</b> Year students and semester students	36.00	

**IF YOU SHOULD REQUIRE A QUOTATION OF THE FULL AMOUNT PAYABLE FOR THE SEMESTER/YEAR, PLEASE CONTACT US AT TEL. NO. (051) 507-3760 / 507-3759 / 507-3758.**

## **BANKING DETAILS**

Methods of payment:

1. Cheque
2. Credit card
3. Direct deposit into the CUT bank account

The banking details are as follows:

BANK	:	Standard Bank
BRANCH	:	Brandwag
BRANCH CODE	:	055534
ACCOUNT NUMBER	:	240454405
REFERENCE	:	Student number or ID number must be provided

4. **NO CASH** will be handled by the CUT cashiers during the enrolment process.