

2025 REGISTRATION - STUDENT FEES INFORMATION

This document is only applicable to South African and permanent residence students.

1. REGISTRATION DATES FOR 2025

Registration dates for 2025 will be communicated in a separate notice by the Registrar's office before the end of the year.

2. PAYMENT DATES OF STUDY AND ACCOMMODATION FEES FOR 2025

Please note the first compulsory payment for fees has been replaced by the following: *

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDERS
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

- For postgraduate students the first 20% instalment will be applicable in the month of registration.

Debit orders will be collected on the 1st day of the following month as per the above table.

No separate student account will be distributed during registration. The amounts payable per month will be displayed on the Student Fees account that will be distributed before the end of each month.

The first Student Fees account will only be available after the student registers and will be sent within a week of registration closing.

CASHLESS PAYMENTS

We would like to bring to your attention that the university is currently facing challenges related to payment references entered onto banking websites. For faster and error-free payment processing, we recommend making payments directly on the university website. This ensures immediate reference validation and proper allocation to your student fees account. Your cooperation is appreciated for a smoother payment experience.

ONLINE PAYMENTS VIA [SU WEBSITE](http://www.maties.com)

To make payment online on the Student Fees section of the SU website, please follow these guidelines:

- In the navigation bar, type in www.maties.com
- Click on 'Fees'
- Select 'Student Fees online payments.'
- Follow the instructions and pay by credit card
- **Benefit of online payments-** The receipt is processed immediately so there is no delay with the payment allocation during the registration period or later with the publishing of examination results.

SNAPSCAN

SnapScan is a mobile application for cashless payments. The in-app payment mechanism is available to students to pay their bills by scanning the QR code embedded on the Student Fees account.

3. NO OUTSTANDING FEES AT REGISTRATION

Kindly note that all outstanding amounts must be settled before a student will be allowed to register for 2025. Please note the University may not enter any payment arrangements regarding outstanding debt.

4. DEBIT ORDERS

Applications for the debit order option close 14 February.

The debit order form can be obtained from the website www.maties.com, under 'Fees', 'Payment Options, or by logging a service request on our Service desk via (<https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/42>)

Applications after 14 February will be considered, subject to pre-payment of the minimum debit order payment/s due by 1 March.

If study fees of South African students are paid in full on or before 31 March, a 3% rebate on tuition fees can be requested.

Please note you are ***not allowed to calculate the rebate yourself*** before settling the account. Student Fees will process the credit to your student account. Review the Conditions as stipulated in the University Yearbook.

The prescribed form can be obtained from the website www.maties.com, under 'Fees', 'Payment Options, or by logging a service request on our Service desk via email request to

(<https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/42>).

International students - including non-residential international students - and Namibians, are liable for the full tuition fees on the day of registration.

5. ACTIVATION OF STUDENT CARD FOR 2025

Student cards can only be issued / re-activated once the 2024 Student Fees account has been settled in full.

Blocks may only be lifted for the activation of a student card if the 2024 student account has been settled in full and the student can provide proof of the following:

- An external bursary (not SU) indicating the costs that will be covered by the funder on the letterhead of the funder with their e-mail address and contact details. SU bursary students do not need to provide a letter and can activate their cards directly after registration.

Kindly send all proof of bursary documentation to Student accounts at studentaccounts@sun.ac.za.

- An official policy that will be paid out in the 2025 academic year and that will cover at least the first instalment.
- A loan (e.g., bank loan, Fundi, or study loan) where the loan amount is sufficient to cover at least first instalment, also indicating the date of payment.

6. DISCONTINUATION OF STUDIES BEFORE 31 MARCH

When a student discontinues studies before or on 31 March all study fees are reversed. Residence students will be held liable for the residence fees until the vacated place has been filled.

Thank you for your payments during 2024.

DIVISION: STUDENT FEES

Office hours Mondays to Fridays, 08:00 - 16:30

Contact number/s during registration 021 808 3530

Email (Student Fees) studentaccounts@sun.ac.za