

1.1. 2019 MC Academic registration for senior/ returning undergraduate students:

Senior/returning undergraduate students (excluding international students) must register online from **9th January 2019 to 27th January 2019**.

Senior /returning undergraduate international students including national students who could not successfully register online from **9th to 27th January 2019**, must register in the Great Hall as follows:

SENIOR STUDENTS	28 January 2019	08h00 - 15h00	All senior/returning undergraduate & Honours programmes	Faculty of Health Sciences
	29 January 2019	08h00 - 15h00	All senior/returning undergraduate & Honours programmes	Faculty of Humanities
	30 January 2019	08h00 - 15h00	All senior/returning undergraduate & Honours programmes	Faculty of Natural & Agricultural Sciences
	31 January 2019	08h00 - 15h00	All senior/returning undergraduate programmes	Faculty of Law Faculty of Theology
	31 January 2019	08h00 - 15h00	All senior/returning undergraduate & Honours programmes	Faculty of Economic & Management Sciences
	01 February 2019	08h00 - 15h00	All Faculty of Education programmes/qualifications Final date for 2019 late academic registration for all Undergraduate & Honours Bachelors qualifications (All Faculties)	Faculty of Education (All programmes) All Faculties
	04 February 2019	07h45 - 17h30	2019 Academic Classes and Practical commence 2019 UG qualifications, curriculum and module(s) changes commence	All Faculties
	15 February 2019	08h00 - 15h00	Final date for 2019 First Semester undergraduate qualifications, curriculum and module(s) changes	All Faculties

1.2. 2019 New and returning ACE and NPDE Students:

Advanced Certificate in Education, National Professional Diploma in Education and Diploma students will register at the Unit for Open Distance Learning.

1.3. 2019 Academic registration for New and Returning PG, Honours, Masters & Doctoral degrees students:

DATE	TIME	QUALIFICATION	CATEGORY OF STUDENTS	FACULTIES	VENUE
09 January 2019 & 31 January 2019	8h00 - 15h00	PGDM and MBA	New and Senior (Returning) Students	All Faculties	Online / graduate school
09 January 2019 & 31 March 2019	8h00 - 15h00	Masters and Doctoral Students	New and Senior (Returning) Students	All Faculties	OfficeNo:119-1 st Floor: A1-Administration Building: Higher Degrees Reception

1.4. Qualification amendments and adding and dropping of module(s):

Students who have registered according to the schedule above can proceed with add and drop of modules at the faculty, from 08h00 for signatures and Great hall from 08h00 for capturing, starting on the **4th February 2019 to 15th February 2019**.

1.5. Study guides material:

After academic registration, students should present themselves at the A3 Building Academic Development Centre (ADC) Study Guide Distribution Office (A3 General Academic Building, Block C) after final completion of academic registration to collect their study guides materials.

1.6. Online academic registration for senior/returning undergraduate students

Senior/returning students (excluding international students) must register online from **9th January 2019 to 27th January 2019**. Please note that if the qualification or programme is not available online, it means that you may not academically register online but must academically register in the Great Hall according to the schedule above. Registration can be done on any device with the internet access anywhere. A self-service venue will be provided on campus at **A1- Administration Building: Room 132** as from the **28th January 2019 to 1st February 2019**.

1.7. Online academic registration for Higher Degrees(Masters & Doctoral degrees students)

The Masters and Doctoral degrees online academic registration will take place from **9th January 2019 to 31st March 2019**.

1.8. International students

All international students should be in possession of a valid study permit and a valid medical aid, before they register. No extension of registration will be permitted if an international student is not in possession of a study permit at the time of registration. Please note that in order to obtain a study permit, an admission letter and proof of membership of a comprehensive medical aid scheme must be submitted to the Department of Home Affairs or a South African foreign mission.

1.9. Residence for senior/ returning students

Senior/Returning students will have been advised of whether they have been accepted back into a University residence for 2019 academic year. University residences will be open for returning (senior) students, who have been registered and re-admitted into a University residence for 2019 academic year from **27th January 2019**. Please note that **no temporary accommodation is available for students who have not been re - admitted into a residence**.

2. Tuition and residence fee Information for 2019 academic year

2.1. Minimum amount payable on registration

Full information about fees and other charges for 2019 will be available on the website of the university and at registration. Students are liable for tuition fees and, if they stay in a University residence, residence fees. All students (both new and returning) must pay the following on registration (*Approved amounts will be available soon*):

- a) Non-refundable academic registration fee
- b) Minimum tuition deposit
- c) Minimum residence deposit (If admitted to a university residence).

The balance of tuition and other academic fees for 2019 must be paid on registration or students may arrange to pay in six equal monthly instalments from 28th February 2019 to 31 July 2019. Students, who are in arrears with their fee accounts, will be charged interest on outstanding amounts.

Important Information:

The University reserves the following rights in respect of students who fail to comply with the above provisions:

- a) Handing over of overdue accounts to the University's attorneys to collect the amount owing;
- b) exclusion of students in default from examinations, graduation and residences and deregistration.
- c) No student may be admitted to a residence unless the registration fee and 50% of the annual residence fee has been paid. **Students may not attend classes and write tests and examinations for modules for which they are not registered.**

Payments may be made into the University bank account or at the Cashiers Office on campus (between 08h00 - 15h30, Monday to Friday, closed on Saturday & Sundays). The banking details are:

- ABSA Account No: 40-7009-9350, Branch Code: 632-005
- FNB Account No:6216-190-7335, Branch 240-438
- Nedbank Account No:1713-378-531, Branch 171-338
- Standard Bank Account No:33-038-446-5, Branch 052-838
- FNB Namibia Account No: 6224-883-9823, Branch 281-174
(Old Power Station)

Please use your **STUDENT NUMBER** as a reference and keep a copy of the receipt to produce at the time of registration.

2.2. Financial Aid & Bursaries

Students should contact the Financial Aid & Bursaries Office at **018 389 2516, 2521 2372 & 2464** for information and assistance.

**Campus Director: MC SALA Operations &
NWU Integrated Assigned Function: Registration & Student Records Management
14 November 2018**