

Central University of Technology, Free State

First day on campus

2013

Semester 2 Students

(What, Where & When)

Enrolment/Registration dates Welkom and Kimberley Campuses

Senior students

- **Enrolment dates on campus: 15 July 2013**
- **Registration dates on campus: 15 July 2013**

Classes for all students commence: 15 July 2013

**NB: Late enrolments close on 19 July 2013.
Late registrations 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 mean by the following terms?

1. “Enrolment”

This is the process whereby students **enrol** at **Block C room 23 (Welkom Campus) the NIHE – New Park Campus (Kimberley Campus) for instructional offerings specified on the enrolment form** (offered for the relevant semester), and also whereby **students personally sign the enrolment form and have it approved by the programme head (Welkom Campus) and by the acting Campus Manager (Kimberley Campus).**

2. “Registration”

This is the process whereby students **register** at **Block M27 (Welkom Campus) and NIHE – New Park Campus (Kimberley Campus) for instructional offerings on the computer systems (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.

3. “Steps to follow in completing the enrolment/registration processes

First collect your enrolment form at Academic Structure and Student Enrolment Services Unit, Room 1 (Welkom students) and 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 **Block M 18 (Welkom Campus) and NIHE – New Park Campus (Kimberley Campus) for financial control.**

You need to go to **NIHE New Park Campus (Kimberley Campus) to register** and collect your **registration voucher** as arranged by the acting Campus Manager.

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

4. Faculty:	Department:	Learning Programme:
Management Sciences CUT Office B4 NIHE New Park Campus (Kimberley Campus)	Business Support Studies	Business Administration
	Internal Auditing and FIS	Internal Auditing
	Accounting	NHC: Accounting, Cost and Management Accounting
	Government Management	Public Management

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 learning 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:

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 Semester Students

6.1.1 A student enrolled for a semester course will be allowed to pay off his/her outstanding debt for the semester in question in 4 (four) equal instalments.

6.1.2 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)

6.1.3 The above is subject to the opening of an account and the signing of a monthly debit order deduction instruction.

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 instructional offering(s)

Please verify your registration voucher as 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, **05 – 08 August 2013**, **all** students must verify that they have been correctly enrolled.

NO suspension of subjects will be recorded on a student's study record later than the under-mentioned dates:

- Second-semester 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

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

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 only credit card, debit card and cheque payments will be accepted.