

## **Rules for student accounts, payable fees, bursaries and credit withdrawals**

1. Student accounts, payable fees, bursaries and credit withdrawals are strictly managed according to the official policy on Fees Payable & Financial Rules of the university, as well as other rules and policies of NSFAS and other bursary providers, where applicable.
2. Payable fees for Conservatory lessons, locker rental and/or instrument rental, where applicable, will be added to the student's account.
3. Registered NSFAS/NCPETF/bursary holders must receive permission for additional expenses from their sponsors. In the event that additional expenses are declined by the sponsor, students will be personally liable for its payment.
4. The student accounts of all music students are blocked for credit withdrawals without official permission.
5. Procedures for credit withdrawal:
  - a) NSFAS students:
    - Complete the application form available at the Student Fees counter.
    - Attach your academic record, student account and motivational letter, and submit it to Mr Danie Hefer at Financial Support Services for approval.
  - b) NCPETF students:
    - Complete the application form available at the Student Fees counter.
    - Attach your academic record, student account and motivational letter, and submit it to Ms Valerie Fourie, [valerie@ncpetf.org](mailto:valerie@ncpetf.org) for approval.
  - c) Other bursary holders:
    - Complete the application form available at the Student Fees counter.
    - Attach your academic record, student account and motivational letter, and submit it to your sponsor for approval.
  - d) Other students:
    - Complete the application form available at the Student Fees counter.

- Attach your academic record, student account and motivational letter, and submit it to Ms Hannelie Viviers, [hannelie.viviers@nwu.ac.za](mailto:hannelie.viviers@nwu.ac.za) for approval.
  - Requests for credit withdrawal will only be processed in December after the year-end exam results have been finalised.
6. School of Music bursary awards and/or culture awards and/or other internal awards for registered undergraduate and honours students will first be used to cover Conservatory fees and/or any other unpaid academic fees. Any credit amount after all fees have been paid will remain in the account to cover registration fees in the following year, unless the student has fully completed the study.

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