



COMPREHENSIVE MANAGEMENT RESPONSE TO STUDENT REGISTRATION MATTERS

Please see below a comprehensive list of principles and actions adopted in relation to registration matters and student records:

Student issues	Management Response
<p>All students must be allowed to register</p>	<ol style="list-style-type: none"> 1. Academic exclusions: <ol style="list-style-type: none"> a. All students who are academically excluded will not be allowed to register and will have the right to submit an appeal. The appeals process for academic exclusions will take place before registration closes. b. Bulk SMSs have now been sent to all excluded students. Additionally, emails were also sent to the affected students. c. Academically excluded students normally get advised by their respective faculties on how they can rehabilitate themselves before applying for re-admission. In some instances, they would be required to register and pass a few modules from UNISA, and that would be evidence they are rehabilitated, and ready to be re-admitted. These will be dealt with on a case-by-case basis through each faculty. 2. Financial Exclusions <ol style="list-style-type: none"> a. Postgraduate students with outstanding debt who have received confirmation of scholarship and bursaries will be allowed to register provided that the value of the scholarship reduces the outstanding balance owed to the University to no more than R10 000. Such students will be allowed to register without paying MIP of R3500. Students will have to formally accede to off-setting their scholarship against their outstanding debt. Students who have debt of R10 000 or less remaining will also be required to sign an Acknowledgement of Debt form. b. Undergraduate students in their final year of study with no more than two modules outstanding will be allowed to register without paying the MIP of R3500. They will be required to sign an Acknowledgment of Debt form.



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	<p>c. Students who are performing well¹ and meet the n+1 criteria for passing will be allowed to register irrespective of how much they owe, provided they sign an Acknowledgment of Debt form to pay by the end of September 2020.)</p> <p>d. First time entrants who have not yet been approved for NSFAS will be allowed to register. They will be required to sign an Acknowledgement of Debt form at registration and complete an online NSFAS application with all supporting documents by 28 February. These students will receive allowances only after NSFAS approval.</p> <p>e. Returning students who qualify for NSFAS but did not apply:</p> <ul style="list-style-type: none">• First years who have not applied to NSFAS are given an opportunity to apply through the university by completing a manual form – closing date – 21 February 2020. These students are being unblocked.• Returning students – UFH to write letter to NSFAS and request feedback to allow these students to apply – UFH will allow late registration for these students once they have been approved by NSFAS. <p>f. CACH, FTEN and Quantile 1,2,3 students blocked by the university:</p> <ul style="list-style-type: none">• Quintiles (2017) – It was agreed that if they meet the qualifying criteria they should be unblocked. This was confirmed by the Financial Aid Office. Over 3000 students applied – only 40 students did not appear on the 2017 list. The Financial Aid Office will obtain stats on the students who have not met criteria and share this list with the SRC.• FTENS (2018) – Financial Aid indicated that all FTENS who qualify were unblocked. There were 67 students who were registered for Master’s degrees, Advanced Certificates and Certificates in Education who were blocked because DHET only approved these in 2019. A request will be made to NSFAS to consider these students.

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- a. ¹ overall aggregate of 70% (weighted average for the duration of degree)
b. Minimum time
c. Self-funded
d. Undergraduate



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	<ul style="list-style-type: none"> • CACH (2019) – 667 students applied and were unblocked. However, NSFAS only approved 485 students. The 182 students who were rejected were not informed by NSFAS, despite them agreeing to do so at the meeting held at the NSFAS Offices. The SRC wants them to be unblocked. It was agreed that the university will include a request for the reasons for rejection to be supplied to us and for these students to be reconsidered for funding. There were also 41 students whose forms were misplaced by NSFAS. Students were requested to resubmit. 27 students submitted their forms. This leaves a balance of 14 students. If they bring their documents, Financial Aid will ask NSFAS to accept them. g. Students who have not signed NSFAS Agreements but meet the NSFAS academic criteria will be unblocked and allowed to register. They will be receiving their allowances only after signing the NSFAS agreement. h. Students who have not signed NBAs and who qualify but who have not been unblocked, where the amount claimed by the university is less than the actual cost to the student (Top ups): All have been unblocked – special cases will be dealt with on a case-by-case basis. It was agreed that the payment of top ups must be included in the letter to NSFAS. i. Students who were not previously funded by NSFAS but are subsequently funded and have debts outstanding but are passing, will be allowed to register without paying the MIP. j. Late registration will be allowed for students who have been disqualified from NSFAS funding, but are able to be reinstated should they pass any supplementary exams for which they are eligible. k. Students for whom DHET had promised that historical debt would be paid who were still blocked for registration have been unblocked and are able to register. The request to have the historic debt payments processed will be included in the letter to NSFAS. l. Students meeting the 50% criterion when results are released: This refers to students who are writing supplementary examinations. It was agreed that they would be evaluated when results were released and if they meet the criteria, they would be unblocked. Late registration would apply to these students.



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	<ul style="list-style-type: none">m. Students who previously qualified for NSFAS and who have now been disqualified due to not meeting the NSFAS academic criteria are regarded as self-funded students and the relevant provisions apply.n. All self-funded students who qualify to register but have debts outstanding of R10 000 or less will be allowed to register without paying the MIP provided they sign an Acknowledgement of Debt form.o. All other self-funded students who owe more than R10 000 must first reduce their debt to R10 000 and sign an Acknowledgement of Debt form.p. Postgraduate students who have not been able to register and for whom funding is dependent upon proof of registration: Letters from funders confirming the availability of funds for specific students will be considered if the funds were adequate to cover the debts of the students to an outstanding balance of no more than R10 000 and the utilisation of such funds for students' debts would not be in contravention of the conditions of the allocated funding. This will be dealt with on a case-by-case basis.q. International students who have funds outstanding will not be allowed to register.r. Students who applied via NYDA: It appears that some applications submitted via NYDA did not reach the NSFAS Offices. Students were not aware of this and were under the impression that they were being considered. The arrangement is between NSFAS and students and the university has no record of such students. The SRC proposed that we must request NSFAS to consider these students because the problem was with NYDA not submitting the applications. The SRC will request affected students to submit details by end of Monday, 10 February 2020 and the request to consider these students must be included in our letter to NSFAS.s. Students funded by SETA who cannot proceed to Masters because they owe 2018 funds even though they are funded: The university cannot just unblock these students unless confirmation is received from SETA regarding the funded students. Incidents have occurred where SETA withdraws funding, which was previously confirmed. It was agreed that SETA will be requested



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	<p>to confirm in writing by Monday 10 February 2020 and that students would be unblocked on the basis of such confirmation.</p> <ul style="list-style-type: none"> t. Postgraduate students who qualify but who are blocked as Finance claims that NSFAS made a mistake and they should not have been funded, e.g. LLB students: If a postgraduate student is confirmed by NSFAS as being provisionally funded and the postgraduate degrees for which they are registered are stipulated on the NSFAS website, they will be unblocked. It is important that all NSFAS criteria are met. u. Students not funded and subsequently funded who have not been unblocked – e.g. FUNZA: FUNZA students are dealt with by the Education Faculty. It was agreed that the Dean of Education should obtain written confirmation from FUNZA of the students who are to be funded in 2020. These students will be unblocked as soon as such confirmation is received.
All students must access their academic results	<p>3. Access to academic results</p> <ul style="list-style-type: none"> a. All students with outstanding debts will be allowed to view their results.
All students must be able to print their academic record	<p>4. Printed academic records</p> <ul style="list-style-type: none"> a. All South African students with outstanding debts will be allowed to print their academic records
All students must get their graduation certificates	<p>5. Graduation Certificates</p> <ul style="list-style-type: none"> a. All graduation certificates will be withheld until outstanding monies have been paid.