

# FINANCE REGISTRATION INFORMATION

- REVENUE SERVICES - Student Finance
- FINANCIAL AID OFFICE



Tshwane University  
of Technology

*We empower people*

**20**  
YEARS  
2004-2024

## REVENUE SERVICES CONTACT DETAILS

Officials from the Student Accounts Office will be available on email, in the offices across all campuses and on self-service portals to handle student finance related query. You may contact them at the below addresses:

Campus	Email Address	Venue
Emalahleni Campus	<a href="mailto:EmalFinance@tut.ac.za">EmalFinance@tut.ac.za</a>	Building 3 Room G06
Garankuwa Campus	<a href="mailto:GarFinance@tut.ac.za">GarFinance@tut.ac.za</a>	Building 18 Room G01-03 Lab
Mbombela Campus	<a href="mailto:MbomFinance@tut.ac.za">MbomFinance@tut.ac.za</a>	Building 9 Room G05
Polokwane Campus	<a href="mailto:PolFinance@tut.ac.za">PolFinance@tut.ac.za</a>	Building 1 Room 111
Pretoria Campus Acardia Campus Arts Campus	<a href="mailto:PTAFinance@tut.ac.za">PTAFinance@tut.ac.za</a>	Dinokeng Bld Ground Floor Counter 39 Building 30 Room 119
Soshanguve North Campus Soshanguve South Campus	<a href="mailto:SoshFinance@tut.ac.za">SoshFinance@tut.ac.za</a>	Building 10 Lab 120

# REVENUE SERVICES SELF SERVICE FUNCTIONALITIES

Revenue Services has some of their services and information available on students' portal and TUT website.

- **Student Account Balance**
- **TUT Banking Details**
- **Online AoD application**
- **Debit Order Mandate**
- **Prospectus: Student Rules and Regulations – Fees**
- **Tuition Fees Quotation**
- **Refund Application**

We request that students please visit the TUT Student Finance official website for all the information related to student finance and prompt online self-service help.

# REVENUE SERVICES REGISTRATION INFORMATION

## Minimum amounts payable before registration:

R1,500 for academic registration fee

R1,200 residence/accommodation fee payable **only by confirmed** residence students.

The minimum amounts payable during registration will be credited towards relevant student fee account.

## All returning students with previous year(s) outstanding debt

These students will be allowed to make special arrangements for the payment of outstanding fees, through the University's Acknowledgement of Debt (AoD) process. Extreme care will be exercised to avoid increasing institutional debt where the prospect of academic success and debt recovery seems remote.

Outstanding fees must be settled or acceptable arrangements made before a student will be allowed to register for the 2025 academic year. This includes NSFAS students who their Historic Debt was not settled in 2023/24.

- The student is required to negotiate and agree on the portion of the outstanding debt to be paid.
- Parents/legal guardians might be expected to enter into an arrangement with the University.
- All payment arrangements will be agreed upon by both parties after case-by-case consideration.
- Persons responsible for the account is required to attach a copy of their ID document as well as proof of income.
- Arrangement forms may be requested via email; and the signed copy emailed back to us from 13 January 2025 until registration closes.
- A student who paid a portion of his/her debt as agreed with the Student Account officer and completed the arrangement process will be allowed to register in 2025.

# REVENUE SERVICES REGISTRATION INFORMATION continued...

## Debit Order Authority and Mandate:

This is to authorise the university to issue a collection instruction to the responsible party's bank to settle the debt. After completing the debit order mandate form, email it back to us along with any supporting documents. After receiving approval from the bank, the financial block will be lifted.

## Required Supporting Documents:

- 3 months *bank statement* of the person responsible for paying the outstanding fees;
- *Certified ID copy* of the person responsible for paying the outstanding fees;
- Latest *salary slip* of the person responsible for paying the outstanding fees; and
- *Proof of payment* based on the agreed-upon upfront payment

## REVENUE SERVICES REGISTRATION INFORMATION continued...

### Important to note:

- There are no arrangements for the initial minimum payment of R1 500 that is required on registration;
- There are no arrangements for the first-time entering students (first-year students);
- Online/Self-service AoD application process will be faster than in contact/walk-in services;
- The University will not enter into an AoD arrangement with international students;
- In the case of senior returning students who could not settle their fees in full, the university will only allow those who have fulfilled the requirements of the AOD process to register; and
- The remaining debt has to be settled in equal payments over 6 to 10 months of the academic year.

### The above processes exclude students with Financial Status Codes for:

- NSFAS funded students
- Bursary students
- Employer students

# FINANCIAL AID OFFICE (FAO) CONTACT DETAILS

The list of FAO staff on each campus is contained in the table below:

CAMPUS	TELEPHONE NUMBER	OFFICE NUMBER
Arcadia Campus	012 382 6295	B1-G08F
Arts Campus	012 382 6157	B3-105
eMalahleni Campus	012 382 3111	B7-G78
Ga-Rankuwa Campus	012 382 0797	B22-G30
Mbombela Campus	012 382 3761	B1-G062
Polokwane Campus	012 382 0976	B1-G03
Pretoria Campus	012 382 4289	B53-120
Soshanguve North Campus	012 382 9195	B3-G01
Soshanguve South Campus	012 382 9079	B5-B30

# FINANCIAL AID OFFICE (FAO) REGISTRATION INFORMATION

The National Student Financial Aid Scheme (NSFAS) has adopted a centralized system of processing applications and determining funding decisions. The University has no influence on this process but could however assist students in the event of queries. The DHET eligibility criteria and conditions for funding will be published on website at [www.NSFAS.org.za](http://www.NSFAS.org.za) as soon as they are available.

First time entering NSFAS applicants	<ul style="list-style-type: none"><li>• All first-time entering students who applied directly to NSFAS before the closing date of <b><u>15 December 2024</u></b> for funding in 2025, will upon confirmation from NSFAS, be allowed to register <u>without paying the upfront registration fees</u>.</li><li>• NSFAS is currently processing applications and confirmation of the results will be available as from <b><u>25 January 2025</u></b>.</li><li>• Only students confirmed for admission with a firm academic offer from the University will qualify for NSFAS.</li><li>• Any NSFAS qualifying student who paid the upfront registration fees may request for a refund.</li></ul>
Returning NSFAS students	<ul style="list-style-type: none"><li>• Returning NSFAS-qualifying students will be allowed to register without paying the upfront registration fee, subject to complying with the 2025 NSFAS criteria.</li><li>• In terms of the academic progression criteria, it is important to note that all NSFAS students will receive a maximum of N+1 years of funding from NSFAS. Once this funding is exhausted, no further funding will be available to students regardless of the academic status of the student.</li><li>• Students who have dual registration e.g. UNISA and TUT will need to give indication to NSFAS which institution need to be paid.</li><li>• Results of all students who wrote exams - including supplementary exams, will be shared with NSFAS, after publication.</li></ul>



## FINANCIAL AID OFFICE (FAO) REGISTRATION INFORMATION continued...

NSFAS students who are ineligible and not funded in 2025 (appeals)	<ul style="list-style-type: none"><li>• First time applicants who submitted an application to NSFAS before the closing date but who did not qualify need to submit an appeal directly to NSFAS.</li><li>• Ensure to visit your NSFAS Portal for instruction and to no miss the set deadline of 30 days to appeal.</li><li>• Returning students who did not achieve the academic progression criteria should also submit an appeal if given an opportunity to do so.</li><li>• These appeals must be directed and followed up with NSFAS.</li><li>• Appeals will be considered under certain NSFAS conditions.</li><li>• Any student who submits an appeal should follow the University registration processes.<ul style="list-style-type: none"><li>i. Collect propensity letter from your respective Faculties.</li><li>ii. Secure a suitable accommodation</li><li>iii. Adhere to self-funded student finance processes, i.e, you will be expected to pay all the upfront payments as required while awaiting the outcome of the appeal.</li></ul></li></ul>
Returning NSFAS-qualifying students with previous year(s) outstanding debt	<ul style="list-style-type: none"><li>• Returning NSFAS qualifying students with previous year(s) outstanding debt and who comply with the academic progression criteria for funding in 2025 will be required to make arrangements by signing an Acknowledgement of Debt (AoD). Arrangements should be made at any of the Revenue Offices at any of the TUT campuses or online.</li></ul>

## FINANCIAL AID OFFICE (FAO) REGISTRATION INFORMATION continued...

Student accommodation allowances	<ul style="list-style-type: none"><li>• NSFAS funded students not residing at home are encouraged to secure University managed or University accredited accommodation immediately after you are registered but no later than <b><u>28 February 2025</u></b>.</li><li>• Please consult with (Tshwane University of Technology Enterprise Holdings (TUTEH) (<a href="http://www.t-res.co.za">www.t-res.co.za</a>))</li><li>• Students opting to reside in NSFAS accredited accommodation should bear in mind that NSFAS will pay the facility directly and the FAO will not be involved in that process.</li><li>• Payment will only be effected if relevant lease agreements are received from TUTEH, for University accredited facilities. No lease agreements will be received from Service Providers directly.</li><li>• Lease agreements will only be accepted until <b><u>31 March 2025</u></b>.</li></ul>
Transport allowances	<ul style="list-style-type: none"><li>• NSFAS funded students residing in any accommodation other than home do not qualify for transport allowance.</li><li>• Only NSFAS funded students who reside at home or with own accommodation arrangements (other than TUT residences and TUTEH Accredited accommodation) qualifies for transport allowances.</li><li>• Applications for transport allowances will only be accepted until <b><u>30 May 2025</u></b>.</li><li>• Students who opt to utilize <b><i>TUT transport</i></b> services must note that this will be recouped from available allowances. Should this not be sufficient the student will have to bear this cost.</li></ul>

Please read the NSFAS guidelines on the allocation of allowances in this regard visit NSFAS website at [www.nsfas.org.za](http://www.nsfas.org.za).

# FINANCIAL AID OFFICE (FAO) – BURSARY SPONSORED STUDENTS

Students who have bursaries from government, private or any other sponsor for 2025 must send written proof of such sponsorship or a bursary at least 3 days before the day of registration to your campus email address listed below:

Campus	Email Address
Pretoria	<a href="mailto:finaidpta@tut.ac.za">finaidpta@tut.ac.za</a>
Emalahleni	<a href="mailto:finaidema@tut.ac.za">finaidema@tut.ac.za</a>
Ga-Rankuwa	<a href="mailto:finaidgar@tut.ac.za">finaidgar@tut.ac.za</a>
Mbombela	<a href="mailto:finaidmbom@tut.ac.za">finaidmbom@tut.ac.za</a>
Polokwane	<a href="mailto:finaidpol@tut.ac.za">finaidpol@tut.ac.za</a>
Arts	<a href="mailto:finaidarts@tut.ac.za">finaidarts@tut.ac.za</a>
Arcadia	<a href="mailto:finaidarc@tut.ac.za">finaidarc@tut.ac.za</a>
Soshanguve North	<a href="mailto:finaidsohn@tut.ac.za">finaidsohn@tut.ac.za</a>
Soshanguve South	<a href="mailto:finaidsohs@tut.ac.za">finaidsohs@tut.ac.za</a>

Sponsor letters can also be submitted to your registered campuses Financial Aid Offices.

Ensure that the Sponsor letter has the relevant information, i.e.

- Contact details
- Email address
- Physical address
- Logo
- Signature
- Relevant dates
- Signature of the Sponsor

No photocopied letters will be accepted.

The FAO staff will verify the information contained in the documentation and if the student has previous year(s) outstanding fees, she/he must make arrangements through the University's Revenue process before she/he can register for 2025.

Students who registered in 2024 with a sponsor letter, but whose sponsor are in default with payments will not be allowed to register again with the same sponsor letter until the previous year's debt is settled.



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