UNIVERSITY OF KWAZULU-NATAL
INYUVESI YAKWAZULU-NATALI

College of

Agriculture, Engineering and Science

Registration Information

2013

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IMPORTANT NOTES

Please bring the following documentation and items with you for registration:

- Identity Document / Passport.
- Study permit and proof of Medical Insurance if you are not a South African citizen.

(**NB:** Please ensure that you obtain a clearance certificate for your study permit and health insurance from the International Student Office before proceeding to registration)

- Original Matriculation Certificate if it has not been presented to the University previously.

A) GENERAL INFORMATION

ALL STUDENTS ARE REQUIRED TO COMPLETE ACADEMIC REGISTRATION ON THE DATES SPECIFIED FOR EACH COLLEGE.

- Those with financial clearance may register on-line should this be available for their College and programme of study.
- All other students **MUST** present themselves in person at the registration venue on the specified dates. This includes those students who do not yet have financial clearance.
- New students must have paid their R500 acceptance fee and a further R2750 to make up initial deposit of R3250.
- Students without financial clearance must complete academic registration but their registration will not be captured until such time as they are cleared financially.

FINANCIAL CLEARANCE

[Refer to the Student Fees Booklet for further details]

Students who have paid the required initial deposit of R3250, and have cleared any outstanding fees from the previous year, will have financial clearance, provided this has been done sufficiently in advance of the day of registration.

Students who are funded by Financial Aid, scholarships, bursaries or other funders and have met the requirements outlined below, will have financial clearance.

For self-funded students, financial clearance is give automatically and does not need to be applied for, provided the required amount has been paid, cleared by the bank and credited to the student's account. This is not an instantaneous process and various clearance periods apply as described in the next section. To avoid delays, please ensure that payments are made sufficiently in advance of registration.

SELF-FUNDED STUDENTS

YOU MUST CLEARLY INDICATE YOUR STUDENT NUMBER ON ANY FORM OF PAYMENT

The following payment options are available:

- Direct deposit payable into University of KwaZulu-Natal Bank Account. Fee clearance will be automatically effected on the day the bank transfers the deposit to the University Bank Account (**normally 3 full working days after the deposit date**).
- Internet deposit payable into University of KwaZulu-Natal Bank Account. Fee clearance will be automatically effected on the day the bank transfers the deposit to the University Bank Account (**normally 5 full working days after the deposit date**).
- Cash/Bank Guaranteed Cheques payable to University of KwaZulu-Natal and presented to the Cashier. Fee clearance will be automatically effected within the hour.
- Credit Card payments can be made at the University Cashier or fax full details to 031 2607641, in which case fee clearance will be automatically effected after 48 hours.

NB: ***Deposit slips can unfortunately not be accepted as proof of payment.***

FINANCIAL AID AND FUNDED STUDENTS

Please note that there are Financial Aid Advisors on each Campus to assist students. Should you require their services, please go to the College Office on your Campus.

Loans
Automatic clearance will apply to students who have been awarded a Financial Aid package. Refugee students are required to collect and return completed loan documents to the Student Funding Centre before registration clearance will be processed.

Bursaries and Scholarships from UKZN

- An award equal to or greater than the minimum required deposits will allow automatic clearance.

Sponsored Students

- A letter from the sponsor, confirming the funding, addressed and payable to the University of KwaZulu-Natal, must reach the Student Funding Centre well in advance prior to registration.

Bank Loan Students

- Original bank letters, confirming the amounts of the loan, payable directly to the University of KwaZulu-Natal must be presented to the Student Fees Office. Where the bank makes payment directly to student, the full registration deposit is required.

STUDENT HOUSING

The residences will be open from **30 January 2012** for first year students undertaking pre-University activities and they will be allocated to their respective residence rooms. Returning students will be allowed to occupy their rooms from **29 January 2012**. All self-funded students that have been accepted into residence for 2012 will be required to pay a deposit of R2750. The Confirmation Process for returning students closes on Friday, **6 January 2012**. If you have any queries about your residence selection, fees and/or procedures to be followed, please contact the Student Housing Office: Tel: 031 2608070 / 8150 / 7901 Fax: 031 2608084

E-mail: nyuswan@ukzn.ac.za

RISK MANAGEMENT SERVICES (RMS)

The RMS Control Room is open 24 hours and can be contacted should you require any assistance, or need to make a report. The contact details for each campus are provided on the last page of this document.

Student Card Replacement

Returning students who have lost or damaged their student card should go to Finance and pay for a replacement card then proceed to Risk Management Services and produce the receipt together with their registration slip or printout of online registration and an ID book or drivers license, whereupon a new student card will be issued.

Student Parking

Before vehicles may be parked on campus, parking fees must be paid. Students may log on to **www.rms.ukzn.ac.za** and select Online-Forms (Student Parking Discs) to complete their parking applications.

First year students may only apply after acquiring a student card and having it validated for the year. Returning students may apply once their student card has been validated for the year. Payment for parking will automatically be debited from the student account. A student parking disc is valid for a period of one academic year. Persons bringing vehicles onto campus are responsible for familiarizing themselves with the current traffic rules, which may be viewed on the RMS website. Any serious or persistent failure to observe the traffic rules could result in the withdrawal of parking privileges and / or disciplinary action.

The following areas may be used for parking:

Howard College	• Shepstone Parking Lot (can be accessed through Gate 2 on 75th Anniversary Rd or Gate 8 on Rick Turner / Francois Rd • Student Parking on Princess Alice Rd • Gate 4 on Francois Rd
Pietermaritzburg	• Main Campus (returning students only) • Commerce Parking (all students) • Agriculture (all students) • Golf Rd (Post-Grad students only) • William O'Brien Parking ((all students)
Westville	• New Students Parking • Outer Ring Road Parking • Ash Parking • K Parking

SPORTS REGISTRATION

Sports Registration for first year and returning students takes place in February in conjunction with the academic registration. Once you have completed your academic registration and you have received your student card, you may proceed to the Sports Administration Office situated at the Sport Office on your campus.

Currently we offer the following sport codes:

athletics, basketball, canoeing, cricket, dance sport, golf, hockey, karate, mountain, netball, rowing, rugby, soccer, softball, squash, tennis and volleyball.

B) REGISTRATION PROCEDURES

Students will be able to register on-line via the self-help system either from off campus or on campus at the designated Computer LAN's. This on-line registration will be active from **Thursday, 26 January 2012.** Students must follow the normal procedures of obtaining financial clearance (and international clearance, where necessary) prior to registration. The website address for the self-help system is: **http://sc.ukzn.ac.za. Please see the list of registration venues on the following pages. For further information regarding the Online Registration Process, please see page 14.**

FEE/FINANCIAL INFORMATION

Payment of monies to the University can be made either at the **University Cashiers** or directly into the University bank account. Unless you are paying your fees well before registration, please pay your fees at the University Cashiers in order to obtain immediate financial clearance. Payment into the University bank account will cause a delay of at least three working days. Payment by cheque will cause a ten day delay. **Please note that that the initial registration fee is R3250.00 and the initial Residence deposit is R2750.00.**

The University bank account details are as follows:

Local Students	Bank : Standard Bank Type of Account : Business Current Account Branch : Westville Branch Code : 045426 Account Number : 053081072 Reference Number : **Enter Student Number**
International Students	Bank : Standard Bank Type of Account : Business Current Account Branch : Westville Branch Code : 045426 Account Number : 053082826 Reference Number : **Enter Student Number**
Sponsored Students	Bank : Standard Bank Branch : Westville Branch Code : 045426 Account Number : 053080998 Reference Number : **SFC – Name of organisation** Fax proof of deposit : 031 260 7735 Please fax proof of deposit & student details to allocate payment to student account/s

The University Cashiers Departments on the various campuses are as follows:

Howard College	**Pietermaritzburg Campus**	**Westville**
Shepstone Building Level 4	Finance Building Main Campus Milner Road	T-Block (during Registration) D-Block / Cafeteria (outside Registration)

SCHOOL OF ENGINEERING REGISTRATION 2013

HOWARD COLLEGE

The School of Engineering is using a self help (on-line) registration system in 2013.

Self help (on-line) registration will be directly available for students who are registering for the 1st year of study and those that have completed 72 credits per semester in accordance with the degree programme. These categories of students should be able to follow the set curriculum for their degree programmes that they will find on the site.

Those students who have a complicated curriculum, owing to failures or exemptions and credits, should consult with the programme co-ordinators in the registration venues in the first instant, during the times listed below, prior to registering self help (on-line).

Where and How? Students may access the self help (on-line) system for registration via the internet, from remote locations, from **Monday 21 January 2013**.

Log on to Student Central: http://sc.ukzn.ac.za, using your student number and password.

Students who are unable to access the internet for self help (on-line) registration from off-campus can use the student LAN in your respective discipline from **21 January 2013**.

If you require assistance with self help (on-line) registration you are advised to make yourself available at the appropriate time and location listed below during the University's main registration period from Monday, 04 February to Friday 08 February 2013.

Students on probation (PROB and FPRR status) must present themselves for registrations as follows:

Date: Wednesday, 30 January 2013

Venue: UNITE Building

Time: 08h30 – 12h00

First Years	**Second Years**	**Third Years**	**Fourth Years**
Tuesday	Wednesday	Thursday	Friday
05 February	06 February	07 February	08 February
08h30 – 12h00	08h30 – 12h00	08h30 – 12h00	08h30 – 12h00

Please see the table on the following page for further information.

First Year Students		
Discipline	**Venue**	**Local Area Network**
All programmes (Howard)	Level 5 Shepstone Building	Green LAN
Parents' Day - 09h00 2 February 2013 - UNITE / School of Engineering Building		
Orientation 4 & 5 February 2013 - UNITE / School of Engineering Building		
Returning Students		
Discipline	**Venue**	**Local Area Network**
Agricultural Eng (2nd year & all returning students based at HC – *06th February*)	Centenary Building Civil Engineering LAN	Civil Engineering LAN
Agricultural Eng 3rd & 4th year – Only in PMB (08 February)	Room 341A, 3rd Floor Rabie Saunders Building, Agriculture Campus, Agric Lane (off Epworth Road)	Agriculture LAN
Chemical Engineering	Chemical Engineering East (CEE)	Chem Eng 3rd year LAN
Civil Engineering, Surveying & Construction	Centenary Building Civil Engineering LAN	Civil Engineering LAN
Electrical, Electronic & Computer Engineering (EE&CE)	1st Floor Electrical Engineering South Building	Electrical Engineering LANs
Mechanical Engineering	Lecture Theatre 105/106	Venter LAN

PIETERMARITZBURG CAMPUS				
DATE	**TIME**	**VENUE**	**ACTIVITY**	**RESPONSIBILITY**
Friday 1 Feb	08h00 – 13h00	Colin Webb Hall	1st year – Curriculum Advice	Dean: T&L; Academic Leaders
Saturday 2 Feb	09h00	Colin Webb Hall	Parent's Day	PR
Monday 4 & Tuesday 5 Feb	09h00	Colin Webb Hall	1st year Orientation	PR
Monday 4 Feb	08h00:- 13H00	Home School	A-L Returning Students (PROB, FPRR) – Academic advice	Academic Leaders Teaching & Learning
	08H00 – 15H00	Science LAN G22—G24	A-L Returning Students (PROB; FPRR) Self-help Registration. Students are required to bring signed term decision letter from School indicating they have received academic advice. Administrators in LAN will lift hold to enable student to proceed with self-help registration./OR Academics will lock in curriculum.	CAS Administrators; School Administrators; 1 Academic rep from each School; Student help with controlling queues.
Tuesday 5 Feb	08h00 – 13h00	Home School	M-Z Returning Students (PROB, FPRR) Academic Counselling	Academic Leaders Teaching & Learning
	08h00 – 15h00	Science LAN G22—G24	M-Z Returning Students (PROB, FPRR) Self-help Registration. Students are required to bring signed term decision letter from School indicating they have received academic advice. Administrators in LAN will lift hold to enable student to proceed with self-help registration./OR Academics will lock in curriculum.	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	09h00	DSLT/Council Chambers	1ST YEAR – Foundation & Access Orientation	Dean: Teaching & Learning; Access Staff
	08h00	Rabie Saunders LAN	1st Year Engineering Students	School Staff
	09h00- 11h00	Colin Webb Hall	Student Services Induction	Counsellors
	11h30— 13h00	Colin Webb Hall	You@university—an introduction to life at UKZN	Counsellors
	11h00- 15h00	Science LAN G22—G24	1ST YEAR Foundation & Access Self-help Registration	CAS Administrators; School Administrators; 1 Academic rep from Access; Student help with controlling queues.

Wed 6 Feb	08h00 — 15h00	Science LAN G22—G24	1st Year Self-help Registration	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	08h00 – 15h00	Science LAN G22—G24	A-L Returning students (Green, RISK, RSK2) Self-help Registration	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	08h00 – 13h00	Science LAN G20	Returning DIET/HN students Self-help Registration	CAS Administrators; School Administrators; Academics from Dietetics. Student help with controlling queues.
	08h00 – 13h00	Rabie Saunders LAN	Returning 3rd & 4th Year Engineering Students – Self-help Registration	1 Programme Co-ordinator, 1 School Administrators, 1 CAS staff member.
Thurs 7 Feb	08h00 – 13h00	Science LAN G22—G24	M-Z Returning students (Green, RISK, RSK2) Self-help registration	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	08h00- 13h00	Rabie Saunders LAN	Returning 3rd & 4th Year Engineering Students.	1 Programme Co-ordinator, 1 School Administrators, 1 CAS staff member

WESTVILLE CAMPUS				
Friday 1 Feb	08h00 – 13h00	Main Hall	1st year – Curriculum Advice	Dean: T&L; Academic Leaders
Saturday 2 Feb	09h00	Biology Bldg	Parent's Day	PR
Monday 4 and Tuesday 5 Feb	09h00	Biology Bldg	1st year Orientation	PR
Monday 4 Feb	08h00:-13H00	Home School	A-L Returning Students (PROB, FPRR). – Academic-Advice.	Academic Leaders Teaching & Learning
	08H00 – 15H00	H1 RED LAN	A-L Returning Students (PROB, FPRR) Self-help Registration. Students are required to bring signed term decision letter from School indicating they have received academic advice. Administrators in LAN will lift hold to enable student to proceed with self-help registration./ OR Academics will lock in curriculum.	CAS Administrators; School Administrators; 1 Academic rep from each School. student help with controlling queues.
	08h00 – 15h00	H1 RED LAN	A-L Returning students (Green, RISK, RSK2) Self -help Registration	CAS Administrators; School Administrators; 1 Academic rep from each School. student help with controlling queues
Tuesday 5 Feb	08h00—13h00	H1 RED LAN	1st Year Self-help Registration	AS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	08h00 – 13h00	Home School	M-N Returning Students (PROB, FPRR) Academic advice	Academic Leaders Teaching & Learning
	08h00 – 15h00	H1 RED LAN	M-N Returning Students (PROB, FPRR) Self-help Registration. Students are required to bring signed term decision letter from School indicating they have received academic advice. Administrators in LAN will lift hold to enable student to proceed with self-help registration./ OR Academics will lock in curriculum.	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.
	08h00-15h00	H1 RED LAN	M-N Returning students (Green, RISK, RSK2) Self-help Registration	CAS Administrators; School Administrators; 1 Academic rep from each School. student help with controlling queues
	09h00—11h00	Biology Bldg	Student Services Induction	Counsellors
	11h30—13h00	Biology Bldg	you@university—an introduction to life at UKZN	Counsellors

Wed 6 Feb	08h00 – 13H00	Home School	O-Z Returning Students (PROB, FPRR) Academic advice.	Academic Leaders Teaching & Learning
	08h00 - 15H00	H1 RED LAN	O-Z Returning Students (PROB, FPRR) Self-help Registration. Students are required to bring signed term decision letter from School indicating they have received academic advice. Administrators in LAN will lift hold to enable student to proceed with self-help registration./OR Academics will lock in curriculum.	CAS Administrators; School Administrators; 1 Academic from Access. Student help with controlling queues
	08H00-15h00	H1 RED LAN	O-Z Returning students (Green, RISK, RSK2) Self-help Registration	CAS Administrators; School Administrators; 1 Academic from each School. Student help with controlling queues.
Thurs 7 Feb	09h00 – 11h00	L09/10/FSA Room Chemistry	1st Year Foundation & Access Students – Orientation	Dean Teaching & Learning; Access Staff
	11h00-13h00	H1 RED LAN	1st Year Foundation & Access Students – Self-help Registration	CAS Administrators; School Administrators; 1 Academic rep from Access. Student help with controlling queues.
Friday 8 Feb	0800 – 13h00	Chemistry	Transferring Students ; All students who have not yet registered – Academic advice.	Academic Leaders Teaching & Learning
	08h00-13h00	H1 RED LAN	Proceed with signed course insert sheet to self-help registration	CAS Administrators; School Administrators; 1 Academic rep from each School. Student help with controlling queues.

Contact Details

College of Agriculture, Engineering and Science	
Howard College Campus	031 - 260 2221
Pietermaritzburg Campus	031 - 260 5420
Westville Campus	031 - 260 8176
Cashiers Contact Information	
Howard College Campus	031 - 260 2257/2030/2968
Pietermaritzburg Campus	033 - 260 5587/5319
Westville Campus	031 - 260 7027
Student Fees Contact Information	
Howard College Campus	031 - 260 1299/2426/1673/2276
Pietermaritzburg Campus	033 - 260 5482/5454/5407/5953
Westville Campus	031 - 260 7437/7516/7819
Student Funding Centre	
Howard College Campus	031 - 260 2231
Pietermaritzburg Campus	033 - 260 5915
Westville Campus	031 - 260 7889
Risk Management Services (RMS) Contact Information	
Howard College Campus	031 - 260 2818
Pietermaritzburg Campus	033 - 260 5211
Westville Campus	031 - 260 7133
Sports Administration	
Howard College	031 - 260 2818
Pietermaritzburg Campus	033 - 260 5189
Westville Campus	031 - 260 7133

Online Registration Process

The following steps are integral to the successful completion of your registration.

STEP 1

Compliance with all of the pre-registration requirements i.e. you have been fully admitted to the desired degree, have obtained financial clearance, and have cleared and removed all system holds on your student account as per the university's rules and policies

STEP 2

Go to the website address http://sc.ukzn.ac.za

STEP 3

Enter your student number

STEP 4

Enter your initial password and click on login

STEP 5

Go to the administration tab and choose register on I-Enabler and click on continue

STEP 6

Click on UKZN web registration on the left of the screen and complete each of the steps sequentially

STEP 7

If you have made any mistakes click on cancel subject and choose your subjects again, otherwise click complete registration

STEP 8

Proceed to Risk Management Services, **with your ID book**, to have a student card issued (in case of new student or lost card) or validated (in case of returning students)

CEDARA

GENERAL INFORMATION FOR NEW STUDENTS

BAgric Students have a registration process for CEDARA and for UKZN.

Registration Fees to CEDARA for Students Union and Accomodation and Registration Fees to UKZN must be paid in before registration day (please bring your receipts to Intake Day).

Students must all come to CEDARA for Intake day 23 Januray 2013 for UKZN & Cedara registration procedures.

INTAKE DAY

Intake Day will take place on Tuesday 23 January 2013 **at the Cedara College of Agriculture Campus**. Please note that the College welcomes the presence and participation of parents during the Intake Day functions.

Formal registration of students (excluding course registration) commences at 09:30 (Dress: semi-formal). At this time students are to report to the College at the Cedara College Centenary Complex and to pay their fees. **PLEASE NOTE THAT NO CASH WILL BE ACCEPTED ON THE DAY.** Unless prior arrangements have been made with the Principal or Registrar, it is not possible for students to register at other times.

After registration formalities, students and their parents are requested to assemble in the Main Hall at 10:45 for an address by the College Principal.

Between 11:15 and 12:15 parents will be conducted on a bus tour of Cedara. During this period the students will be allocated rooms in the hostel (two students per room). Female students are accommodated in a separate wing. Students are advised to select their room mates before 11:15 so that the process of allocating rooms can be completed as quickly as possible.

After this excursion, students and their parents are invited to join the Principal and the College staff for a buffet lunch. The lunch will conclude the day's proceedings for the parents and students may use the afternoon to conclude any final arrangements.

A formal dinner will take place at 18:00 and all students are expected to attend (including those living off Cedara). Students must adhere to the clothing requirements for formal occasions (refer to point 4).

2. FEES

B Agric students have to pay the Cedara Students Union fees and, if staying in hostel, the accommodation fees. Academic fees are payable to the UKZN.

With regard to the payment of Cedara College fees please note that monies are to be paid to **two separate accounts** as follows:

- Student Union fees are payable to the CEDARA STUDENTS UNION account (First National Bank) - these must be paid **in full** by no later than INTAKE DAY, 24 January 2012.
- Accommodation fees are payable to CEDARA TREASURY (ABSA Bank).

Banking details are attached should you wish to pay monies directly into the account. Please produce your deposit slip, clearly indicating the student's name, as proof of payment. **Please note that the College does not accept cash or postal orders.**

UKZN registration and other academic fees are paid into the UKZN account as per details in Fees booklet

3. COLLEGE TERMS AND FREE TIME FOR FIRST-YEAR STUDENTS

The academic year for first-year students starts on 24 January 2013.

TENTATIVE TERM DATES:

Term 1 24 January to 27 March 2013

Term 2 15 April to 26 June 2013

Term 3 29 July to 20 September 2013

Term 4 30 September to 30 November 2013

Please note that the hostel opens at 14:00 on the day before term starts and closes at 12:00 on the last day of term. Students **must** remove all belongings from their rooms during the vacations.

Students will have some Friday afternoons free to attend to personal matters such as visits to the dentist *etc*. Time off from lectures and practicals will only be granted in exceptional cases.

Students who go away for week-ends must return to Cedara in time for lectures. When planning the return trip, sufficient time must be set aside to ensure a timeous return even if their vehicle should break down.

4. CLOTHING

Students' clothing and other needs must include the following items:

- Blazer/sports coat and tie for male students; a smart dress for female students (for formal occasions).
- Two bath and face towels.
- Two linen laundry bags clearly marked with the student's name. (Soiled clothing must be taken to the laundry in a laundry bag or it will not be washed.)
- One heavy duty raincoat.
- One pair of overalls, gumboots and work boots for farm work.
- Own linen and blankets (Cedara is cold in winter). This includes pillow, pillow cases, sheets, duvet covers. The only bedding Cedara will provide is a mattress.
- 1 Clipboard
- 96 page A5 hardcover book for practicals
- A good quality padlock with three keys.
- A mug for morning and afternoon tea.
- All laundry must be legibly marked with the student's initials and surname. **Items not marked will be returned unwashed**.

5. TOOLS AND EQUIPMENT

Each student is required to have the following in his/her possession on arrival at Cedara:

- 1 pair fencing pliers.
- 1 memory stick (minimum 1 GB)
- 1 scientific calculator (same as matric)

The College has facilities for rugby, cricket, hockey, netball, soccer, squash and tennis. Participants in these sports are expected to play for College teams. Those whose sports are not played at Cedara may be given permission to join outside clubs, subject to certain conditions.

7. MEDICAL

Students are required to make their own arrangements regarding doctors/clinics, dentists and the purchase of medicines. As far as possible these should not clash with the academic timetable.

8. TELEPHONES

The after-hours emergency number is:

Hostel Warden (033) 355 9482 (Cedara)

During office hours all enquiries should be directed to 033 - 355 9304

9. ADDITIONAL INFORMATION

Please complete the attached forms and return them to the College as soon as possible. The acceptance form must reach the College by 21 December 2012 otherwise you will forfeit your place as we have a long waiting list.

CEDARA COLLEGE FEES – B Agric (UKZN Students) - 2013

First Year	Second Year	Third Year	
Student Union[1]	R 4 200.00	R 3 700.00	R 3 700.00
Accommodation	R 10 600.00	R 10 600.00	R 10 600.00
Lunch only (Day Students)	R 2 250.00	R 2 250.00	R 2 250.00

[1] A library deposit of R 800.00 is refundable to a maximum of R 500

The deposit will only be paid back at the end of a student's studies

Second and Third-Year students who forfeit their deposit during their studies will be charged separately

***** IT IS VITAL TO NOTE THAT THE FEES ARE PAYABLE INTO TWO DIFFERENT ACCOUNTS*****

1. The Student Union fees are payable to CEDARA STUDENTS UNION and **must be paid in full, no later than Registration Day** at the beginning of each academic year. Monies can be paid directly into the CEDARA STUDENTS UNION account. Details as follows:

BANK: First National Bank

BRANCH: Howick Branch (Code 220 725)

ACCOUNT No: 525 3012 3711

TYPE: Current

2. The accommodation fees are payable to **Cedara Treasury**.

Monies can be paid directly into the **Cedara Treasury** account. Details as follows:

BANK: ABSA Bank – KZN Agriculture - Cedara Treasury

BRANCH: 634926

ACCOUNT No: 4074477370

TYPE: Cheque - Reference (Surname and Initials)

Should you choose to deposit directly into an account detailed above then please fax through a copy of your deposit slip which clearly indicates the student's name (Fax no: 033 - 355 9303).

Additional fees which may be incurred:

* Daily tariff for registered students present on a part-time basis (per 24 hours or part thereof)

- Inclusive of meals – R 145.00

- Exclusive of meals – R 75.00

* Garage rental – R 100.00/annum; non-refundable

* Replacement copy of student notes – R 70.00/copy

RULES GOVERNING PAYMENT OF FEES

1. Student Union (CSU) fees have to be paid in full on or before registration.

2. Academic and Accommodation fees are payable on a semester basis.

- Half the fees have to be paid in full by 07 June of each year.

- The remainder has to be paid by 07 November of each year.

- Fees may be paid on a monthly basis provided that prior arrangement is made with the Principal and that an approved bank debit order is in place, *i.e.* the full amount has to be paid in ten (10) equal monthly instalments.

3. Students who have not paid the minimum required fees at the end of each semester will not have their results released and will not be allowed to register for the following semester.

4. The College also reserves the right to withhold any marks of any assessments or examinations if a student's fees are in arrears.

5. Payment methods: All payments should preferably be done by direct deposit or electronic payment. Cheques will be accepted, but receipts will only be issued once the cheque has been cleared through the bank. Cash payments are accepted, but not recommended. No Postal Orders will be accepted.