

Registration Appeals Committee (RAC) process for 2019

The Registration Appeals Committee (RAC) process is in place to support and assist students who may not be able to register at the beginning of the new academic year due to unpaid fees as a result of a recent change in financial status.

It is important to note that the RAC process does NOT cover the required registration fees payable for 2019. These registration fees must still be paid upfront in full before registration can be allowed.

IMPORTANT TO NOTE

- Applications for RAC 2019 will be online (<http://rac.ukzn.ac.za>) on the student portal on the UKZN website.
 - Opening date: 08h00 on 12 November 2018
 - Closing date: 18h00 on 11 January 2019
- Students that have participated in RAC previously also need to re-apply.
- You must register for RAC 2019 and you must submit an application to be considered.
- Students who applied and successfully submitted an application will be advised as soon as possible whether or not they would be cleared to register for 2019.
- The clearance would be subject to paying the required registrations fees for both tuition and residence.
- Submitting an application does not guarantee that you will be approved and cleared to register.
- Returning students who will only register in the second semester of 2019 should also apply for RAC during this process as there will not be RAC process for second semester registration.
- There will be no other RAC 2019 process after the closing date of 11 January 2019.
- All students must be registered by the final date for 2019 academic registration as per the sessional date circulated by the office of the Registrar.

PROCESS AND PRINCIPLES

1. Eligibility

Students eligible to apply to the RAC process are those who:

- Are registered in 2018 (i.e. whole year, first semester only or second semester only).
- Students who are in progress of studying for a qualification.
- Are eligible to register for 2019 (i.e. have not been academically excluded).
- Have demonstrated some commitment towards paying off their debt.
- Have a gross annual family income above R350 000.
- Are SA citizens or permanent residents or have formal refugee status (international and SADC students are not eligible).
- Have outstanding debt that they cannot settle before 31 December 2018.
- Are not in full time employment.

2. Registration and Residence Deposits payable

All students including those only registering in the second semester of 2019, except those who have been awarded financial aid, will have to pay registration and residence deposits before registration is permitted. These deposits will not form part of repayment plans but must be paid up front before the final date for registration.

3. Opening and closing dates for Applications

Applications for the 2019 academic year will open at 08h00 on 12 November 2018 and close at 18h00 on 11 January 2019. **There will be no extension to this deadline date.**

Registration Appeals Committee (RAC) process for 2019

4. Applications

Only fully completed applications supported by all other relevant documentation will be considered. Please note below a list of documents that may be required. Take note that this list is not exhaustive:

- ID of the person(s) responsible for the payment of the instalments on your respective payment plan(s).
- Copy of salary slip(s) of the person(s) responsible for payment of the instalments on your respective payment plan(s).
- In a case where there are no valid payslips, employment confirmation letters may be submitted.
- Copy of most recent 3 months bank statement(s) of the person(s) responsible for payment of the instalments on your respective payment plan(s).
- Any other document you believe is relevant and can be used to further motivate your case.

5. Assessment and outcome of applications

RAC applications will be assessed after the closing date to allow students who wish to recall their applications for whatever reasons, for example, to make alterations. Once an application has been assessed feedback will be given immediately. Successful applicants will, **subject to payment of the required registration fees for tuition and residence (if applicable)**, be cleared financially for registration for the 2019 academic year.

6. Payment plans

Two RAC payment plans (which cannot extend beyond 30 November 2019) need to be submitted as follows:

- The first to deal with how the student is going to repay current unpaid fees (i.e. historic debt).
- The second to deal with how the student is going to repay 2019 fees.

It is important to note that the instalment amounts proposed on both these payment plans for a specific month are simultaneously payable.

The documentation outlined in section 4 above, is required to support the viability of the payment plans proposed. Students should obtain these well in advance from people that will support them in paying the instalments on the payment plans. Payment plans should be tailored to an individual's circumstances.

Students who currently owe money and have applied for financial aid for 2019 to fund 2019 costs should also submit two RAC payment plans as outlined above. In this instance the second payment plan then only becomes effective if financial aid for 2019 is declined.

7. Surety

Students have the option to present someone to stand surety for their debt. Although not compulsory, it will assist the University when assessing the viability of payment plans. Such surety must be permanently employed; must be able to provide proof of affordability (copy of pay slip); must NOT be a pensioner relying on state pension; will be held co-responsible and accountable for the payment agreements submitted by the student as part of the RAC 2019 application. The form is part of the RAC 2019 application system and can be downloaded from there.

Registration Appeals Committee (RAC) process for 2019

8. Debit Order facility

A debit order facility - instruction given to the University to deduct a monthly amount from a specified bank account(s) - is available to the student to repay the instalments as proposed in the respective payment plans. Students are encouraged to make use of this facility. The form is part of the RAC 2019 application system and can be downloaded from there.

9. Academic progress and standing

Academic progress and standing will impact on the viability and assessment of repayment plans and hence all plan approvals will be contingent on the student not dropping below minimum performance criteria in December 2018 when results are known (becoming "red"). In some cases students will be expected to maintain "good academic standing (green)".

10. Non adherence to approved payment plans

Students who do not adhere to approved payment plans without consulting and renegotiating these will have their registration cancelled as follows:

- a) If in default after the payment plan is approved in January/February 2019 and prior to registration will not be permitted to register in 2019,
- b) If in default during the first semester will have second semester 2019 registration cancelled.
- c) If in default during second semester of 2019 will not be approved for registration for the following year.

NB: It must be noted that no degree certificates or academic records will be issued to students who have outstanding balances on completion of studies.

All University rules apply.

All students with outstanding fees are encouraged to apply for RAC, provided their combined family annual income is above R350 000.