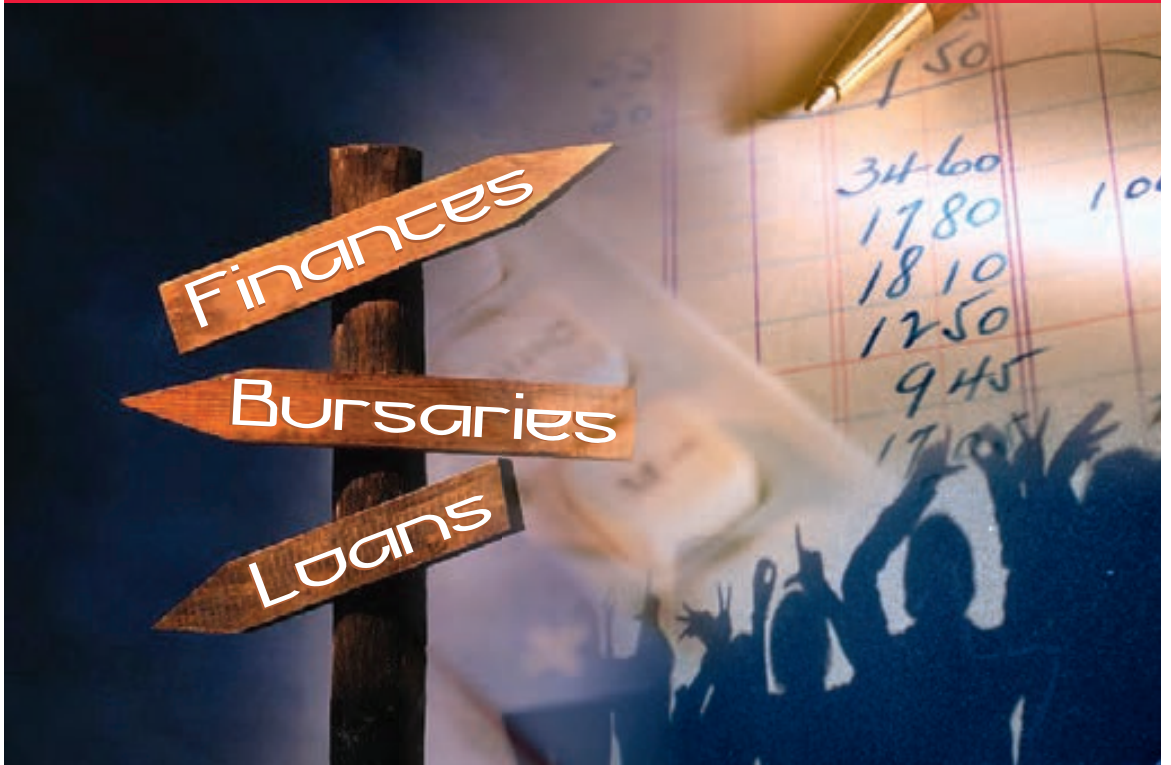


University of Pretoria

Undergraduate Fees and Funding

2012/2013



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Denkielers • Leading Minds • Dikgopolo tša Dihalefi



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NOTE:

Tuition and residence fees are determined annually, but are subject to escalation. The University of Pretoria reserves the right to amend without prior notice, tuition, meals and accommodation fees payable, subject to factors such as state subsidy levels, food price inflation and the current exchange rate.

Fees and costs (ie study materials, stationary, printing, photocopies, etc) are published on the University website and the onus is on students or prospective students to avail themselves of the correct information as published from time to time.

Tuition fees are still shown as the current year's fees and therefore only estimates can be made for the 2013 study year. Take note of the applicable year for which any fee is indicated.

Contact information

Tel: +27 (0)12 420 3111
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Website: www.up.ac.za/feesfunding
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Produced by the Client Service Centre in September 2012

Comments and queries can be directed to csc@up.ac.za or tel: +27 (0)12 420 3111

Disclaimer: This publication contains information about regulations, policies, tuition fees, curricula and programmes of the University of Pretoria applicable at the time of printing. Amendments to or updating of the information in this publication may be effected from time to time without prior notification. The accuracy, correctness or validity of the information contained in this publication is therefore not guaranteed by the University at any given time and is always subject to verification. The user is kindly requested, at all times, to verify the correctness of the published information with the University. Failure to do so will not give rise to any claim or action of any nature against the University by any party whatsoever.

Fees

1. PAYMENTS, REBATES AND PAY-OUTS

The fees below are for 2013 unless otherwise indicated. Amounts indicated as "in 2012" will be adjusted at the end of 2012 for 2013.

Description	Amount payable	When to pay	Notes
Application fee	R220	With submission of application for studies	<ul style="list-style-type: none"> Non-refundable
Registration fee <ul style="list-style-type: none"> Payable prior to registration Also payable every subsequent year before registration 	R4 100	Selection study programmes Payable WITHIN 30 days of placement to reserve your study place	<ul style="list-style-type: none"> The registration fee forms part of the tuition fees and is an initial payment towards the tuition fees. R730 (in 2012) of the R4 100 will be retained for cancellations made WITHIN 30 days after placement. R2 050 of the R4 100 will be retained for cancellations made MORE THAN 30 days after placement.
		All other study programmes Payable before registration in Jan/Feb	<ul style="list-style-type: none"> The registration fee forms part of the tuition fees and is an initial payment towards the tuition fees. This fee is fully refundable if the student does not register.
International levy for all non-South African citizens	R2 500	Before registration in Jan/Feb	This levy is fully refundable if the student does not register.
Tuition fees	See tables on pages 6-9.	<ul style="list-style-type: none"> Half (50%) of the student account is payable before or on 30 April. The full (100%) student account is payable before or on 31 July. 	<ul style="list-style-type: none"> Accounts are available on the UP Portal ("Student Centre") after registration. Accounts are mailed monthly, starting March.
Discount for early payment		A discount of 2.5% is granted if the student account as on 31 March is paid in full.	Refer to 6.1 for more details.
Family rebate	<ul style="list-style-type: none"> Two students – 10% rebate is granted on the tuition fees for each of the students Three or more students – 20% rebate is granted on the tuition fees for each of the students 		<ul style="list-style-type: none"> Only applicable on tuition fees Students must apply annually Application must be in writing The 2.5% discount for early payment will not be given on family rebate Application form available on www.up.ac.za or at the Client Service Centre
Summer School and Winter School	Full tuition fees for the modules taken	Payable with the rest of the student account	When modules are repeated, the full tuition fee will be charged again.

Fees

Description	Amount payable	When to pay	Notes
Fees paid by bursars	<ul style="list-style-type: none"> Bursaries may or may not cover the full costs of study. Ensure that you are aware of the full value of your bursary. 	External companies or other institutions that sponsor students with bursaries, need to make the required payments to the students' accounts by the same dates as if the students were paying the accounts themselves.	<ul style="list-style-type: none"> Students must submit written proof from the sponsor of the bursary awarded to them prior to registration, otherwise the registration fee will be payable by the student. Students remain responsible for their student accounts if their bursary sponsor does not pay the account.
Credit balances	Amounts in credit on your account	Depends on the source of the credit balance	<ul style="list-style-type: none"> Requests for refunds must be done in writing at the Client Service Centre (CSC). The application form for refunds is available at the CSC or from www.up.ac.za.
Other living costs	Not included on account	As required, for example books, food, travel, stationery, printing, internet and photocopies	Students should manage these costs themselves.

Note: In cases where cancellation is due to the hospitalisation or death of a student, cancellation fees may be waived if sufficient proof is provided.

2. TUITION FEES

- Once students are registered, their own specific student account details and information about possible rebates can be found on the UP Student Portal ("Student Centre").
- Non-South African citizens, excluding citizens of Southern African Development Community (SADC) countries, pay double the above tuition fees per annum. Refer to 5.4 in this brochure.
- Asylum seekers, refugees and diplomats stationed in South Africa, are exempted from paying double tuition fees.
- Fees for the nine faculties are set out in the tables below and are based on the average fees for 2012.
- You are advised to add approximately 10% to the fees in the tables below, to calculate the estimated fees for 2013. Estimated fees for 2013 will be made available at the end of 2012.
- Fees do not include the cost of prescribed books, computer lab usage, copyright costs, stationery or other study-related expenses, and do not include breakage deposits required in some study programmes.
- NO REGISTRATION will be allowed if the REGISTRATION FEE is not paid (or proof of bursary presented) BEFORE the date of registration.
- Half (50%) of the student's full account is payable before or on 30 April.
- The full (100%) amount of the student's account is payable before or on 31 July.

NOTE: Pay registration fee early.

During the January and February registration period, the queues at the UP cashiers are excessively long, and may delay your progress for hours. Avoid these long payment queues during the registration period by paying the registration fee directly into the University's bank account, at least TWO WEEKS BEFORE your registration date.

- This will allow for adequate processing time in this very busy time of the year and will ensure that you are not financially blocked at the registration venue.
- Submit proof of any bursary to the Client Service Centre (CSC) at least two weeks before registration, so that UP can record it in the system, and if applicable, waive the payment of the registration fee.
- Bring proof of your payment (or copy of your bursary letter) with you to the registration venue.

(Registration dates are published in December for the following January/February intake).

Fees

Estimated tuition fees per year (SA and SADC countries citizens)

Note: The estimated average fees below are for 2012.

Faculty of Economic and Management Sciences	1st year	2nd year	3rd year
BAdmin (International Relations)	20 720	24 780	29 360
BAdmin (Public Management)	23 610	19 750	19 320
BAdmin (Public Management) Option: Public Administration	21 020	18 760	18 720
BCom	27 520	22 900	21 680
BCom Option: Supply Chain Management	24 980	19 670	23 210
BCom (Accounting Sciences)	23 490	32 020	27 510
BCom (Agribusiness Management)	23 820	26 340	22 820
BCom (Business Management)	24 980	21 010	18 700
BCom (Communication Management)	28 720	17 380	17 790
BCom (Econometrics)	31 320	22 940	25 520
BCom (Economics)	27 490	23 240	22 960
BCom (Entrepreneurship)	23 810	25 650	18 600
BCom (Financial Sciences)	24 510	25 600	24 170
BCom (Human Resource Management)	24 820	20 360	21 630
BCom (Informatics)	28 510	28 660	21 520
BCom (Investment Management)	23 190	32 110	27 820
BCom (Law)	30 500	27 650	27 290
BCom (Marketing Management)	23 810	21 010	18 670
BCom (Recreation and Sports Management)	27 600	21 280	16 720
BCom (Statistics)	25 720	28 630	20 030
BCom (Tourism Management)	30 630	25 820	23 650

Note: The estimated average fees below are for 2012.

Faculty of Law	1st year	2nd year	3rd year	4th year
LLB	24 530	30 360	33 590	33 360
BCom (Law) (in Faculty of Economic and Management Sciences)	30 500	27 650	27 290	
BA (Law) (in Faculty of Humanities)	26 130	25 390	19 800	

Note: The estimated average fees below are for 2012.

Faculty of Theology	1st year	2nd year	3rd year	4th year
BTh – Bachelor of Theology (for admission to MDiv studies)	19 650	18 270	22 940	20 760
BA (Theology) (not for admission to MDiv studies)	23 380	22 930	12 700	
DipTheol – University Diploma in Theology	25 900	22 970		

Fees

Estimated tuition fees per year (SA and SADC countries citizens)

Note: The estimated average fees below are for 2012.

Faculty of Education	1st year	2nd year	3rd year	4th year
BEd (Early Childhood Development and Foundation Phase)	23 010	19 770	20 300	9 455
BEd (Intermediate Phase) – Grades 4-6	15 670	20 840	24 780	10 735
BEd (Senior Phase) – Grades 7-9	22 590	25 490	24 780	10 735
BEd (FET) (General) – Grades 10-12	17 550	21 780	25 560	10 735
BEd (FET) (Human Movement Science and Sports Management) – Grades 10-12	26 180	23 610	23 140	8 885
BEd (FET) (Natural Sciences) – Grades 10-12	28 530	24 990	28 920	9 475
BEd (FET) (Economic and Management Sciences) – Grades 10-12	26 850	24 990	29 510	9 475

Note: The estimated average fees below are for 2012.

Faculty of Engineering, Built Environment and Information Technology	1st year	2nd year	3rd year	4th year
BEng (Chemical Engineering)	31 490	33 420	32 170	26 310
BEng (Civil Engineering)	27 970	31 390	37 430	33 160
BEng (Computer Engineering)	34 040	36 780	32 180	20 830
BEng (Electrical Engineering)	27 880	29 380	29 340	19 820
BEng (Electronic Engineering)	27 880	27 380	26 760	20 400
BEng (Industrial Engineering)	27 920	29 750	32 440	23 440
BEng (Mechanical Engineering)	27 920	30 240	25 920	26 550
BEng (Metallurgical Engineering)	27 920	32 640	31 740	16 940
BEng (Mining Engineering)	27 870	30 331	29 340	24 050
BIT – Bachelor of Information Technology	40 800	34 810	38 810	N/A
BIS (Information Science)	25 580	31 960	22 030	
BIS (Multimedia)	37 025	34 270	25 160	
BIS (Publishing)	28 130	25 490	22 630	
BScArch – Bachelor of Science Architecture	24 680	24 340	34 570	
BSc (Computer Science)	44 440	26 260	37 260	
BSc Construction Management	29 290	29 680	34 440	
BScInt – Bachelor of Science Interior Architecture	24 680	24 190	34 750	
BSc IT (Information and Knowledge Systems)	36 395	36 090	31 070	N/A
BScLArch – Bachelor of Science Landscape Architecture	24 680	24 590	32 110	
BScQS – Bachelor of Science Quantity Surveying	29 290	26 290	32 150	
BSc Real Estate	34 400	33 760	30 310	
BT&RP – Bachelor of Town and Regional Planning	29 870	22 660	29 680	11 790

Note: The estimated average fees below are for 2012.

Faculty of Veterinary Science	1st year	2nd year	3rd year	4th year
BVSc – Bachelor of Veterinary Science – old curriculum	40 090	40 460	39 310	44 240
BVSc – Bachelor of Veterinary Science – new curriculum	30 290	N/A	N/A	N/A
DipVetNurs – University Diploma in Veterinary Nursing	28 850	31 750		

Fees

Estimated tuition fees per year (SA and SADC countries citizens)

Note: The estimated average fees below are for 2012.

Faculty of Health Sciences	1st year	2nd year	3rd year	4th year	5th year	6th year
MChB – Bachelor of Medicine and Surgery	32 310	37 460	34 030	35 270	36 900	35 020
BChD – Bachelor of Dentistry	32 310	34 370	37 730	24 940	36 370	
BCur – Bachelor of Nursing Science	30 840	24 120	17 090	13 940		
BDietetics – Bachelor of Dietetics	28 930	37 160	31 620	19 750		
BOccTher – Bachelor of Occupational Therapy	31 780	26 550	23 310	12 720		
BOH – Bachelor of Oral Hygiene	32 250	22 240	N/A	N/A		
BPhysT – Bachelor of Physiotherapy	26 350	27 530	28 560	19 740		
BRad – Bachelor of Radiography	29 350	25 500	28 300			
BClinical Medical Practice – Bachelor of Clinical Medical Practice	31 110	9 520	17 180			

Note: The estimated average fees below are for 2012.

Faculty of Humanities	1st year	2nd year	3rd year	4th year
BA Languages	20 820	22 190	23 360	
BA Languages (English Studies)	19 940	20 460	19 400	
BA (Drama)	24 000	26 930	31 040	
BA Fine Arts	27 400	20 780	26 110	17 210
BA Human Movement Science	26 950	27 250	21 960	
BA Human Movement Science Option: Sports Psychology	27 290	28 520	25 730	
BA Information Design	21 380	21 740	29 400	20 530
BA (Law)	26 130	25 390	19 800	
BA (Music)	25 040	26 880	30 890	
BA – General	20 740	21 210	21 760	
BA (Visual Studies)	19 530	20 260	22 760	
BCommunication Pathology (Audiology)	29 890	29 460	32 050	22 660
BCommunication Pathology (Speech-Language Pathology)	29 890	28 940	28 040	19 790
BHCS (Heritage and Cultural Tourism)	25 510	23 590	22 460	
BMus	27 890	26 140	28 380	20 460
BPolSci (International Studies)	19 750	21 330	21 730	
BPolSci (Political Studies)	15 610	22 810	21 950	
BSW – Bachelor of Social Work	22 860	28 690	35 050	24 090
BSocSci (Industrial Sociology and Labour Studies)	21 310	13 920	20 500	
BSportSci – Bachelor of Sports Sciences				
BSportSci – Bachelor of Sports Sciences Option: Golf	26 130	22 650	22 760	
Certificate in Sports Sciences	25 990	24 010		

Fees

Estimated tuition fees per year (SA and SADC countries citizens)

Note: The estimated average fees below are for 2012.

Faculty of Natural and Agricultural Sciences	1st year	2nd year	3rd year	4th year
BConsumer Science (Hospitality Management)	21 750	21 750	21 440	21 200
BConsumer Science (Clothing: Retail Management)	18 890	19 220	19 460	15 440
BConsumer Science (Foods: Retail Management)	23 300	18 890	20 660	19 990
BSc (Actuarial and Financial Mathematics)	30 410	30 050	32 040	
BScAgric (Agricultural Economics/Agribusiness Management)	26 260	25 670	31 610	25 150
BScAgric (Animal Science)	29 640	32 090	30 490	33 640
BScAgric (Animal Science/Pasture Science)	28 090	41 970	33 480	36 290
BScAgric (Applied Plant and Soil Sciences)	29 560	25 070	22 070	25 390
BScAgric (Food Science and Technology)	29 560	25 150	20 260	18 340
BScAgric (Plant Pathology)	29 560	24 990	21 570	18 870
BSc (Applied Mathematics)	27 960	25 150	24 300	
BSc (Biochemistry)	29 560	30 180	20 990	
BSc (Biological Sciences)	30 632	26 690	19 960	
BSc (Biotechnology)	29 560	25 690	20 040	
BSc (Chemistry)	24 640	27 460	25 260	
BSc (Ecology)	29 560	25 750	19 960	
BSc (Entomology)	29 560	26 690	20 100	
BSc (Environmental and Engineering Geology)	32 550	29 300	22 750	
BSc (Environmental Sciences)	29 750	27 510	22 610	
BSc (Food Management)	28 970	23 670	23 650	20 480
BSc (Food Science)	29 560	26 660	19 320	
BSc (Genetics)	29 560	25 690	21 670	
BSc (Geography)	27 750	28 410	26 020	
BSc (Geoinformatics)	28 360	31 390	27 870	
BSc (Geology)	31 780	27 760	22 760	
BSc (Human Genetics)	29 560	24 780	20 060	
BSc (Human Physiology)	29 920	23 990	22 050	
BSc (Human Physiology, Genetics and Psychology)	28 560	30 350	24 060	
BSc (Mathematical Statistics)	33 210	26 030	25 090	
BSc (Mathematics)	32 225	24 190	25 460	
BSc (Medical Sciences)	30 050	26 610	25 400	
BSc (Meteorology)	29 760	23 440	20 660	
BSc (Microbiology)	29 560	25 690	20 390	
BSc (Nutrition and Food Science)	33 650	29 170	20 990	
BSc (Physics)	32 172	27 020	24 310	
BSc (Plant Science)	29 560	27 930	19 020	
BSc (Zoology)	29 560	26 690	19 960	

3. ADDING AND DISCONTINUING MODULES/STUDY PROGRAMME

Adding additional modules

- Adding of additional modules should be done at the faculty.
- Additional modules must be added within two weeks (ten working days) after commencement of the module.
- Regardless of when a module is added, should you decide to later discontinue it, the discontinuation costs will be calculated according to the table "Discontinuation dates: 2013".

Discontinuation of a module

- All discontinuations of, or changes to modules, should be done at the faculty.
- If you want to discontinue your entire study programme, see more details in the section below.
- All changes to modules must be done in writing and handed in at the relevant faculty administration office within two weeks (ten working days) after commencement of the study programme, otherwise the full amount will be payable.
- Regardless of when a module is added, should you decide to later discontinue it again, the discontinuation costs will be calculated according to the table "Discontinuation dates: 2013".
- The final date on which registration for a module may be cancelled without having to pay for the specific module, is specified in the table "Discontinuation dates: 2013".

Discontinuation of entire study programme

- You must complete the prescribed form at the Client Service Centre, which states that you wish to discontinue your study programme.
- The date on which the University receives the written notification of discontinuation of a study programme will determine the amount you are owing to the University.
- See the table "Discontinuation dates: 2013" to determine the credit given for cost of study in case of full discontinuation of your study programme.
- The final date on which registration for a study programme may be cancelled without having to pay the full cost for the specific study programme, is specified in the table: "Discontinuation dates: 2013".
- If a selection study programme is entirely discontinued after registration, but before 4 March 2013, R2 050 will be retained from the registration fee.
- If any other study programme (that is not a selection study programme) is entirely discontinued after registration, but before 4 March 2013, R730 (in 2012) will be retained from the registration fee.

Discontinuation dates: 2013

Description	Final date for changes	Fee payable
QUARTER MODULES		
First-quarter module	4 March 2013	Full fee is payable after this date.
Second-quarter module	22 April 2013	Full fee is payable after this date.
Third-quarter module	6 August 2013	Full fee is payable after this date.
Fourth-quarter module	25 September 2013	Full fee is payable after this date.
SEMESTER MODULES		
First-semester module	4 March 2013	Full fee is payable after this date.
Second-semester module	6 August 2013	Full fee is payable after this date.
YEAR MODULES		
Year module	cancellation after 4 March until 22 April 2013	A quarter of the full fee is payable.
	cancellation after 22 April until 6 August 2013	Half of the full fee is payable.
	cancellation after 6 August until 25 September 2013	Three-quarters of the full fee is payable.
	cancellation after 25 September 2013	The full fee is payable.

4. OTHER COSTS

4.1 Breakage deposits for certain study programmes such as Chemistry, Engineering and Dentistry

A deposit is payable for certain study programmes for the issuing of instruments, bones, work sets and other items. When returned and intact, the deposit will be credited to your student account.

Note:

When these deposits are credited to your student account, these funds are firstly applied to cover any outstanding balances. Credits are not paid out unless your account is paid in full.

4.2 Breakage deposits for residence students

A breakage deposit of R1 400 (adjusted annually) is payable for all first time residence students. This deposit is credited to your student account when your stay in a residence is terminated, less any breakage costs that you might have incurred. The breakage deposit may be adjusted annually and the difference debited to your student account.

Note:

When these deposits are credited to your student account, these funds are firstly applied to cover any outstanding balances. Credits are not paid out unless your account is paid in full.

4.3 Summer School and Winter School costs

Whether taking a module for the first time or repeating the module at Summer School and Winter School, the full fee for that module will be charged to your account.

4.4 Living costs

Apart from the fees already indicated, the cost of textbooks, casual food, travel, stationery, printing, internet, photocopies and similar expenses are NOT included in the student account. Students need to ensure that they have sufficient own funds to cover these costs.

5. INTERNATIONAL STUDENTS

5.1 International levy

- The international levy for 2013 is R2 500.
- This international levy is payable annually by all non-South African citizens as well as students who are citizens of SADC countries. (Refer to 5.4). This amount is payable in addition to the registration fee.
- Asylum seekers, refugees and diplomats stationed in South Africa are exempted from paying the international levy.

5.2 Tuition fees

- Non-South African citizens (excluding students who are citizens of SADC countries), will be charged double the tuition fee for South African students.
- Students who are citizens of SADC countries will pay the same tuition fee as charged for South African citizens.
- Asylum seekers, refugees and diplomats stationed in South Africa, are exempted from paying double tuition fees.

5.3 Medical aid

All non-South African citizens, including students who are citizens from SADC countries, must pay their medical aid contributions directly to the relevant medical aid, and proof of medical aid membership is required before registration is possible. This will not form part of the student account.

Momentum Health (Ingwe option)

Tel: +27 (0)12 671 8511
Email: studenthealth@momentum.co.za
Website: www.ingwehealth.co.za

BestMed Medical Scheme (Blueprint student option)

Tel: +27 (0)12 339 9800 or 086 000 2378 or 86000BEST
Email: ineyl@curemed.co.za
Website: www.bestmed.co.za

5.4 SADC countries

Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia, Zimbabwe

6. ACCOUNT INFORMATION

6.1 Early payment discount

If 100% of the full student account as on 31 March and as indicated by a student's account status on the UP Portal ("Student Centre") is settled, a 2.5% discount is applicable. Students can view their up-to-date account status on the UP Portal ("Student Centre").

This discount:

- is only applicable on the portion of the account that is paid by the student (own contribution);
- is not granted on any funding or award from UP, or any NSFAS or similar loan;
- is not granted on family rebate;
- is not granted on residence breakage fees or parking fees; and
- will be visible on the May account statement.

6.2 Family rebate

- When two or more dependent children of the same family (ie brothers and/or sisters) are simultaneously registered for a study programme at the University of Pretoria, they are permitted to apply for a rebate on tuition fees. The *Application for Rebate* form is available at the Client Service Centre or www.up.ac.za.
- Please take note that family rebates are not granted in respect of accommodation fees, meals or levies with regard to study material, copyright and computer usage, but on tuition fees only.
- Should any changes be made to the registered programme (modules passed, added or discontinued), or should the study programme be discontinued, the rebate amount will be adjusted accordingly.

The extent of the rebate is as follows:

two students	10% rebate is granted on the tuition fees for each of the students.
three or more students	20% rebate is granted on the tuition fees for each of the students.

6.3 Statement of accounts

- Students or parents intending to pay by the end of March in order to get an early payment discount should access the UP Portal ("Student Centre"), to see the latest updated account.
- Statements of account will be mailed at regular intervals to the address indicated by students on their registration form.
- For address changes, please contact the faculty.
- It is the responsibility of students to check their accounts for correctness.
- All accounts are due by the dates indicated (30 April: 50% and 31 July: 100%) even if a statement of account is not received by mail, as all accounts are available on the UP Portal ("Student Centre").
- Non-receipt of a statement is not an acceptable excuse for the non-payment thereof.

6.4 Account in arrears

Should students fail to comply with the regulations regarding the payment of their accounts, the Council of the University of Pretoria may:

- withhold examination results/academic record;
- refuse registration for the following term;
- deny the student admission to accommodation in residence;
- deprive the student of the right to a certificate of conduct;
- withhold a degree/diploma certificate;
- deny admission to examinations, lectures/practicals and access to meals in residence;
- levy interest on unpaid amounts and hold the student responsible for such amounts; and
- report the outstanding debt to the National Credit Regulator.

6.5 How and where to pay

How	Where	Clearance period
Credit card	• at any bank	Allow up to five working days for payments to reflect on your student account – payment will not reflect on your student account on the same day.
	• UP cashiers • UP Call Centre Tel: +27(0)12 420 3111 • website: www.up.ac.za/cardpayments	Payment will reflect on your student account within two hours.
Cash	• at any bank	Allow up to five working days for payments to reflect on your student account – payment will not reflect on your student account on the same day.
	• UP cashiers	Payment will reflect on your student account within two hours.
Electronic (online) banking	• at any bank with online facilities	Allow up to five working days for payments to reflect on your student account – payment will not reflect on your student account on the same day.
Cheque	• Cheques are NOT accepted for payment.	

NOTE:

UP cashiers are available on all our campuses from Mondays to Fridays from 08:00 to 16:00 and payments made here will reflect within two hours on your student account. However, during the January and February registration period, the queues at the UP cashiers are excessively long, and may delay your progress for hours. Avoid these long payment queues during registration by making payments directly into the University's bank account about two weeks, but not less than five working days, before the payment's deadline.

6.6 UP bank account details

Absa	Standard Bank
Branch: Hatfield	Branch: Hatfield
Branch code: 0632005	Branch code: 011545
Account number: 214 000 0054	Account number: 012 602 604
Swift code: ABSAZAJJ	Swift code: SBZAZAJJ

NOTE:

- Always quote your student number (EMPLID) when making payments.
- Allow at least five working days for processing by your bank and retain the proof of payment (deposit slip).
- Do not fax your deposit slip to UP, unless specifically requested to do so. Faxing the deposit slip to UP will NOT reduce processing time at the University and will NOT allow same day services, especially during registration.
- For the Absa on-line banking page, see www.up.ac.za for help on setting up first time on-line banking. Search with "UNI" as beneficiary and choose "students" option. This will reflect UP's bank account number 214 000 0054 when making a payment and will allow you to use your student number as reference.

NOTE: Financial need

If you are not at all able to pay your registration, residence reservation, or tuition fees, please put in an application for financial aid, using the UP web page www.up.wc.za/feesfunding as discussed in the section on funding later in this brochure.

Please do this in time during the year preceding your studies, to allow time for processing and seeking appropriate funding for your situation. No loan or bursary is however guaranteed by UP.

7. RESIDENCE FEES

The fees below are for 2013 unless otherwise indicated. Fees indicated as "in 2012" will be adjusted at the end of 2012 for 2013.

Description	Amount	When to pay	Notes
Reservation fee for residence placement	R4 700	payable within 30 days from the date of written notification that you have been allocated a place	<ul style="list-style-type: none"> This reservation fee also serves as a first instalment on the residence room fee. R1 400 (in 2012) which is already included in this reservation fee of R4 700, is indicated separately on your account and is applied as a breakage deposit in the first year of moving into residence. The full reservation fee is payable every year if/when the room is re-allocated and reserved.
Placement cancellation fee (before having moved into residence)	R730 (in 2012)	will be billed to your student account	This fee is charged for cancellations made WITHIN 30 days from the date of written notification that you have been allocated a place in a residence.
	R2 350	will be billed to your student account	This fee is charged for cancellations made AFTER 30 days from the date of written notification that you have been allocated a place in a residence.
Residence room fee	See table on page 15 for residence room fees.	This fee will be billed on your student account and is payable with the rest of the account.	30 days notice is required to vacate your residence room. Your account will be billed for the full 30 day notice period even if you move out earlier.
Termination of staying in residence			<p>Once you have moved into your residence, and plan to terminate your stay, you must hand in or email a written 30-day notification to the Client Service Centre indicating your intent to discontinue your accommodation in residence.</p> <p>You will be liable for payment of the following:</p> <ul style="list-style-type: none"> the number of days that you have stayed in the residence plus the 30 days of your notification period all meals you have taken
Meals	R28 800 (maximum amount per year if three meals per day are taken)	R13 100 initial amount is payable with the rest of the account.	<ul style="list-style-type: none"> R13 100 will initially be billed to your account, in order for you to book and eat meals in the residence dining hall. Should this amount not be sufficient, additional payments must be made to the student account before additional meals may be taken. Should fewer meals be taken in the year, the balance will be credited to your student account at the end of the year. Any meal credits will first be applied to cover any outstanding amounts on your student account. Any remaining meal credits will only be paid out to you if your student account is fully paid.
Recess (holiday accommodation)	R110 per day (in 2012)	See <i>TuksRes Guide</i> for details.	<ul style="list-style-type: none"> Students will have to move to an allocated holiday residence for this period. This fee is payable as the normal residence fees do not include holiday periods.

Fees

7.1 Meals

Residence students must pre-book meals in their residence or they can buy individual food items in the dining hall. Should the initial R13 100, which is billed to your account, not be sufficient for the year, further payments will be necessary to provide for additional meals. Booked meals that have not been taken will be charged.

The average cost of meals (in 2012) was: (depends on the item selected when booking the meal)

Breakfast	R24.70
Lunch	R26.90
Supper	R39.30
Vegetarian/Health platter	R39.30

7.2 Residence breakage deposit

For those moving into a residence for the first time, a portion of the initial residence reservation fee that is paid, is used as a breakage deposit, and indicated as a separate entry on your student account. The other portion of the initial residence reservation fee forms part of your payment towards your residence room fee. For subsequent years in residence, the residence reservation fee forms part of your payment towards your residence room fee.

7.3 Residence room fees

The following residence room fees are the 2012 fees. Please apply a 10% increase as an estimate of the approximate residence room fees for 2013.

Campus	Single rooms (2012 amount)	Double rooms (2012 amount)
Hatfield		
Ladies' residences: Asterhof, Erika, Jasmyn, Katjiepiering, Madelief, Klaradyn, Magrietjie, Nerina	R21 600	R19 900
Ladies' residence: Nerina (new wing)	R24 300	
Men's residences: Boekenhout, Kollege, Maroela, Mopanie, Olienhout, Taaibos	R21 600	R19 900
Men's and ladies' residence: TuksVillage	R24 300	
Groenkloof		
Ladies' residences: Zinnia, Lilium, Inca	R21 600	R19 900
Men's residence: Kiaat	R21 600	R19 900
Mamelodi		
Men's and ladies' residence: Tuks Naledi		R19 900
Onderstepoort		
Men's and ladies' residence: Onderstepoort	R21 600	R19 900
Men's and ladies' residence: Onderstepoort (new wing)	R26 600	
Prinshof		
Ladies' residence: Curlitzia	R21 600	
Men's residence: Olympus	R23 100	
Men's and ladies' residence: Hippocrates (single room)	R29 000	

1. ACHIEVEMENT AWARDS – NEW FIRST-YEAR STUDENTS

1.1 Guaranteed undergraduate achievement awards

Note: Amounts indicated in the table below are for 2013.

Description	Faculty/School					All faculties	
	Faculty of Natural and Agricultural Sciences	School for the Built Environment and School of Engineering	School of Information Technology	Other faculties and schools			
Qualifying average percentage	75–89.9%	75–89.9%	80–89.9%	80–89.9%	90–94.9%	95–100%	
Minimum award value	R12 300	R12 300	R12 300	R8 400	R40 000	R50 000	
Maximum award value	R26 500	R26 500	R26 500	R26 500			
APPLICATION	NONE. Learners do NOT apply for these achievement awards.						

Criteria

- Undergraduate achievement awards are not based on the number of distinctions, but on the average percentage obtained.
- Undergraduate achievement awards are made automatically to newly registered undergraduate students who meet the award criteria. Students do not apply for these awards.
- Students who have previously registered at a tertiary educational institution prior to registration at UP will not be considered for an achievement award. Students who registered at UP in previous years, are also not considered.
- Qualifying students must be South African citizens or permanent residents in South Africa, or they must be citizens of a SADC country.
- First-year students who registered for study at a higher education institution directly after Grade 12 (final school-year) or who took a gap year(s) after their final school-year, who meet the award criteria, will be considered.
- The average percentage for award purposes is the average of the actual percentages obtained for all recognised NSC/IEB/Cambridge subjects taken, in their final school-year end exams, based on calculation by the University of Pretoria.
- The average percentage is not rounded off.

Conditions

- Certain subjects are excluded in the calculation of average percentages:
 - Life Orientation
 - Mathematics Paper 3 (*Note: Even though this subject is excluded in calculating the average percentage, should a student obtain 60% or more average in this subject, they qualify for a R3 200 award, provided that a new first-year undergraduate achievement award, mentioned above, has been awarded.*)
 - Additional Mathematics
 - Practical Music Grade 4 and 5 (*Note: Practical Music Grades 6 and 7 is considered for inclusion in the calculation of the average percentage – if your music report for this subject is not part of your NSC report, please submit your official music report to the Client Service Centre, Bursary/Awards and Loans section, before 28 February for consideration.*)
- The awards are finalised on the basis of the final marks that the University receives from the Department of Basic Education for the final school-year. Results obtained for papers that have been re-marked are not taken into account for award purposes.
- Awards are fully repayable if students discontinue or terminate their studies in the relevant study programme for whatever reason during the year in which the award is made.
- If students change their study programmes during the year in which the award is made, the award value allocated for the study programme enrolled for initially will remain unchanged. That is to say, the award will not be cancelled or adjusted upward/downward to align it with consecutive study programmes enrolled for.

Funding

1.2 Other achievement awards

Award	Amount (for 2013)	Who	Faculty	Application
JuniorTukkie Grade 11 Empowerment Week	R13 600	the 15 learners with the best Grade 12 results who attended the JuniorTukkie Grade 11 Empowerment Week	<ul style="list-style-type: none"> Natural and Agricultural Sciences Health Sciences Engineering, Built Environment and Information Technology 	<ul style="list-style-type: none"> NONE Qualifying students will be notified after registration.
Grade 12 dux scholar* (*top academic Grade 12 achiever of a specific school – one learner per school)	R4 100 (to cover registration fee)	The final decision regarding the selection of schools for this award rests with UP.	any faculty	<ul style="list-style-type: none"> NONE Qualifying students will be notified by letter.

NOTE:

Only students with South African citizenship or permanent residency in South Africa are considered for the above awards.

1.3 Awards for achievement in other academic fields and extra-curricular activities in Grades 11 and 12

Award	Amount (2013)	Application
Entrepreneurship Expo: Overall winner	R2 600	<p>APPLY ONLINE on the University's study finance application system at www.up.ac.za/feesfunding.</p> <p>Applications open on 1 August of the year preceding studies.</p>
Expo: Gold medal	R2 600	
Leadership roles	R760–R2 600	
Subject Olympiad: Overall winner	R7 000	
Subject Olympiad: 2nd–10th place	R2 600	
Science, Mathematics and Accounting Olympiad: Overall winner	R36 000	
Science, Mathematics and Accounting Olympiad: 2nd place	R28 800	
Science, Mathematics and Accounting Olympiad: 3rd place	R21 600	
Science, Mathematics and Accounting Olympiad: 4th–10th place	R2 600	

NOTE:

- Only students with South African citizenship or permanent residency in South Africa are considered for awards for "achievement in other academic fields and extra-curricular activities".
- Leadership awards are available for students who were appointed to a leadership position in or out of school during Grades 11 and 12. The awards are made on merit and determined by the level of participation as a leader, eg chairperson of a society, captain of a sports team, etc.
- Official documents will be required as proof for all the "achievement in other academic fields and extra-curricular activities".
- The final decision regarding the merit of the achievement for these awards rests with UP.
- Awards are fully repayable if students discontinue or terminate their studies in the relevant study programme for whatever reason during the year in which the award is made.

2. ACHIEVEMENT AWARDS – SENIOR UNDERGRADUATE STUDENTS

Achievement awards – senior undergraduate students (2013)		Application
Qualifying Grade Point Average (GPA) for previous year of study at UP	75–100%	NONE
Minimum award value	R8 300	
Maximum award value	R11 700	

- Senior undergraduate achievement awards are automatically awarded to registered senior undergraduate students who qualify for the award. These awards will be made to all qualifying students (South African citizens, permanent residents and non-South African citizens).
- Undergraduate contact students who were registered for an undergraduate academic programme in the previous year of study at UP will be considered for the award, provided that the following conditions are met:
 - The sum of credit values associated with the enrolled modules is greater than or equal to 100.
 - The sum of the credit values associated with the modules passed as a percentage of the total credit values as calculated above is at least 80 percent or higher.
 - The student was not a final-year student.
- All modules are weighted according to their credit values.
- All modules registered for in the previous year are taken into account.
- Students who achieved a Grade Point Average (GPA) of at least 75% (figures are not rounded off) in the previous year will qualify for a senior achievement award. Only modules for which a pass percentage can be obtained as prescribed in the year book will be taken into account in calculating the GPA.
- Students registered during the previous year of study for the following programmes do not qualify for the senior undergraduate achievement award:
 - UP academic study programmes presented by external institutions,
 - postgraduate academic study programmes,
 - special study programmes,
 - academic study programmes classified as distance education study programmes, and
 - certificates and diplomas.
- The following students do not qualify for the senior undergraduate achievement award:
 - senior undergraduate students who had an academic standing of Dismissed, Suspended or Discontinued, during the previous year of study; and
 - senior undergraduate students who migrated to UP from other educational institutions or were not enrolled at UP in the previous year.
- Summer School and Winter School programmes with module results are included for purposes of achievement awards.
- Students who completed a first undergraduate academic study programme and return for another undergraduate academic study programme, may be considered again for a senior undergraduate achievement award, provided that the student meets the requirements.
- Students who are simultaneously registered for two or more undergraduate academic study programmes will only be considered for one achievement award. In this case the academic study programme in which the student achieved the highest marks will be considered.
- An achievement award for a senior undergraduate student will be awarded for (N-1) times in relation to the period of study for which the student is enrolled. "N" represents the minimum allowable period of study for completion of the academic study programme.
- An achievement award for a senior undergraduate student can only automatically be awarded for a maximum of five times. Should a student qualify for more than five awards during the period of study, the UP Study Finance division will evaluate each award individually, subject to the availability of funding.
- Undergraduate students who discontinue their studies for a year or longer, will during the consecutive year in which they return to continue their studies, not automatically qualify for the award. Students may provide a written motivation for consideration of an award, and hand this in at the Client Service Centre.
- Achievement awards are fully repayable should award holders discontinue or terminate the study programme, for whatever reason, at any stage during the year in which the award was made.

3. FUNDING FOR STUDENTS WITH SPECIAL NEEDS AND DISABILITIES

Two main sources of funding are available for students with special needs and disabilities:

- National Student Financial Aid Scheme (NSFAS) – see section below on NSFAS
- Department of Higher Education and Training (DHET) – see section below on UP Support Bursaries

Students need to meet the criteria as set out by NSFAS/DHET, and apply online on the University's study finance application system at www.up.ac.za/feesfunding. Proof of the disability must be submitted. Other sources of funding may become available during the study year when external donors or institutions offer bursaries, and they are then advertised on the University's website at www.up.ac.za/feesfunding under the section "External bursaries". SMS notifications are sent to students with special needs and disabilities who meet the criteria, when such external bursaries are advertised on our website. It is therefore essential for students to update their contact details on the UP Portal ("Student Centre"). Students with special needs and disabilities are also welcome to apply for any other loan or bursary offers mentioned in this publication.

4. LOANS

- *Prospective students*
Students who are not yet registered for study at UP, and who want to apply for funding/loans:
 - must first apply for admission to study at the University and wait to receive a student number;
 - must apply for funding as soon as the University has sent them a student number, even before they have been notified of whether their study application was successful or not;
 - should not wait for their final school-year end examination results before applying for funding;
 - must apply for funding between 1 August and 31 October of the year preceding the commencement of studies; and
 - must apply at the web page www.up.ac.za/feesfunding.
- *Currently registered students*
 - must apply for funding/loans in the current year of study between 1 August and 3 October for their next study year, when the online application for funding system is open on the UP Portal ("Student Centre"); and
 - apply at the web page www.up.ac.za/feesfunding.
- *Available loans*
 - The following loans are available: NSFAS, Tsenang, University loans, Edu-Loans and private banks' study loans.
 - All applications for funding require the submission of various documents to prove the financial need.
Such documents are referred to as "supporting documents". Outstanding supporting documents or information will delay the processing of an application for funding.

4.1 National Student Financial Aid Scheme (NSFAS)

Applications open	Applications close	Application website	Contact information
1 August of the year preceding the commencement of studies	31 October for returning students 28 February for new students	www.up.ac.za/feesfunding	Website: www.nsfas.org.za UP Client Service Centre Tel: +27 (0)12 420 3111

- The government has a loan scheme to assist financially needy, but academically deserving students. These loans are available for all fields of study.
- Loans are available to South African citizens who are engaged in full-time undergraduate study to obtain a first tertiary educational qualification.
- At the University of Pretoria these loans are applied for on the University's website after a prospective student has applied for studies and received a student number. Apply at www.up.ac.za/feesfunding after reading all the information provided.
- These study loans are available at a low interest rate to full-time students that are South African citizens who meet the criteria as determined by NSFAS.
- The loan does not accrue interest during your period of study. The loans are only repaid after studies have been completed or discontinued.

Funding

The loan award is determined as follows:

- COST (ie tuition fees, cost of prescribed books, accommodation and food allowance)
- minus bursaries or other financial assistance or funding received by a student
- minus Expected Family Contribution (EFC)*

**Expected Family Contribution is the amount which NSFAS expects the family to pay. This amount is calculated using both the net annual income of the parents as well as the disposable income. Parents therefore are obliged to submit their salary slips or a business income statement. Should the student have siblings, parents will also be obliged to provide proof by way of the birth certificates of the siblings, and if they are studying at a tertiary institution, proof of their registration at these institutions. If a student is married, the financial information of the spouse (not the parents) should be submitted. If a student is self-employed or not dependant on parents, then the financial information of the student should be submitted.*

NOTE:

All the required supporting documents must be scanned and linked to the online application.

Minimum NSFAS loan amount (2012): R2 000

Maximum NSFAS loan amount (2012): R57 000

Once applications have been received in the year prior to study, the awarding of study loans in the year of study will be subject to:

- students registering for the year of study;
- students being financially needy in terms of the financial means test;
- students not being enrolled for more than N+2 years (N being the minimum study period); and
- students not being enrolled for special study programmes.

NOTE:

- New first-year students must have passed their final school-year end examination with an average percentage of at least 40% (as calculated in accordance with the undergraduate achievement award policy).
- Senior undergraduate students who achieved a Grade Point Average (GPA) of at least 40% (not rounded off) for all registered modules in the previous year will be considered. Modules are weighted according to their credit values.
- If a NSFAS loan holder complies with the conditions and passes all the registered modules in the final exam of the year, up to 40% of the loan amount may be converted to a bursary by NSFAS. This means that should this be achieved, only 60% of the loan amount for that year will have to be repaid to NSFAS after completion of studies. This remains subject to NSFAS regulations.
- Study loans are primarily approved for the payment of tuition fees and will be administered according to NSFAS regulations. Allowances for books, accommodation and living costs are only approved if funds are available after tuition costs have been covered, and if the student qualifies for such allowances according to NSFAS regulations.
- If a credit balance remains on the student account by the end of the academic year, NSFAS requires that such credits be returned to them as a first payment of the loan.

4.2 Tsenang loans

Applications open	Applications close	Application website	Contact information
during registration	last day of registration	NONE. Apply in CSC at Bursaries/ Loans division.	UP Client Service Centre Tel: +27 (0)12 420 3111

The Tsenang loan scheme is a scheme from which loans can be granted to academically deserving and financially needy students to cover the cost of the registration fee, which is payable upon registration for tuition fees only.

The awarding of the Tsenang loans will be subject to the following:

- Students must have applied for a NSFAS loan on the university's online financial aid application system.
- Only undergraduate students may apply.
- Only South African citizens may apply.
- Applicants must be financially needy and academically deserving.
- The loan amount will be credited to the successful applicant's student account.
- No cash will be paid out.
- Loans are not guaranteed and are subject to the availability of funding.

Funding

4.3 University managed loans

Applications open	Applications close	Application website	Contact information
1 August of the year preceding the commencement of studies	31 October of the year preceding the commencement of studies	www.up.ac.za/feesfunding	UP Client Service Centre Tel: +27 (0)12 420 3111

- The University manages various loan schemes on behalf of various donors. Awarding of study loans is subject to registered students being financially needy.
- These study loans are primarily approved for the payment of tuition fees and will be administered accordingly.
- The loan amounts vary from R500 to R20 000 and are repayable at an interest rate of prime -1%. (Prime as on 1 January of the year in which the loan was issued.)
- Loan re-payment commences once the student completes the study programme. Interest is payable during the year in which the loan is granted.
- To be considered for a UP managed loan, applicants must provide two guarantors who comply with the conditions as determined by the University.
- UP managed loans are not guaranteed and are subject to availability of funds.

4.4 Edu-Loan

Applications open	Applications close	Application website	Contact information
always open	always open	www.eduloan.co.za	Edu-Loan Office on UP Hatfield Campus Tel: +27 (0)12 420 5175

Edu-Loan is a private leading provider of study loans in South Africa. They provide study loans for:

- registered students whose parents have been employed permanently for longer than one year; or
- registered students who themselves have been employed permanently for longer than one year.

5. BURSARIES

5.1 UP support bursaries

Applications open	Applications close	Application website	Contact information
1 August of the year preceding the commencement of studies	31 October of the year preceding the commencement of studies	www.up.ac.za/feesfunding	UP Client Service Centre Tel: +27 (0)12 420 3111

- A limited number of bursaries are made available annually that were donated by external donors and placed under the management of UP. The bursaries are available to students who register for full-time studies and who are financially needy and/or academically deserving. Students who are South African citizens or hold permanent residency in South Africa, may be considered for these bursaries.
- Other bursaries/loans received by the applicant will be taken into consideration to determine financial need where applicable.
- It is advisable that students who are financially needy should also apply for NSFAS funding and not only for UP support bursaries, which are limited.
- University support bursaries are not guaranteed and are subject to the availability of funds.
- Special motivation or proof of meeting the criteria for some of the UP support bursaries has to be submitted as part of the application on the University's online funding application system. These supporting documents will be indicated to you on the application system.

Funding

5.2 UP Sports bursaries

Applications open	Applications close	Application website	Contact information
1 April of the year preceding the commencement of studies	30 September of the year preceding the commencement of studies	www.up.ac.za/sport	TuksSport Office Tel: +27 (0)12 420 6114 www.up.ac.za/sport

Sports bursaries are available to sports achievers who obtained at least provincial colours in a specific range of sports during Grade 11 and/or Grade 12.

5.3 Bursaries from National Student Financial Aid Scheme (NSFAS)

The Funza Lushaka Bursary Programme (Teaching)

Applications open	Applications close	Application website	Contact information
1 October of the year preceding the commencement of studies	15 November for returning students 10 January for new students	www.funzalushaka.doe.gov.za	UP Client Service Centre at Groenkloof Campus Tel: +27 (0)12 420 4216

- The Funza Lushaka Bursary Programme is a multi-year programme that promotes teaching in public schools.
- Students who are awarded Funza Lushaka bursaries will be required to commit themselves upon qualification to teach in public schools in terms of a service contract that will form part of the bursary agreement. Students who default on the agreement will be required to refund their bursary awards to NSFAS in terms of the agreement and according to the procedure determined by NSFAS.
- The bursary is only awarded to South African citizens. The application will not be considered unless the applicant has a valid South African ID number.
- Full-cost bursaries are available to enable eligible students to complete a full teaching qualification in an area of national priority.
- The priority areas are:
 - Foundation Phase (Grades R–3): Foundation phase specialisation
 - Intermediate and Senior Phase (Grades 4–9): A teaching major in one of the following: African Languages, English, Mathematics, Natural Science or Technology
 - FET phase (Grades 10–12): A teaching major in one of the following: Accounting, African Languages, Agricultural Sciences, Agricultural Technology, Civil Technology, Computer Applications Technology, Economics, Electrical Technology, Engineering Graphics and Design, English, Geography, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Mechanical Technology or Physical Sciences
- The criteria for bursary awards are determined by the donor annually.

Thuthuka Education Upliftment Fund

Applications open	Applications close	Application website	Contact information
for students who are already part of the Thuthuka project at school	for students who are already part of the Thuthuka project at school	www.saica.co.za	Tel: +27 (0)11 621 6600 Email: saica@saica.co.za www.saica.co.za

The Thuthuka Education Upliftment Fund is a successful multi-sector partnership between the private sector and various arms of government (Departments of Labour, Education, Science and Technology) aimed at ensuring disadvantaged youth with potential, are able to become chartered accountants.

Department of Agriculture, Forestry and Fisheries (DAFF) bursary

Applications open	Applications close	Application website	Contact information
1 February of the year preceding commencement of studies	30 September of the year preceding commencement of studies	www.daff.gov.za (click Divisions, education and training and then Careers)	Ms Amanda Shokane Tel: +27 (0)12 319 6628 www.daff.gov.za

Funding

The Department of Agriculture, Forestry and Fisheries (DAFF) introduced the DAFF External Bursary Scheme as a measure of recruiting young people to follow a career in agriculture, forestry and fisheries to address the acute skills deficit and scarcity of agriculture, forestry and fisheries professionals and technical staff within the agriculture, forestry and fisheries sector.

Annually the DAFF recruits deserving young people from previously disadvantaged groups with good results in Mathematics and Physical Science to be worthy recipients of the bursary assistance to further their studies in one of the identified and prioritised scarce skills in **agriculture, forestry and fisheries**.

The purpose of the Department of Agriculture, Forestry and Fisheries bursary scheme is to contribute towards human resource development in the agriculture, forestry and fisheries sector.

Department of Social Development Social Work bursary

Applications open	Applications close	Application website	Contact information
Contact provincial office in the year preceding the commencement of studies.	Contact provincial office in the year preceding the commencement of studies.	NONE Visit provincial office.	Provincial Department of Health and Social Development in your province www.dsd.gov.za

Bursaries for those interested in studying social work are provided by the Department of Social Development, through your specific provincial office of this department. These bursaries have a work back condition – ie the student works for the Department of Social Development in his/her respective province for the number of years for which the student received the bursary (or longer).

Rural Education Access Programme (REAP)

Applications open	Applications close	Application website	Contact information
1 February of the year preceding the commencement of studies	27 July of the year preceding the commencement of studies (already closed for 2013 studies)	www.reap.org.za	Tel: +27 (0)21 696 5500 www.reap.org.za

REAP assists students from poor rural communities in South Africa, calling on state mechanisms to assist financially needy rural students and also providing value added support to the students.

Study Trust bursary

Applications open	Applications close	Application website	Contact information
1 April of the year preceding the commencement of studies	31 August to download form 30 September to submit form	www.studytrust.org.za	Tel: +27 (0)11 403 1632/3 www.studytrust.org.za

While supporting all study programmes, this Christian-based non-governmental organisation gives preference to rural-based applicants for degree and diploma study programmes in **agriculture, commerce, education and engineering**.

Nedbank bursary

Applications open	Applications close	Application website	Contact information
1 April of the year preceding the commencement of studies	29 June of the year preceding the commencement of studies	www.nedbank.co.za	Tel: +27 (0)11 710 4011 www.nedbank.co.za

The following fields of study are considered: accounting and CA studies, economics, mathematics, statistics, actuarial science, computer science, business finance and business management, property- and construction-related studies, quantity surveying, engineering, information technology, marketing and agricultural studies.

5.4 External bursaries from other institutions

- External bursary opportunities
On the UP website, www.up.ac.za/feesfunding is a list of external companies and institutions that offer bursaries.

A private company also publishes *The Bursary Register*. Prospective and registered students may purchase *The Bursary Register* at their own cost. This booklet provides information on everything you need to know about bursaries, scholarships and loans in South Africa. Please note that *The Bursary Register* does not provide application forms as each bursary indicates its own method of application and it is not a product of the University of Pretoria.

Contact information

The Bursary Register

Tel: +27 (0)11 672 6559
Email: rlevin@mweb.co.za
Postal address: PO Box 178, Florida Hills 1716

- After securing your own bursary
If you have secured your own bursary from a company or institution you need to bring this to our attention.

In order for the University to capture this external bursary information and where applicable, waive the requirement to pay the initial registration fee in order to register, you must submit written proof of the bursary/bursaries awarded to you, prior to or during registration at the Client Service Centre.

The proof of bursary must be on an official letterhead, signed by the bursar/donor, and must confirm the total amount of the bursary granted to you and must also indicate what the bursary amount covers (eg tuition fees, residence, meals, text books, etc).

A *Bursary Form* is available in the Client Service Centre or can be downloaded from the UP web page www.up.ac.za, which can assist external institutions in clearly specifying the detail of the bursary they are offering the student. This *Bursary Form* however must be submitted together with the proof of a bursary on the official letterhead of the bursar/donor.

6. PAY-OUTS AND REFUNDS

- Pay-outs
 - Pay-outs during the year, (if applicable to your bursary to cover book allowances, private accommodation or living costs), are paid in accordance with the rules of your award and as approved by the University.
 - In order to claim a pay-out, you have to complete the *Refund/Bursary Pay-out* form obtainable at the Client Service Centre (cashiers section) or print it from the University's website at www.up.ac.za.
- Refunds
 - If the source of the credit on your account is not as a result of an award or bursary, but is due to your own payments, then a refund may be requested at any time.
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