



STUDENT DEBT SETTLEMENT GUIDELINES

University of Limpopo - Student Revenue

PURPOSE

This guideline helps students with outstanding debt understand their financial obligations and the settlement process at the University of Limpopo. According to University of Limpopo General Academic Rule G 6, students with unsettled debts are not permitted to register, participate in attestation or oath-taking ceremonies, or graduate. Additionally, no academic documents or student information will be released until all outstanding debts are cleared.

This document represents a supportive framework designed to assist students in addressing their financial obligations rather than using financial exclusion as a punitive measure. It aims to meet students at their point of need and facilitate a pathway toward resolution.

WHO MUST COMPLY

All students with outstanding debt as of 31 December of the previous year that remains unpaid during the registration period must complete the Undergraduate Student Debt Acknowledgement Form/ Postgraduate Student Debt Acknowledgement Form and comply with all associated processes before financial clearance for registration and access to academic records can be granted. Students are required to commit to a stop order or debit order to service their debt on a monthly basis.



DEBT SETTLEMENT PROCESS

1. CALCULATE YOUR REQUIRED PAYMENT ON REMAINING DEBT

1.1 UNDERGRADUATE STUDENTS OWING BELOW R10 000

All students owing less than R10 000 must pay the upfront fee as per the 2026 Student Fee guide and commit to a monthly stop / debit order for the remaining balance. The student Undergraduate Debt Acknowledgement Form must be accompanied by a bank approved debit / stop order mandate agreement before financial clearance for registration can be granted.

1.2 Undergraduate Students must calculate their required monthly payment based on the remaining outstanding balance exceeding R10,000 before registration, using the table below:

Undergraduate Outstanding Balance	Percentage to Pay + Registration fee
R10,001 to R20,000	15%
R20,001 to R60,000	30%
R60,001 to R80,000	45%
R80,001 to R100,000	55%
R100,001 to R150,000	65%
R150,001 and above	75%

NOT APPLICABLE TO INTERNATIONAL STUDENTS ;THIS CATEGORY OF STUDENTS IS EXPECTED SETTLE THEIR OUTSTANDING FEES IN FULL BEFORE FINANCIAL CLEARANCE CAN BE GRANTED .



1.3 Postgraduate Students

All post graduate students owing less than R20 000 must pay the upfront fee as per the 2026 Student Fee guide and commit to a monthly stop / debit order for the remaining balance. The Postgraduate Student Debt Acknowledgement Form must be accompanied by a bank approved debit / stop order mandate agreement before financial clearance for registration can be granted.

Postgraduate students are to calculate their required monthly payment based on the remaining outstanding balance exceeding R20,000 before registration, using the table below:

Postgraduate Outstanding Balance	Percentage to Pay + Registration fee
R20,001 to R40,000	10%
R40,001 to R60,000	20%
R60,001 to R80,000	30%
R80,001 to R100,000	40%
R100,001 to R120,000	50%
R120,001 to R130 000	60%
R130,001 and above	70%

NOT APPLICABLE TO INTERNATIONAL STUDENTS ;THIS CATEGORY OF STUDENTS IS EXPECTED SETTLE THEIR OUTSTANDING FEES IN FULL BEFORE FINANCIAL CLEARANCE CAN BE GRANTED .

1.4 Additional Information to be noted

1.4.1 Students are required to arrange monthly debit order or stop order mandate with Student Revenue Debt Collection Team, comprising equal monthly instalments



to settle the outstanding balance in full by 31 October of the relevant academic year.

1.4.2 Student Revenue Debt Collection Team is available to assist students in establishing feasible payment arrangements. Students are advised that accounts for which payment arrangements have not been finalised may be referred to external debt collection agencies for recovery action.

1.4.3 Submission of Student Acknowledgment form and Student non-compliance with debt repayment terms appeal form : finance-appealscom@ul.ac.za

1.4.4 Upon referral of an account to an external debt collection agency, the student shall become liable for both the outstanding student debt and all associated collection fees and costs incurred.

1.4.5 Student Revenue Debt Collection Team personnel are instructed to advise

students to establish reasonable monthly instalment arrangements with the Student Debt Collections Team prior to any external referral for collection.

2. PAY REGISTRATION FEE

2.1 In addition to the debt reduction payment calculated above, students must pay the current year's registration fee in full.

REGISTRATION FEE

Description	Tuition Fee	Residence fee	Total
Local and SADC Students	R 3 000	R 2 000	R 5 000
International Students	R 6 000	R 2 000	R 8 000
International Other	R 9 000	R 2 000	R 11 000



2.2 PAYMENT DEADLINE

2.2.1 All outstanding student debts must be settled in full by 31 October of the current academic year.

2.2.2 The Student Revenue Debt Collection Team shall advise students that any payment made during the registration other than registration fee process constitutes the student's initial commitment toward the reduction of their outstanding debt.

2.2.3 The Student Revenue Debt Collection Team shall inform students of their remaining balance must be settled through monthly instalments via debit order or stop order mandate prior to the final settlement deadline.

2.2.4 The Student Revenue Debt Collection Team shall advise students to utilize available settlement discounts as prescribed in the University Fee Guide or as offered by the University from time to time.

3. IMPORTANT INFORMATION TO DEFUNDED RETURNING STUDENTS

3.1 Students with Discontinued Funding

3.1.1 Returning students who received funding in the previous academic year but subsequently lost such funding due to unsatisfactory academic performance are required to pay an upfront registration fee as stipulated in the University Fee Guide.

3.1.2 Students who have submitted an appeal and are awaiting the outcome of such appeal are equally required to pay the registration fee as stipulated in the University Fee Guide.



4. IMPORTANT INFORMATION TO PREVIOUSLY FUNDED STUDENTS

4.1 **Exemption:** These guidelines do not apply to currently enrolled students whose tuition and related fees are funded through:

- 4.1.1 Private sponsorship agreements,
- 4.1.2 Government bursary programs; or
- 4.1.3 The National Student Financial Aid Scheme (NSFAS).
- 4.1.4 National Research Fund
- 4.1.4 Any other verified Sponsor

5. IMPORTANT INFORMATION TO INTERNATIONAL STUDENTS

International students must ensure that all outstanding fees, charges, and financial obligations owed to the university are paid in full before they will be permitted to register for a new academic year or semester.

6. OTHER COSTS

Students in receipt of sponsorship funding may be required to make upfront payments for all educational and related costs that are not included within the terms of their sponsorship agreement. The following sundry fees, charges, and incidental costs are ordinarily excluded from sponsorship coverage and must be paid directly by the student via cash, card, or electronic transfer, as these amounts will not be processed through or debited to the institutional student fee account:

- 6.1.1 Lost keys
- 6.1.2 Students cards
- 6.1.3 Membership fees – If funder don't pay – FAO to confirm
- 6.1.4 Practical Allowances – If funder don't cover the fees – FAO to confirm
- 6.1.5 Recognition of modules
- 6.1.6 Medical equipment
- 6.1.7 Academic Record
- 6.1.8 SRC Levy



- 6.1.9 Change of Key Cylinder
- 6.1.10 Change of Qualification / Course
- 6.1.11 Degree in absentia
- 6.1.12 Remarking of exam paper
- 6.1.13 Re-assessment of Dissertation / Thesis
- 6.1.14 Recognition of module credits (per module)
- 6.1.15 Replacement of Degree/Diploma/Certificate
- 6.1.16 Replacement of Student (ID) Card
- 6.1.17 Special Examination
- 6.1.18 Registration of Exam ONLY (semester)
- 6.1.19 Registration of Exam ONLY (Year)
- 6.1.20 Non degree modules
- 6.1.21 Damages to University property
- 6.1.22 Any other unforeseen student related expenses

7. CONSEQUENCES OF NON-PAYMENT

Failure to comply with this agreement by 31 October of each year will result in:

- 7.1 Legal Action: The University may institute legal proceedings for debt recovery, including all associated costs
- 7.2 Academic Suspension: Your studies may be suspended
- 7.3 Results Withheld: Academic results and certificates will be withheld
- 7.4 Registration Denied: Future registration will be denied until defaulted debt commitment is settled

All actions will be taken in accordance with the University of Limpopo Fee Guide and General Academic rules.

Document Reference:

ULSD01 – Student Undergraduate Debt Acknowledgement Form

ULSD02 – Student Postgraduate Debt Acknowledgement Form

SFEAF01- Student non-compliance with debt repayment terms appeal form



7.5 CALCULATION EXAMPLES

Example: How to calculate initial payment

Total Debt: R45,000

Payment Required:

- Undergraduate student debt (R45,000 X 30%)= Amount payable R13,500 plus registration fee
- Post graduate student debt (R45,000 X 30%)= Amount payable R13,500 plus registration fee

Students that require assistance are to contact the Student revenue teams as per the emails listed below:

Student Revenue Team Contact Details

EMAIL	SERVICES PROVIDED
FACULTY OF HUMANITIES humanities.studentrevenue@ul.ac.za	Requests to be submitted: - Clearance for registration, results, academic transcripts and certificates - Refunds - Review of fees - Allocation of payments made without stipulating the student number - Debt Settlement arrangements including Stop order and Debit order arrangements - AOD (Acknowledgement of debt) arrangements - Settlement discounts arrangements
FACULTY OF SCIENCE AND AGRICULTURE sa.studentrevenue@ul.ac.za	
FACULTY OF MANAGEMENT AND LAW manlaw.studentrevenue@ul.ac.za	
FACULTY OF HEALTH SCIENCES hsc.studentrevenue@ul.ac.za	

Student Financial Aid Team Contact Details

FUNDING CATEGORY	EMAIL ADDRESS
NSFAS PREFUNDED & SETA BURSARIES	prefundedbursaries@ul.ac.za setabursaries@ul.ac.za
NSFAS DHET MAIN BURSARIES	Faculty of Humanities – humanities.financialaid@ul.ac.za Faculty of Science & Agriculture – sa.financialaid@ul.ac.za

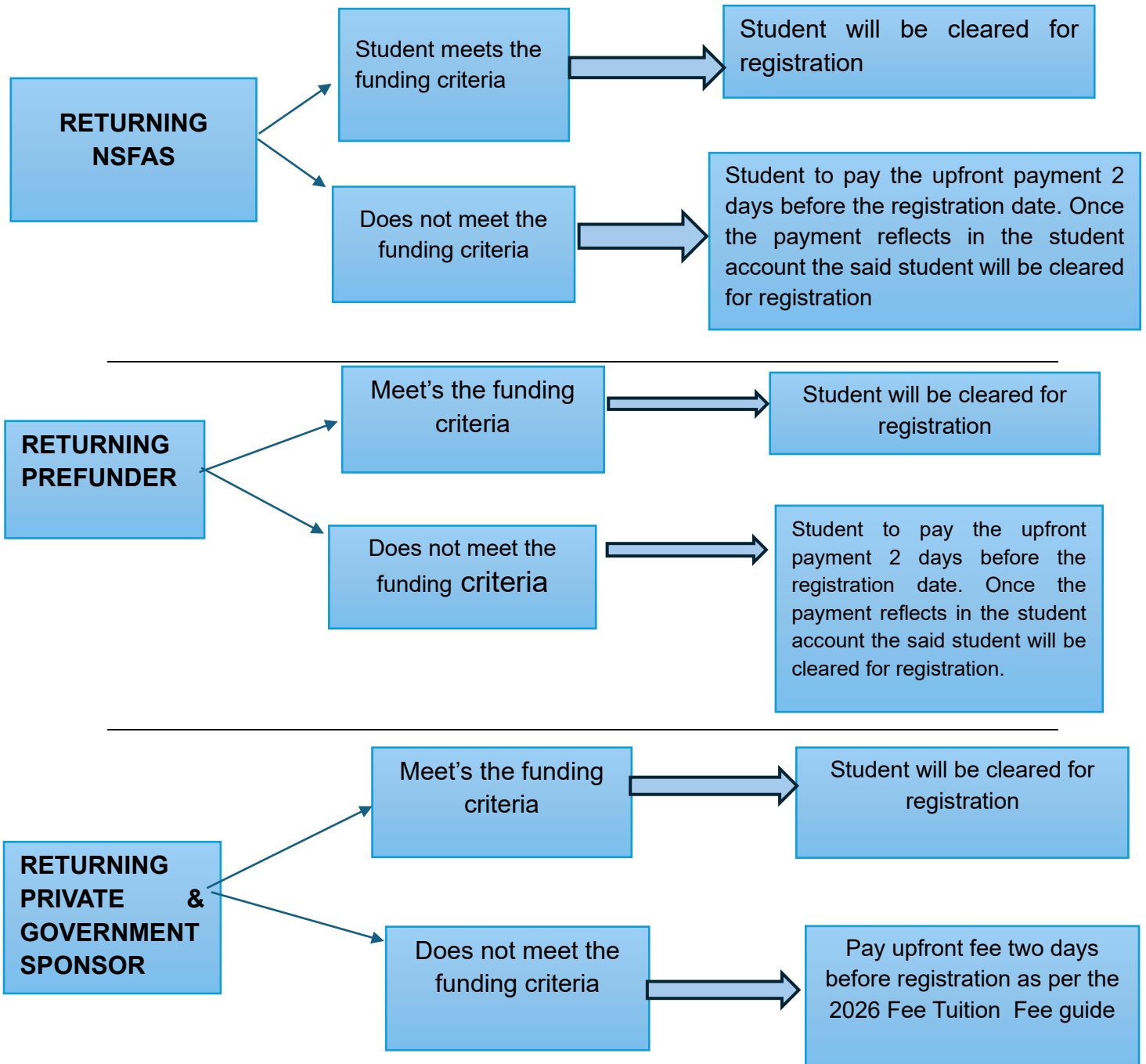


FUNDING CATEGORY	EMAIL ADDRESS
	Faculty of Management & Law – manlaw.financialaid@ul.ac.za Faculty of Health Science – hsc.financialaid@ul.ac.za
GOVERNMENT BURSARIES	governmentbursaries@ul.ac.za
PRIVATE BURSARIES, MERIT BURSARIES, POSTGRADUATE TUITION WAIVER AND SRC TRUST FUNDS	privatebursaries@ul.ac.za tuitionwaiver@ul.ac.za

This guideline is to be read in conjunction with:

- a) The University of Limpopo's 2026 Student Fee Guide, -Annexure A
- b) The University of Limpopo General Academic rules with particular attention to G6 rule ;

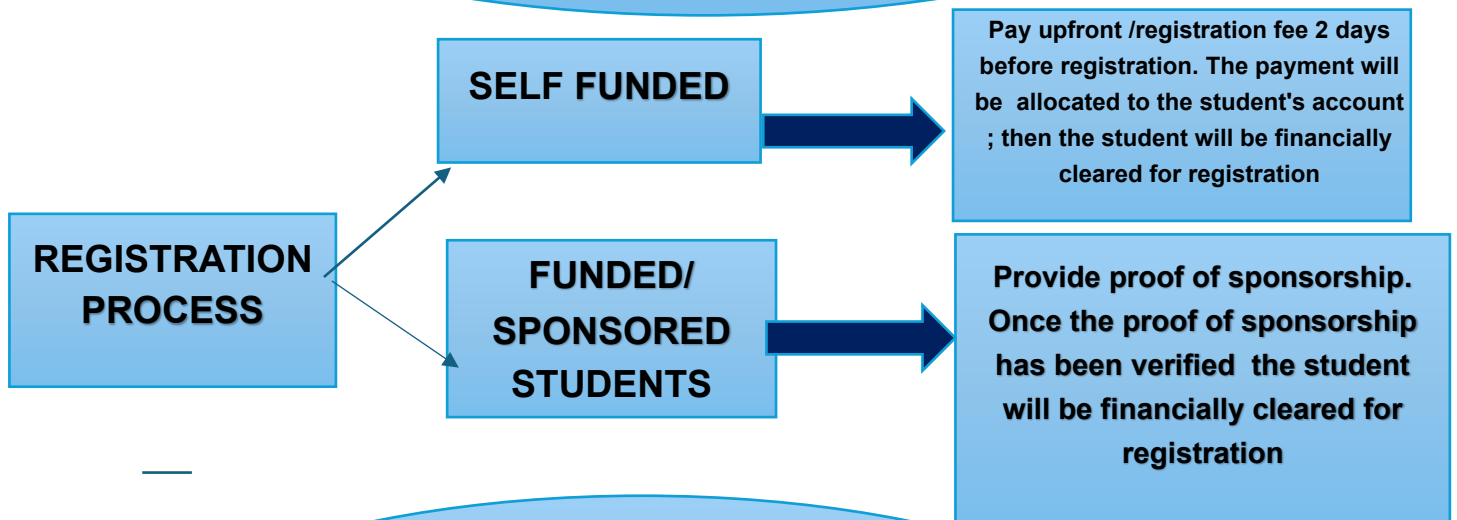
2026 REGISTRATION FINANCIAL CLEARANCE PROCESS FOR SPONSORED RETURNING STUDENTS



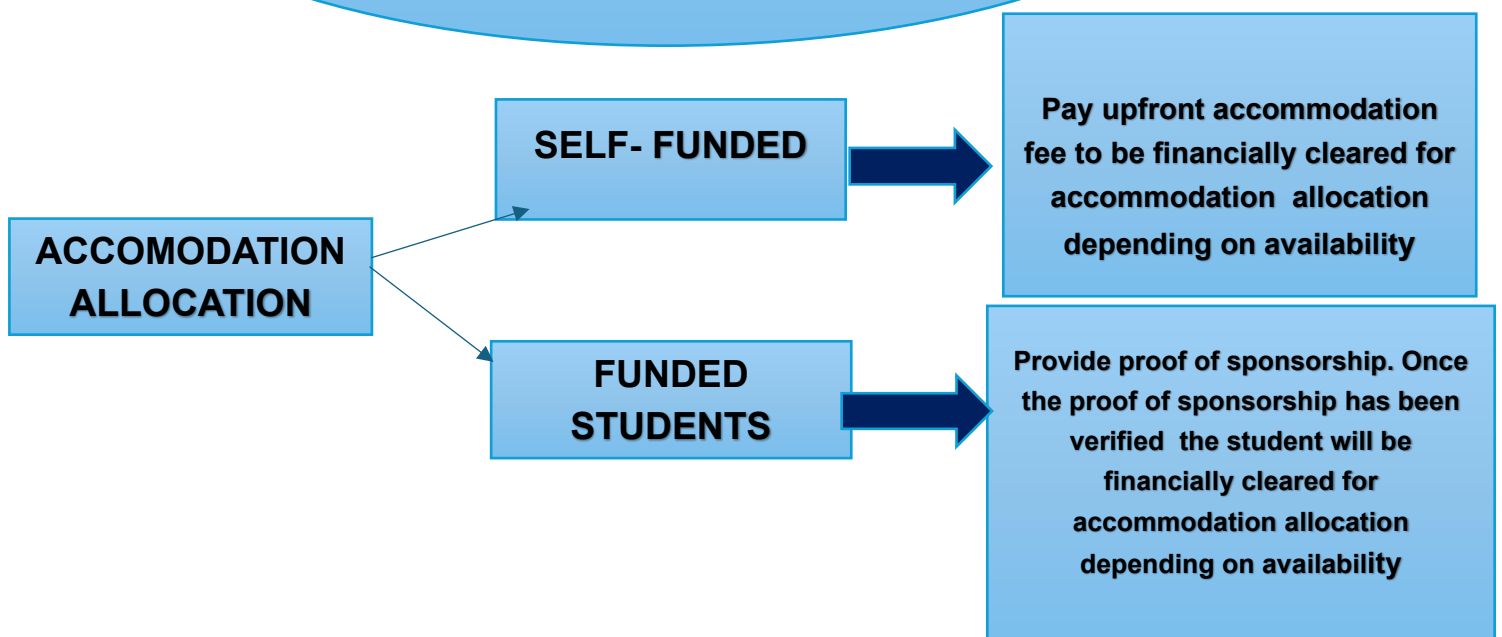
**CONTINUED FUNDING CRITERIA
REFERENCE AS MENTIONED ABOVE**

FUNDER /SPONSOR	STUDENT ACADEMIC PERFORMANCE REQUIREMENTS FOR CONTINUED FUNDING
NSFAS	<u>Pass 50%</u> of enrolled modules in the previous academic year
FUNZA	<u>Pass 100%</u> of enrolled modules at 55% average across all modules and <u>66.5%</u> of major or priority subjects
NSF	Pass 50% of enrolled modules in the previous academic year
DMV	<u>Pass 50%</u> of enrolled modules in the previous academic year
COID	<u>Pass 50%</u> of enrolled modules in the previous academic year
INSETA	<u>Pass 100%</u> of enrolled modules in the previous academic year
WR SETA	<u>Pass 75%</u> of enrolled modules in the previous year - does not pay for repeated subject
SASSETA	<u>Pass 60%</u> of enrolled modules in the previous year- does not pay for repeated subject
ALL OTHER SETA's	<u>Pass 60%</u> of enrolled modules in the previous year- does not pay for repeated subject
PRIVATE SPONSORS	<u>Pass 100%</u> of enrolled modules in the previous academic year

**FINANCIAL CLEARANE FOR
REGISTRATION FOR FIRST TIME
ENTERING
&
TRANSFERING STUDENTS**



**FINANCIAL CLEARANCE FOR
RESIDENCE ALLOCATION FOR
FIRST TIME ENTERING
&
TRANSFERING STUDENTS**



2026 REGISTRATION FINANCIAL CLEARANCE PROCESS FOR SELF FUNDED RETURNING STUDENTS

