



REGISTRATION 2012

RETURNING STUDENTS: VAAL UNIVERSITY OF TECHNOLOGY

WELCOME BACK TO THE
NATIONAL INSTITUTE FOR
HIGHER EDUCATION IN THE
NORTHERN CAPE!

We are looking forward to welcoming you back at the Kimberley or Upington Campuses for your registrations.

1. REGISTRATION DATES

Registration will be done on the following dates and at the following venues:

Vaal University of Technology

		<u>VENUE</u>	<u>TIME</u>
24 January	All students	Kimberley Campus	08:00 – 15:00
25 – 27 January	All students	Upington Campus	08:00 – 16:00

2. FINANCIAL ARRANGEMENTS

Facilitate your registration process for 2012 by paying your minimum fees into the NIHE's and the Partner Institution's account timeously (before registration date). Please ensure that your outstanding account for 2011 is settled as you will not be allowed to register for 2012 until all outstanding fees for 2011 are paid in full. **(If you have an outstanding amount on your account, please contact the Financial Unit to make special arrangements.)**

If your studies are financed by means of a bursary or a loan, written proof thereof must be submitted during registration. Such proof must clearly state what the bursary and loan amounts may be used for and when the payment will be made.

Kindly ensure that you apply at the relevant institution in good time if you are making use of a bursary or a loan to finance your studies.

FEES PAYABLE 2012

Partner Institution	Registration (Payable to NIHE)	First payment on tuition fees (Payable to Partner Institution)	Residence (Payable to NIHE)
VUT: Upington	R650	R1 000	-
VUT: Kimberley	R650	R1 000	R700

➤ **NIHE: BANKING DETAILS FOR REGISTRATION (R650) AND RESIDENCE FEES (R700)**

A direct bank deposit or electronic payment can be made into the NIHE's account at:

FIRST NATIONAL BANK
Branch: Stockdale Street
Branch Code: 130-102
Account number: 620-542-894-02
Account Holder: NIHE (NC)
Account type: Cheque
Reference: 8-figure NIHE student number

Only the student's NIHE 8-figure student number will be accepted as beneficiary reference.

➤ **VUT: BANKING DETAILS FOR TUITION FEES FOR ALL VUT PROGRAMMES**

A direct bank deposit or electronic payment can be made into the VUT account at:

ABSA Bank
Branch: Vanderbijlpark
Branch Code: 632 005
Account number: 530 861 945
Account Holder: Vaal University of Technology
Reference: Name and VUT student number

3. PROCEDURE

- On the day of registration, students will report at the Main Campus and Upington Campus at the **Information Station**. Here your documents will be checked – admission letter, copies of documents, proof of payment, etc. You will also receive a checklist which must be signed off at the necessary stations.
- From the Information Station, you will move to the **Finance Station** where your financial arrangements will be confirmed.
- You will proceed directly to the **Academic Station** where you will receive a registration and curriculum control form. The completed registration form and curriculum control form will be checked and signed by a faculty adviser.
- These forms must be handed in at the **Administration Station** (including residence issues) where your information will be captured.
- From here, you will move to the **Student Card Station** where your student card for the 2012 academic year will be issued.

The checklist will serve as temporary proof of your registration. You will receive a formal proof of registration from the partner institution after the registration.

4. DOCUMENTATION REQUIRED FOR REGISTRATION

You must have the following documents with you on the day of registration:

- Proof of payment (registration fee and first payment)
- Proof of bursary / loan

5. LATE REGISTRATION

Kindly note that the Vaal University of Technology do not allow any late registrations.

6. MODULE / CURRICULUM / QUALIFICATION ADJUSTMENTS

Partner Institution	Final date	Venue
VUT	1 March 2012	Upington and Main Campus

No changes will be made after these dates.

7. **STUDY MATERIAL AND BOOKS**

You are expected to buy your own study material and applicable text books. Details regarding the study material for each subject will be made available on the day of registration.

There is a Van Schaik Bookstore at the New Park Campus. All prescribed books could be obtained from them. Van Schaik's contact details are as follows:

Telephone: (053) 832 7066

Fax: (053) 832-7599

Office hours: Monday – Friday 08:00 – 17:00

8. **COMMENCEMENT OF LECTURES**

Partner Institution	
VUT	24 January 2012 (All students)

9. **CLASS VENUES**

VUT (Upington)	Upington Campus
VUT (Kimberley)	Main Campus

Please feel free to contact the Main Campus at (053) 807 5300 or the Upington Campus at (054) 332 3304 if you have any enquiries.

Kind regards

**MR P SOATO
MANAGER: AASS**

DATE