

2025 REGISTRATION INFORMATION

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

BELLVILLE PARK CAMPUS PROGRAMMES

Disclaimer: This information is sent to all 2024 registered students and new students of the Stellenbosch Business School and School of Public Leadership. Please ignore the notice if you will not be returning to SU in 2025 due to discontinuation of studies, interruption of studies, academic exclusion or if you have successfully completed your qualification in 2024.

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1. Registration on the SUNStudent system and enquiries:

Stellenbosch University has implemented a new student information system called SUNStudent. To access information and a "how to guide" on the online registration process, please visit the University's dedicated registration website at www.sun.ac.za/registration.

For any general Stellenbosch Business School (Business School) or School of Public Leadership (SPL) enquiries for programmes offered on the Bellville Park campus you can contact us by email at academicadminbpc@sun.ac.za.

2. General dates – Bellville Park campus

- **2 December 2024:** Assisted and self-registration for newcomer students of the Stellenbosch Business School and School of Public Leadership programmes offered on the Bellville Park campus
- **2 January 2025:** Assisted registration opens for returning students of the Stellenbosch Business School and School of Public Leadership programmes offered on the Bellville Park campus
- **17 January 2025:** Final registration date for **ALL Stellenbosch Business School** students
- **20 January 2025:** Commencement of academic programmes of the Stellenbosch Business School (*the respective programmes have different commencement dates – please refer to the communication from the respective Programme Coordinators for further information*).
- **7 February 2025:** Final day for registration of undergraduate and postgraduate School of Public Leadership students (excluding new M-research and D students).
- **21 February 2025:** Final day for late registration of students (excluding new M-research and D students of the School of Public Leadership)
- **21 February 2025:** Commencement of academic programmes of the School of Public Leadership (*the respective programmes have different start dates – please refer to communication from the respective Programme Coordinators for further information*)
- **27 March 2025:** Final registration day for new M-research and D students of the School of Public Leadership

3. Registration options for students

- 3.1 There are two (2) options available for you to officially register as a student of the Stellenbosch Business School and School of Public Leadership programmes offered on the Bellville Park campus before 7 February 2025.
- 3.2 If you cannot meet this registration date, you must contact the staff below in the Centre for Academic Administration before 7 February and you will have until 21 February to register late, provided that the relevant programme leader allows such late registration.
 - 3.2.1 A late registration fee of R 1 000 will be charged after 7 February. This fee will be waived for returning students who have evidence that they face financial constraints or who can provide well-documented and reasonable justifications for their delayed registration that are beyond their control.

OPTION 1: Assisted registration by email

Assisted email-registration can be done until 17 January 2025 for Stellenbosch Business School and 7 February for the School of Public Leadership.

- Complete the registration form attached to this notice and attach that to your registration request.
- Ensure you attach proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee) in your email registration request.
- Students with outstanding 2024 fees will not be allowed to register.
- The following staff are available to assist with email registration
 - Ms Marissa Groenewald (email: maris@sun.ac.za), or
 - Ms Mandy Samuels (email: mandys@sun.ac.za), or
 - Ms Jamie-Lee Fredericks (email: jamief@sun.ac.za) for Centre Academic Administration 3rd Floor Stellenbosch Business School. Main Building, Bellville Park Campus.
 - Proof of payment must be included with the postgraduate registration forms.

OPTION 2: Assisted registration on-campus

Assisted on-campus registration can be done until 17 January 2025 for the Business School and 7 February 2025 for the School of Public Leadership.

- Ensure you provide proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee).
- Students with outstanding 2024 fees will not be allowed to register.
- The following staff are available to assist with on-campus registration in the Centre for Academic Administration, 3rd Floor, Stellenbosch Business School. Main Building, Bellville Park campus.
 - Ms Marissa Groenewald (email: maris@sun.ac.za), or
 - Ms Mandy Samuels (email: mandys@sun.ac.za), or
 - Ms Jamie-Lee Fredericks (email: jamief@sun.ac.za)

4. Enquiries about registration for the PhD programme

The onus rests on every student, including a PhD student, to **register for every year**. They must follow the steps outlined in option 2 above to process their registration:

- 4.1 Newcomer PhD students must contact Mrs. Edwina Sonnenberg at edwinas@sun.ac.za prior to registering.
- 4.2 Returning PhD students must ensure that you are eligible to reregister for the 2025 academic year prior to attempting to reregister. You are eligible to reregister if:
 - 4.2.1 Their 2024 student fees and the required 2025 student fees have been paid.
 - 4.2.2 International students: You have completed the pre-registration clearance for international students via the International Office. To access the link for the pre-registration clearance, [click here](#). For enquiries email: Samantha Walbrugh-Parsadh on sw2@sun.ac.za
 - 4.2.3 You have not exceeded the maximum time allowed in the programme.
- 4.3 If as a newcomer or returning PhD student you are unable to facilitate your own registration, you must provide SU with written approval by completing the registration form (sent in the email communication as an appendix to this notice) to allow SU to process the registration on your behalf.

5. Pre-Registration Clearance for International Students

5.1 Required documents:

International students are required to provide a certified copy of supporting documentation for pre-registration clearance prior to registering for the academic programme.

The following documentation must be submitted:

- 5.1.1 Proof of valid passport (*certified*)
- 5.1.2 *Proof of valid study permit (certified, if applicable)*
- 5.1.3 *Copy of refugee status (if applicable)*
- 5.1.4 *Copy of permanent residency (if applicable)*
- 5.1.5 Proof of South African medical cover (*if you'll be residing in South Africa for longer than 90 days*)
- 5.1.6 *Copy of medical insurance (if you reside in your home country and you only travel to SA for block weeks then you can provide your home country's medical insurance); and*
- 5.1.8 Proof of payment or scholarship letter.

5.2 Stellenbosch Business School International Students

- 5.2.1 Please upload the certified documentation by clicking [here](#).
- 5.2.2 An email notification will be sent back to you to confirm that pre-registration has been finalized and you can then commence with the registration process.
- 5.2.2 For enquiries email: Samantha Walbrugh-Parsadh on sw2@sun.ac.za

5.3 School of Public Leadership International Students:

International students are required to provide a certified copy of supporting documentation for pre-registration clearance prior to registering for the academic programme.

The following documentation must be submitted:

- 5.3.1 Proof of valid passport (*certified*)
- 5.3.2 *Proof of valid study permit (certified, if applicable)*
- 5.3.3 *Copy of refugee status (if applicable)*
- 5.3.4 *Copy of permanent residency (if applicable)*
- 5.3.5 Proof of South African medical cover (*if you'll be residing in South Africa for longer than 90 days*)
- 5.3.7 *Copy of medical insurance (if you reside in your home country and you only travel to SA for block weeks then you can provide your home country's medical insurance); and*
- 5.3.8 Proof of payment or scholarship letter.

Further information regarding the process, as well as the link to upload your documents can be found [here](#).

For enquiries email: Carmien Snyman on intpreregistration@sun.ac.za.

6. Student Card Enquiries

All new students must obtain a student card after registration. You will need your student card for various purposes, so always carry it with you while on campus. Your card will be issued to you as part of your programme's on-campus orientation.

If you are a returning student and still possess your student card, there is no need for you to reactivate it. The card will automatically be reactivated upon your registration for the 2025 academic year and settlement of any outstanding fees from previous years.

For student cards enquiries at the Bellville Park Campus:

Bellville Park Campus Information and Communications Technology Division (BPCICT)
(email: bpcict@belpark.ac.za).

7. Student Fees and account enquiries

7.1 Account enquiries

All Student Fees/student account related enquiries must be directed to the Student Fees Division.

7.1.1 Email:

7.1.1.1 For Stellenbosch Business School account enquiries: SBS-studentfinance@sun.ac.za.

7.1.1.2 For SPL account enquiries: studentaccounts@sun.ac.za.

7.1.2 or access information via the following websites:

7.1.2.1 <http://www.sun.ac.za/english/Finance/students>

7.1.2.2 <https://www.sun.ac.za/english/maties/fees/study-fees>

7.1.2.3 <https://www.finaid.sun.ac.za>.

7.2 Amount payable applicable to Business School students

7.1.3 **South African** Business School students must pay the **deposit amount of R 12 000 before registration**; and

7.1.4 **SADC/International** students must pay **the full tuition fees before registration**.

7.3 Amount payable applicable to SPL students

7.3.1 **South African and international students with valid permanent residency in South Africa and international students with refugee status:**

7.3.1.1 As from 2025 the first compulsory instalment is payable as follows by 28 February:

7.3.1.2 The amount payable by the end of February is equal to the table below and, where applicable, the compulsory first instalment of Residence Fees.

	Undergraduate	Postgraduate	Diploma
First instalment on Tuition Fees	20% of all Study Fees	20% of all Study Fees	20% of all Study Fees
Plus: (Where applicable)			

	Undergraduate	Postgraduate	Diploma
First instalment on Residence Fees	R 5 100	R 5 100	R 5 100

7.3.2 The fees payable must be made as follows:

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDER
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

7.3.3 **International students:**

7.3.3.1 The above amounts and payment timelines are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click [here](#) to be redirected to Stellenbosch University International's website.

7.3.3.2 All international students, including Namibians, need to pay their study fees in full by date of registration.

7.3.3.3 International students making use of the University's residences must pay at least R25 000 of the accommodation fees and at least R15 000 of the meal quota allowed for the year to be placed on the account (if placed in SU catering residence) by date of registration.

7.3.4 All outstanding amounts of the previous year must be settled before you are allowed to register for the following year.

7.3.5 Click [here](#) for more information regarding fees for 2025.

8. Financial assistance to students at the Bellville Park campus:

We are acutely aware of the financial pressures under which South African households must provide for Student Fees. We therefore continue to strive to assist financially needy students who are academically deserving, as far as possible. Please familiarise yourself with the various categories and forms of financial assistance available.

8.1 **Postgraduate financial assistance and bursary enquiries**

8.1.1 For general matters and departmental bursaries, please contact Jongisizwe

- Ndlebe at postgradfunding@sun.ac.za.
- 8.1.2 If you have been funded via Institutional, National Research Fund (NRF) and Council of Scientific and Industrial Research (CSIR) funding, you may contact the respective Scholarship Coordinators for an advance of your funding to cover your basic living expenses, while awaiting the release of your scholarship.
 - 8.1.3 For further information, please visit the Postgraduate Funding Office FAQ page: [click here](#)
 - 8.1.4 Confirmation of funding from external sponsors can be emailed to Juanita van den Berg at juanitavdb@sun.ac.za.
 - 8.1.5 For urgent matters, please contact the Head: Postgraduate Funding Office, Mrs Rozelle Petersen rnp@sun.ac.za.

9. Requests for academic records

- 9.1 All requests for academic records should be sent to records@sun.ac.za OR requests can be submitted via the [My.sun](#) website. Students can request the following documents from records@sun.ac.za:
 - 9.1.1 Academic record/ transcript which includes a Certificate of Conduct and a Declaration of the medium of instruction
 - 9.1.2 Re-issue of the degree/ diploma certificate
 - 9.1.3 Proof of registration (date stamped)

10. Failure to reregister for the academic year

- 10.1 BPC students who are set to reregister in 2025 (students who were registered in 2024 and are academically eligible to reregister) and who fail to reregister by the relevant registration date must arrange with the Manager: Student and Programme Administration Office, Ms Edwina Sonnenberg (email: edwinas@sun.ac.za), to register late.
- 10.2 The following is applicable to students who do not request a late registration by 21 February 2025:
 - 10.2.1 Their studies will be deemed as discontinued until such a time as the student applies to and is approved to reregister by the relevant programme committee of the faculty.
 - 10.2.2 The decision to allow the student to resume their studies will be dependent on the student's motivation (with supporting evidence) to return to the programme, whether the student is academically eligible to return to the programme and whether the programme can accommodate the student at that late stage for the 2025 academic year.
- 10.3 If you feel that you may be at risk of academic exclusion, please contact your programme coordinator to confirm whether you are in fact at risk of academic exclusion.

11. Requests to interrupt studies, discontinue studies or repeat modules

11.1 Interruption of Studies: Undergraduate and Postgraduate Studies

- 11.1.1 For all programmes, the closing date to submit requests for interruption for a full

- year is 30 April 2025. Find the application form for interruption of studies [here](#).
- 11.1.2 All enquiries regarding the application process for interruption of studies for the 2025 academic year may be sent to the Manager: Student and Programme Administration, Ms Edwina Sonnenberg (email: edwinas@sun.ac.za)
- 11.1.3 You must apply to the relevant school's committee to interrupt your studies as per "INTERRUPTION OF STUDIES" > "Procedure for applications for consent to an interruption of studies", in the [SU General Yearbook](#).
- 11.1.4 You may only interrupt for a period of a full academic year. Shorter interruptions should be handled as requests for leave of absence and you and the academic environment must consider the impact of the leave on your ability to complete the programme in the required time. Find the leave of absence application form [here](#).
- 11.1.5 You will not be registered for that year in which your studies are interrupted, and you will not have access to the student portal, university email or facilities for the period of interruption.

11.2 Discontinuation of Studies

- 11.2.1 You must inform SU of your discontinuation formally and in writing and you must familiarize yourself with the relevant notification dates and fee implications for discontinuation of study as outlined in the [Student Fees Yearbook \(Part 3\)](#).
- 11.2.2 All enquiries regarding the process to discontinue studies and discontinuation notifications must be sent in writing to the Manager: Student and Programme Administration, Ms Edwina Sonnenberg (email: edwinas@sun.ac.za).
- 11.2.3 You must complete the discontinuation of studies form available [here](#) and send this to Ms Edwina Sonnenberg (email: edwinas@sun.ac.za), or to the Client Services centre at info@sun.ac.za before your discontinuation request will be processed.
- 11.2.4 The date of your discontinuation of studies is very important and must be provided, since it determines to what extent exemption from the payment of study and accommodation fees may be granted to you (see [Student Fees Yearbook \(Part 3\)](#) for more information in this regard), and since it can also have an effect on your future readmission (regarding this, see par. 9, Readmission after unsuccessful studies, in the [SU General Yearbook](#)).
- 11.2.5 If your discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, since it will simplify your readmission to the University in a subsequent year.
- 11.2.6 If you do not supply your discontinuation form to the correct official as communicated to you or by email to info@sun.ac.za, your discontinuation will not be processed until you have submitted it successfully.

11.3 Repeating Modules

Students who failed any module(s) must complete the Registration Repeat Form attached to this notice. Please ensure that you contact the relevant programme coordinators for guidance on which repeat module(s) to register for.

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