

Dear Student

## **REGISTRATION: 2024 2<sup>nd</sup> SEMESTER**

**Please ignore this notification if you do not intend to register or are already registered for the second semester of 2024.**

This letter contains important information about registration procedures.

### **REGISTRATION**

The registration period is from **15 July 2024 until 26 July 2024**.

**Classes commence on 15 July 2024.**

### **ONLINE REGISTRATION**

You can access the online registration off campus via your smartphone/tablet, internet cafe or at home. You do not need to come to the campus to register. If you need assistance, access one of the self-help venues (TUT computer labs) on your campus, during office hours.

Registration starts on the same day as classes, students need to be on campus for classes.

It is the responsibility of the student to ensure that they are registered for all subjects, as selected.

#### **Steps to follow:**

1. Go to [www.tut.ac.za](http://www.tut.ac.za), and then click on ONLINE REGISTRATION.
2. Log into the system using your Student Number and PIN, click on Registration and then on Rules and Regulations, read and click the accept button.
3. Click on submit registration, verify your information and then select your subject(s)/module(s) for 2024 (second semester).
4. Please note: For students who have already registered in the first semester and need to add second semester modules, Click on Add subjects to Registration.
5. Click on the qualification code and add your second semester subjects to your registration.
6. Click on Continue, and then Accept Registration.
7. Please verify that your Proof of Registration is for the 2024 academic year and that you have registered for the correct subject(s)/module(s).

### **REGISTRATION CHANGES**

- Students will be able to add or cancel subjects/modules on the online registration system.
- Additions can only be done during the official registration period.
- You cannot cancel telephonically.



## PAYMENTS

A minimum initial payment of **R1 500** is payable by self-funded students before the academic registration, as the first instalment of the total tuition fees charged. A compulsory advance payment of **R1 200** is required before residence registration.

Payments made into the University bank account take three (3) working days before they reflect on the student's statement of account. The electronic payments made at the University cashier counters will reflect on the student's statement of account immediately.

Payments may be made in one of the following accounts:

<b>ABSA BANK (student account)</b>	
Account holder	Tshwane University of Technology
Account number	405 314 2603
Branch code	632005
Account type	Cheque or current account
Reference	<StudNumber>
<b>Standard Bank</b>	
Account holder	Tshwane University of Technology
Account number	011 414 154 (student account)
Branch code	West End
Account type	Cheque or current account
Reference	<StudNumber>

### Payment by employers or by means of bursaries or NSFAS grants

- Written proof of such sponsorship or a bursary letter should be submitted on the day of registration.
- Only original sponsorship or bursary letters shall be accepted. No photocopies or faxed letters are acceptable.

### Acknowledgement of Debt Arrangements

Students with outstanding fees who want to view their results and continue with their studies will be required to bring their parents to one of the University's campuses listed below for a case-by-case consideration:

- Parents/legal guardians will be expected to enter acknowledgement of debt arrangements with the University.
- Parents/legal guardians are required to bring along a copy of their ID document, as well as proof of income.
- Parents/legal guardians who are unable to physically come to any of the TUT campuses, will be contacted either telephonically or by email to have the AoD forms sent to them to complete.
- AoD arrangements may be made from 15 July until the last day of registration, at any of the TUT campuses listed below, regardless of the campus where the student is registered.



## E-PAYMENT

The first step is for the student to have a Student Number and PIN to access iEnabler.

There is a button on iEnabler (production machine) called E-Payment Online payments. The student must navigate and follow the prompts. He/she will be required to accept the Terms and Conditions (National Credit Act, as amended). This is a once-off acceptance. No payments will be made until the Terms and Conditions are accepted:

Upon acceptance, the student may proceed to the online payment button, where the field for the amount to be paid will appear. Input of the amount will be required before the student can proceed to the authorisation page of E-Payment.

The following must be at hand before the authorisation can take place:

- Account and Card Limits should be sorted out with the account holder's bank (student/parent or guardian's card and account limits)
- The System accepts debit and credit cards
- The card's CV number, expiry date, and card numbers must be visible
- The account holder's initials and surname will also be required (They are linked to the card. The system will verify this procedure in the background)
- The account holder's cell phone linked to the account or card must be at hand, as the One Time Password (OTP) will be sent for authorisation and finalisation of the transaction
- The student will be able to print the receipt of the transaction

The system will guide the student until the transaction is concluded. Once the OTP is inserted and the transaction is confirmed successful, there will be no reversal, as the student's account will be credited automatically. In case of overpayment, the refund procedure will be followed. Please contact the Revenue Office at [stufinservices@tut.ac.za](mailto:stufinservices@tut.ac.za) or Tel: 086 110 2421.

### Student Debtor contact details:

Email Address	Campus
<a href="mailto:EmalFinance@tut.ac.za">EmalFinance@tut.ac.za</a>	eMalahleni Campus
<a href="mailto:GarFinance@tut.ac.za">GarFinance@tut.ac.za</a>	Ga-Rankuwa Campus
<a href="mailto:MbomFinance@tut.ac.za">MbomFinance@tut.ac.za</a>	Mbombela Campus
<a href="mailto:PolFinance@tut.ac.za">PolFinance@tut.ac.za</a>	Polokwane Campus
	Pretoria Campus
<a href="mailto:PTAFinance@tut.ac.za">PTAFinance@tut.ac.za</a>	Arcadia Campus Arts Campus
<a href="mailto:SoshFinance@tut.ac.za">SoshFinance@tut.ac.za</a>	Soshanguve North Campus Soshanguve South Campus



## **PROSPECTUS AND STUDENTS' RULES AND REGULATIONS 2024**

The Prospectus and the Students' Rules and Regulations are available on the TUT Website or the following link <https://www.tut.ac.za/study-at-tut/i-am-a-student/prospectus> .  
Please state the Student Number in all communication with the University.

We wish you a rewarding study period and trust you will use this opportunity to achieve your goals.

**FOR REGISTRAR**

