Central University of Technology, Free State

Enrolment Manual
BLOEMFONTEIN CAMPUS

SEMESTER 1 & YEAR STUDENTS

2014

ENROLMENT / REGISTRATION DATES

NB: Please register/enrol on the date specified for your programme in the table below. Students who do not register on the specified date will not be allowed into the Boet Troskie Hall. Students who did not register on the date specified will only be assisted on 31 January 2014; the date for late enrolment/registration.

DATE	ACTIVITY
2014-01-13	Closing date: Academic Appeals
2014-01-14	
2014-01-15	Enrolment / registration postgraduates **continuation AND** Varsity Shield Players
2014-01-16	
2014-01-17	Special Assessment
2014-01-20	Enrolment / registration all **first-year** students: **Bloemfontein** campus: Accountancy; Financial Information Systems; Hospitality Management; Tourism Management
	Enrolment / registration **first-time entry** postgraduates: **Bloemfontein** campus
2014-01-21	Enrolment / registration all **first-year** students: **Bloemfontein** campus: Human Resources Management; Marketing; Office Management & Technology; Business Administration; Project Management; Public Management; Civil Engineering; Mechanical Engineering
2014-01-22	Enrolment / registration all **first-year** students: **Bloemfontein** campus: Building; Information Technology; Electrical, Electronic & Computer Systems Engineering; Design & Studio Art; Language Practice
	General orientation: Academic induction: **Faculty of Management Sciences**
2014-01-23	Enrolment / registration all **first-year** students: **Bloemfontein** campus: Agricultural Management; Biomedical Technology; Clinical Technology; Emergency Medical Care; Radiography; Somatology; Environmental Health; Dental Assistance
	General orientation: **Faculty of Engineering & Information Technology**
2014-01-24	Enrolment / registration all **first-year & senior** students: **Bloemfontein** campus: Advanced Certificate in Education; BEd (FET) Specialisation: Computer Sciences; Economic & Management Sciences; Languages; Natural Sciences; Technology; Postgraduate Certificate in Education; BEd (Hons) Educational Management
2014-01-27	Enrolment / registration all **senior** students: **Bloemfontein** campus: Accountancy; Financial Information Systems; Hospitality Management; Tourism Management; Cost and Management Accounting; Internal Auditing.
	General orientation: Academic induction: **Faculty of Humanities**
2014-01-28	Enrolment / registration all **senior** students: **Bloemfontein** campus: Human Resources Management; Marketing; Office Management & Technology; Business Administration; Project Management; Public Management; Civil Engineering; Mechanical Engineering
2014-01-29	Enrolment / registration all **senior** students: **Bloemfontein** campus: Building; Construction Management; Quantity Surveying; Information Technology; Electrical, Electronic & Computer Systems Engineering; Ceramic Design; Clothing; Fashion; Fine Art; Graphic Design; Photography; Language Practice
2014-01-30	Enrolment / registration all **senior** students: **Bloemfontein** campus: Agricultural Management; Biomedical Technology; Clinical Technology; Emergency Medical Care; Fire Technology; Radiography; Somatology; Environmental Health; Dental Assistant
	General orientation: Academic induction: **Faculty of Health & Environmental Sciences**
2014-01-31	**Late enrolment / registration for all campuses**
2014-02-08	**Official opening**
2014-02-03	**Classes start** Submission of National Senior Certificate / admission documentation to Academic Structure and Student Enrolment Services
2014-02-07	Last day: Subject changes; subject adding; course changes
2014-02-17	Course control **start**
2014-02-21	Course control **end**

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

4.1 Make your way to **the Boet Troskie Hall** to **complete your enrolment form**.

4.2 Go to any computer lab in **the Student Academic Support Centre OR the open labs in the Library and Information Centre** to **register online on campus**.

4.3 Alternatively you may utilise your own resources (computer and internet) to register online off campus.

PLEASE REFER TO THE ENCLOSED STEP-BY-STEP GUIDELINES FOR ONLINE REGISTRATION.

4.4 Collect your **student card, internet access form** and/or **parking disc** (if applicable) in the **Student Academic Support Centre, ground floor reception area.**

YOU MUST PRODUCE YOUR REGISTRATION VOUCHER BEFORE YOU WILL BE ISSUED WITH A STUDENT CARD.

NB: PLEASE NOTE THAT ALL APPLICABLE FEES MUST BE DEPOSITED INTO THE CUT BANK ACCOUNT AT LEAST 72 HOURS (3 WORKING DAYS) PRIOR TO YOUR DATE OF ENROLMENT.

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:

6. **Undergraduate students:**

The following conditions of payment are applicable:

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 The payment dates for year students are:
- End of February (10 % of the total registration fee)
- End of March (20 % of the total registration fee)
- End of April (30 % of the total registration fee)
- End of May (40% of the total registration fee)
- End of June (50 % of the total registration fee)
- End of July (60 % of the total registration fee)
- End of August (70 % of the total registration fee)
- End of September (80 % of the total registration fee)
- End of October (90 % of the total registration fee)
- End of November (full and final settlement due)

6.2 **Semester students**

6.2.1 The payment dates for the first semester are:
- End of February (25 % of the total registration fee)
- End of March (50 % of the total registration fee)
- End of April (75 % of the total registration fee)
- End of May (full and final settlement due)

7. **Registration of instructional offering(s)**

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

8. **Please note the following important dates:**

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

First-semester students	:	31 March
Second-semester students	:	30 September
Year students	:	30 September

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

9. **Please note the following:**

9.1 **Class attendance is compulsory.**

9.2 **The medium of instruction is English.**

FINANCIAL INFORMATION:

NB: *1.* *Amounts are subject to change for 2014.*
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 October 2013.	185.00	
Application fee (non-refundable) Late applications received between 1 November 2013 and 31 January 2014.	370.00	
Enrolment fee Enrolment fee is payable on enrolment.	801.00	
Tuition fee payment A minimum tuition fee payment is payable on enrolment.	4500.00	

1.2   Residence students

Application fee (non-refundable) Applications received before or on 31 October 2013.	185.00	
Application fee (non-refundable) Late applications received between 1 November 2013 and 31 January 2014.	370.00	
Enrolment fee Enrolment fee is payable on enrolment.	801.00	
Tuition fee payment A minimum tuition fee payment is payable on enrolment.	4500.00	
Residence application Fee Only refundable if the applicant is not accepted as student or does not obtain accommodation in a residence.	535.00	
Minimum residence fee payment Minimum residence fee is payable on enrolment.	1825.00	
Breakage deposit Year students Semester students	450.00 225.00	
Key deposit Year students and semester students	40.00	

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 CUT's bank account

       The banking details are as follows:

       BANK   :   Absa Bank
       BRANCH   :   Maitland West
       BRANCH CODE   :   632005
       ACCOUNT NUMBER   :   0470151560
       REFERENCE   :   Student number or
                                   ID number must be provided

4.   **NO CASH** will be handled by CUT cashiers during the enrolment process.
       Only credit card, debit card and cheque payments will be accepted.

OR

Methods of payment:

1.   Cheque
2.   Credit card
3.   Direct deposit into CUT's 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

5.   **NO CASH** will be handled by CUT cashiers during the enrolment process.
       Only credit card, debit card and cheque payments will be accepted.