

ERRATUM TO THE STUDENT FEES HANDBOOK 2021

The following amendments corrects dates as per sections below due to a delay in the 2021 academic start of term;

2.2 Notice to Leave: Withdrawal of Registration

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

Students or their legal guardians must give notice of intention to discontinue studies in writing by completing the Cancellation of Registration Form and submitting this together with their student card to their Faculty Office in person **or by registered mail**.

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

A reduction on the academic fees may be considered in special circumstances, depending on **when the notice of intention to discontinue studies is received by the Faculty Office**. If notice is received before:

(a) **Whole Year Courses starting in March:**

29 March 2021..... 100% adjustment
06 August 2021..... 50% adjustment

(b) **First Semester Courses starting in February:**

29 March 2021..... 100% adjustment
02 April 2021..... 50% adjustment

(c) **Second Semester Courses starting in July:**

06 August 2021..... 100% adjustment
20 August 2021..... 50% adjustment

(d) **Full year programme starting in second semester**

06 August 2021..... 100% adjustment
18 February 2022..... 50% adjustment

No reduction will be granted if the notice of intention to discontinue studies is received after the above deadlines.

Note: These dates will be strictly adhered to. *Any fees owing is due immediately on cancellation*

of studies.

2.3 Drop an Individual Course

When students withdraw from individual courses of a minimum duration of one semester, any fee reduction is dependent upon the date of withdrawal. If the course duration is less than one semester, there is no fee reduction if a student withdraws from the course after it begins.

Course	Last date to add a course	Last date to drop a course		
		Get 100% fee adjustment	Get 50% fee adjustment	Cancel transcript entry
Whole year courses	29 March	29 March	06 August	13 August
First term courses	29 March	29 March	02 April	23 April
Second term courses	06 August	06 August	20 August	10 September
Other courses:	Friday of the first week of the course. (Day 5)	Friday of the first week of the course. (Day 5)	Friday of week three of the course. (Day 15)	Monday after which two thirds of the course has been presented/run .
Block Release		1 week or less: Before 12 noon of day 1 2 Weeks: Before 12 noon of day 2 3 weeks: Before 12 noon of day 3 Longer than 3 weeks: Friday of the week the course begins. (Day 5)	Not applicable	
Summer Term		Friday of the week the course begins.	Not applicable	Monday after which two thirds of the course has

		(Day 5)		been presented/run
Winter Term		Friday of the week the course begins. (Day 5)	Not applicable	Monday after which two thirds of the course has been presented/run.

No reduction will be granted if the notice to withdraw is received after the above deadlines.

After the last date to withdraw from a course but before the tenth last teaching day of a semester or year course, a student may notify the faculty office that he or she does not intend to complete the course. In this case the course remains on the record with a result of INC. During the last ten days of a semester or year course such notifications will no longer be accepted and a result of DPR or AB will be awarded by the department.

No withdrawal is possible after the 'cancel transcript' entry date.

2.7 Leave of Absence

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

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

- (a) Whole Year Courses starting in March
 - 29 March 2021 100% adjustment
 - 30 April 2021 75% adjustment
 - 06 August 2021 50% adjustment
 - 17 September 2021 25% adjustment

- (b) First Semester Courses starting in March
 - 19 March 2021 100% adjustment
 - 02 April 2021 50% adjustment

- (c) Second Semester Courses starting in August
 - 06 August 2021 100% adjustment
 - 20 August 2021 50% adjustment

- (e) Block Course refer to section 2.3

These dates will be strictly adhered to. No further concessions will be granted if Leave of Absence is granted after the above deadlines.

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