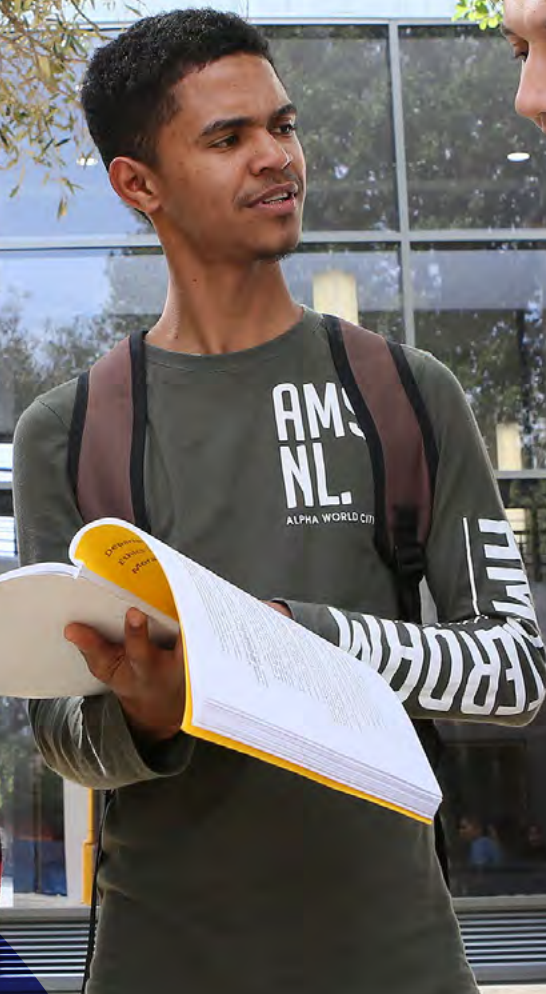





UNIVERSITY of the  
WESTERN CAPE



FIRST YEARS  
REGISTRATION & ORIENTATION

2024

FROM HOPE TO ACTION THROUGH KNOWLEDGE

The background features a vibrant blue field with a white grid of dots in the upper left and a large white plus sign. The top right corner is decorated with a grid of colorful squares in shades of orange, red, and purple. A large, stylized blue leaf-like pattern is visible in the bottom left, and an aerial photograph of a campus with red-roofed buildings and green spaces is in the bottom right.

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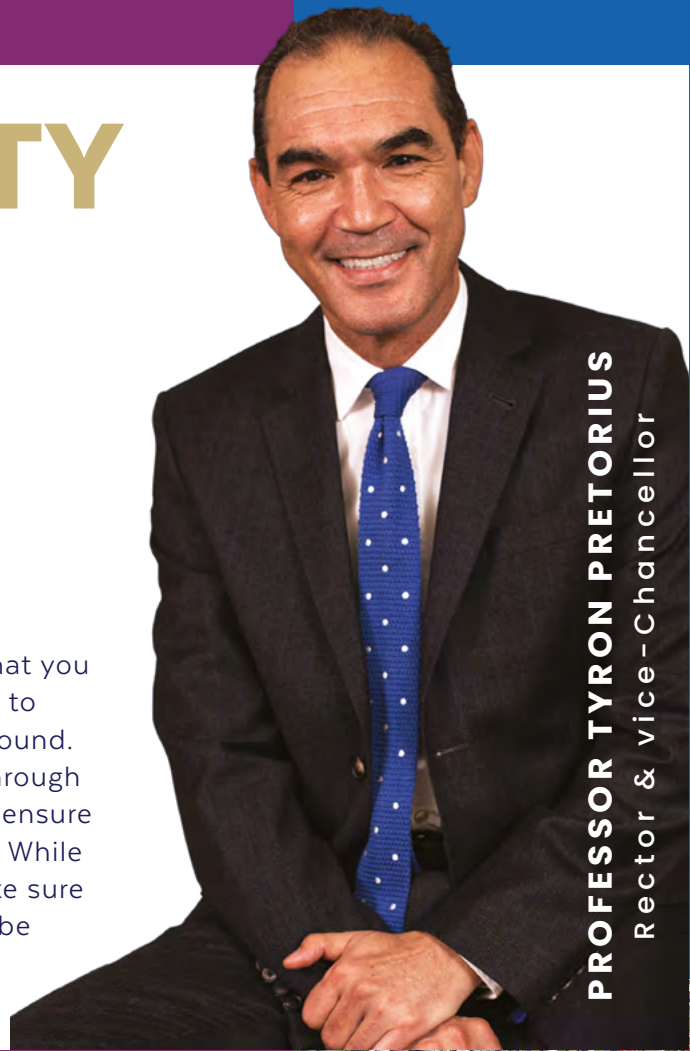
**9**

Contact  
details



# UNIVERSITY OF THE WESTERN CAPE

This is a special university, and we are glad that you chose this as your academic home. Take time to get to know the campus and find your way around. Many people have been tasked to help you through your first year, along with support services to ensure you get the best out of your academic career. While you focus on adapting to university, also make sure that you have fun, as these will undoubtedly be some of the very best years of your lives.



**PROFESSOR TYRON PRETORIUS**  
Rector & Vice-Chancellor





# UWC STUDENT CITIZENSHIP

**During 2024 we would like to invite you to become a UWC Student Citizen. Some of your responsibilities for obtaining full Student Citizenship:**

- Abide by the university rules and policies as indicated in the General Calendar Part 1 and your faculty calendar. You will receive this at registration.
- Take ownership of your academic administrative affairs. Consult your respective Faculty Office and the Student Administration Helpdesk.
- Attend curriculum advising before registration.
- Visit the university website ([www.uwc.ac.za](http://www.uwc.ac.za)) and click on "View All Programmes" for more information on your curriculum structure and module content.
- Plan and manage your finances.
- Ensure that you do not have any class timetable clashes.
- Note the deadlines in the university calendar for administrative processes.
- Keep copies of correspondence with the university and official documents received.
- Always use your student number when corresponding with the university.
- Update your personal and contact information on UWC student portal or at the Student Administration Helpdesk.
- Activate student card for access to university facilities and services.
- Check your UWC student email account regularly.

## TIPS FOR A NEW STUDENT

Leave home a little earlier. With about 5 000 students and their parents arriving on campus, traffic becomes congested, even on the main routes into campus. Parking is not always available close to specific venues, so allow for sufficient time for parking and reaching a venue on foot.

Remember that January / February is mostly very hot; therefore make provision for cool clothing, comfortable shoes, bottled water and a sun hat as you will be touring our wonderful campus on foot.





# ORIENTATION INFORMATION

Our staff and students will facilitate your induction and transition to the campus and university life, and your development of supportive peer networks.

## ORIENTATION ON CAMPUS

Official welcome by the Rector - FULLTIME students only.

The welcome by the Rector on Monday, 5 February 2024 in the Jakes Gerwel Hall launches the Orientation Programme. The starting times for the various faculties are listed below and the programme ends at 15h30 for all students:

<b>09h00</b>	<b>Arts and Humanities, Education and Dentistry</b>
<b>11h00</b>	<b>Economic &amp; Management Sciences, and Natural Sciences</b>
<b>13h00</b>	<b>Community &amp; Health Sciences, and Law.</b>

Kindly arrive at least 90 minutes before your respective session. You cannot attend any other session. Each welcome session will be followed by the Faculty welcome. **Orientation then continues until 15h30 for students.**

Separate activities have been arranged for Parents after their Official welcome.

## ORIENTATION WEEK

Orientation Week activities kick off on Monday, 5 February 2024 after the Rector's Welcome and run until Friday, 9 February 2024. Orientation starts at 9h00 each day and ends at 15h30 (Tuesday-Friday). All new first-year, fulltime, undergraduate students must attend the Orientation Programme. Attendance is compulsory on all days.

New full-time first-year students will be assigned to smaller primary groups led by a Peer Facilitator (PF) who will assist and guide their orientation around campus during Orientation Week. We will share details of the Orientation Programme with students after the Welcome session on the Monday.

We have created a dedicated Student Orientation page on iKamva and the UWC Student Orientation 2024 Facebook page to access relevant documents and videos (e.g. presentations about your subjects, student support services) which will be accessible even after Orientation Week. **For more information about Orientation Week email us at [orientation@uwc.ac.za](mailto:orientation@uwc.ac.za).**

# REGISTRATION INFORMATION



**ONLINE REGISTRATION: 10 JANUARY – 9 FEBRUARY 2024**

**THE 2024 ACADEMIC YEAR WILL COMMENCE ON MONDAY, 12 FEBRUARY 2024  
(SEE THE UNIVERSITY'S GENERAL CALENDAR)**

## **FIRST REGISTRATION DEADLINES**

You are required to register from 22 January 2024 to 02 February 2024. Failure to register within the specified registration period will result in your offer being revoked by the Faculty as offers are based on merit and availability of space.

If your offer to study has been revoked, please contact your Faculty (should additional spaces become available). Please consult the University's website for regular updates on registration opening and closing dates.

## **ONLINE REGISTRATION OPENS:**

- New and First Time Entry – Monday, 22 January – Friday, 2 February 2024
- Undergraduate (returning), Honours and PG diploma/certificate – Wednesday, 10 January 2024
- PhD and Masters (new and returning) – Wednesday, 10 January 2024
- Please note: Strictly assisted registration for *Faculty of Arts and Humanities*

**Registration will take place ONLINE via the UWC Student Portal  
[STUDENT.UWC.AC.ZA](https://student.uwc.ac.za).**

**Applicants/Students will need to access the Student Portal at various stages of their registration. Your login details are as follows:**

- Student Number
- Enter !St followed by your full South African ID number. International Students enter your passport number, select “next”

**Please ensure that you adhere to the registration dates listed above, as no late registrations will be accepted, unless permission is sought from and granted by the Faculty in question.**

## **Registration Overview**

1. Accept offer
2. Make payment of the upfront fee and wait for clearance email and sms confirmation If NSFAS approved or on a bursary contact [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za) and await clearance.
3. Go to the [student.uwc.ac.za](https://student.uwc.ac.za) and login
4. Complete your online registration.

# STEPS TO BECOMING A REGISTERED STUDENT @ UWC



STEP  
1

## ACCEPT YOUR OFFER

If you have completed the National Senior Certificate or an equivalent school-leaving qualification in 2023, you will receive an Email and/or SMS in January 2024 after the final results have been announced, confirming your offer status.

You may also check your status online via [student.uwc.ac.za](https://student.uwc.ac.za). You must accept the offer via [student.uwc.ac.za](https://student.uwc.ac.za) or by calling the Contact Centre on 021 959 3900/01 within 3 days to secure your place (no confirmations via email will be accepted). Should you not do so, the offer will be withdrawn, and the place will be offered to another student.

The screenshot displays the 'UWC Online Services' portal. At the top, it says 'Online Services' and 'Your application is incomplete'. Below this, it states 'UWC Online Services' and 'Prospective Students: Online Application'. A notice indicates that undergraduate applications for 2024 will close on 30 September 2023, and selected postgraduate programmes will close earlier. A red note states 'PLEASE NOTE: NO APPLICATION FEE IS PAYABLE'. It also mentions that if you are under 18, you must submit a signed CONSENT FORM. The page provides links for 'New Application' (if you are applying for the first time), 'Edit Application' (if you are returning to complete or correct your application), 'Application Status' (if you want to check your application status), and 'Study Offer' (if you are responding to an offer to study).

Should your status indicate Pending or Awaiting Final Decision, this means you have been placed on a waiting list. Decision-making is an ongoing process, and you may check your status online regularly, as all decisions will reflect immediately if a decision is made.

**STEP  
2****GET FINANCIALLY CLEARED****South African students (Citizens of South Africa with a South African ID)**

Where a student has a zero-balance account, an upfront payment of R4290 is required before financial clearance may be processed. The amount is inclusive of the normal registration fee of R1660

**First Year Students**

Students should pay the required upfront payment via EFT or via the online [card payment link](#).

- **Amount for students not in university residences: R4290 (to be paid before registration)**
- **Amount for students placed at university residences: R4840 (to be paid before registration)**

**Self-funded students**

All self-funded students are required to make a first fee payment (UPFRONT PAYMENT) towards fees BEFORE registration. This is a standard amount of R4290 (this includes the registration fee of R1660) that is applicable to all South African students. Students will not be able to register if this amount is not paid. Payments via EFT should be made three (3) days in advance in order to clear before registration.

- **Proof of EFT/online payments to be uploaded to the Student Credit Management portal on <https://studentdebt.uwc.ac.za/>**

**Returning undergraduate students** Students should pay the required upfront payment via EFT or via the online card payment link.

- **Amount for students not in university residences: R4290 (to be paid before registration)**
- **Amount for students placed at university residences: R4840 (to be paid before registration)**

**Self-funded students**

All self-funded students are required to make a first fee payment (UPFRONT PAYMENT) towards fees BEFORE registration. This is a standard amount of R4290 (this includes the registration fee of R1660 that is applicable to all South African students. Students will not be able to register if this amount is not paid. Payments via EFT should be made three (3) days in advance in order to clear before registration.

- **Proof of EFT/online payments to be uploaded to the Student Credit Management portal on <https://studentdebt.uwc.ac.za/>**

**Students without upfront fees and outstanding balances from previous years and students with fees in arrears** should make contact with Student Credit Management via the following Hubs: Student Financial Clearance Portal: <https://studentdebt.uwc.ac.za/>

**Call Centre:** 021 959 3558  
**Email a consultant:** [scm@uwc.ac.za](mailto:scm@uwc.ac.za)

**Postgraduate students (new and returning)**

NEW students should pay the required upfront payment via EFT or via the online card payment link.

- **Amount for students not in university residences: R4290 (to be paid before registration)**
- **Amount for students placed at university residences: R4840 (to be paid before registration)**





### Self-funded students

All self-funded students are required to make a first fee payment (UPFRONT PAYMENT) towards fees BEFORE registration. This is a standard amount of R4290 (this includes the registration fee of R1660 that is applicable to all South African students).

Students will not be able to register if this amount is not paid. Payments via EFT should be made three (3) days in advance in order to clear before registration.

### Masters, PHD and Doctoral re-enrolment

- Students are billed in their first year of studies.
- 50% of the total outstanding Student fee account will be due by 30th April
- 100% of the total outstanding Student fee account will be due by 31st July
- Every subsequent year they would only be required to pay the basic registration fee for that year (depending on financial clearance).
- For the duration of his/her studies a student must register each year by the stipulated date and pay the prescribed registration fees.
- For continued enrolment beyond the prescribed completion period, students are liable for 20% of the prescribed programme fees of the current year.
- Students may request clearance at Student Credit management via the following Hubs: Student Financial Clearance Portal: <https://studentdebt.uwc.ac.za/>

**Call Centre:** 021 959 3558  
**Email a consultant:** [scm@uwc.ac.za](mailto:scm@uwc.ac.za)

### Full cost and Partial Corporate bursaries

- Students with full cost bursaries and partial funding must submit their bursary documentation to be vetted by the Financial Aid Office
- Bursary information is to be sent to [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za)

- Financial Aid will vet the bursary documents and will provide Student Credit Management with financial clearance instructions
- When received Student Credit Management will provide clearance and students will receive (an SMS confirming clearance, enabling them to proceed to register.)
- All bursary and funding queries to [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za)
- Students whose studies are financed by means of a bursary not administered by the University, must prior to or at registration submit written proof of the granting of such a bursary and the amount thereof must be stipulated.
- If acceptable written proof of a bursary granted is submitted and the bursary covers full tuition, the student will be required to only pay the R1660 registration fee.
- Bursary or funding documentation may be uploaded to the Student Credit Management Portal via <https://studentdebt.uwc.ac.za/>

### Students approved by NSFAS for funding

- Students funded by NSFAS will be facilitated via the Financial Aid Office ([finaid@uwc.ac.za](mailto:finaid@uwc.ac.za))
- Financial Aid will receive funding confirmation from NSFAS and after vetting will provide Student Credit Management with financial clearance instructions
- When received, Student Credit Management will provide clearance and students will receive (an SMS confirming clearance, enabling them to proceed to register.)
- All NSFAS funding queries should be directed to [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za)

### Non-South African Citizen students

All SADC students are required to pay the full tuition and full residence fees upfront on every year of registration. The fees are based on the South African citizen rates unless the study programmes for which they are enrolling are marketed at a specific price.

All African Non-SADC students are required to pay the full tuition and full residence fees upfront, on every year of registration. The fees are based on the South African citizen rates unless the study programmes for which they are enrolling, are marketed at a specific price.

### **All African Refugee/Asylum Seeker students**

All African Refugee/Asylum Seeker students will be required to pay an upfront payment prior to registration at the start of each year of study. This is a standard amount of R4290 and includes the registration fee of R1660.

### **Permanent Residence**

#### **All Students with Permanent Residence**

**Permanent Residence students** will be required to pay an upfront payment prior to registration at the start of each year of study. This is a standard amount of R4290 and includes the registration fee of R1660.

All Overseas International Refugee/Asylum Seeker students are required to pay the full tuition and full residence fees upfront, on every year of registration. The fees are based on international citizen rates unless the study programmes for which they are enrolling, are marketed at a specific price.

**All Overseas International students** are required to pay the full tuition and full residence fees upfront, on every year of registration. The fees are based on international citizen rates unless the study programmes for which they are enrolling, are marketed at a specific price.

### **Bursary Holders**

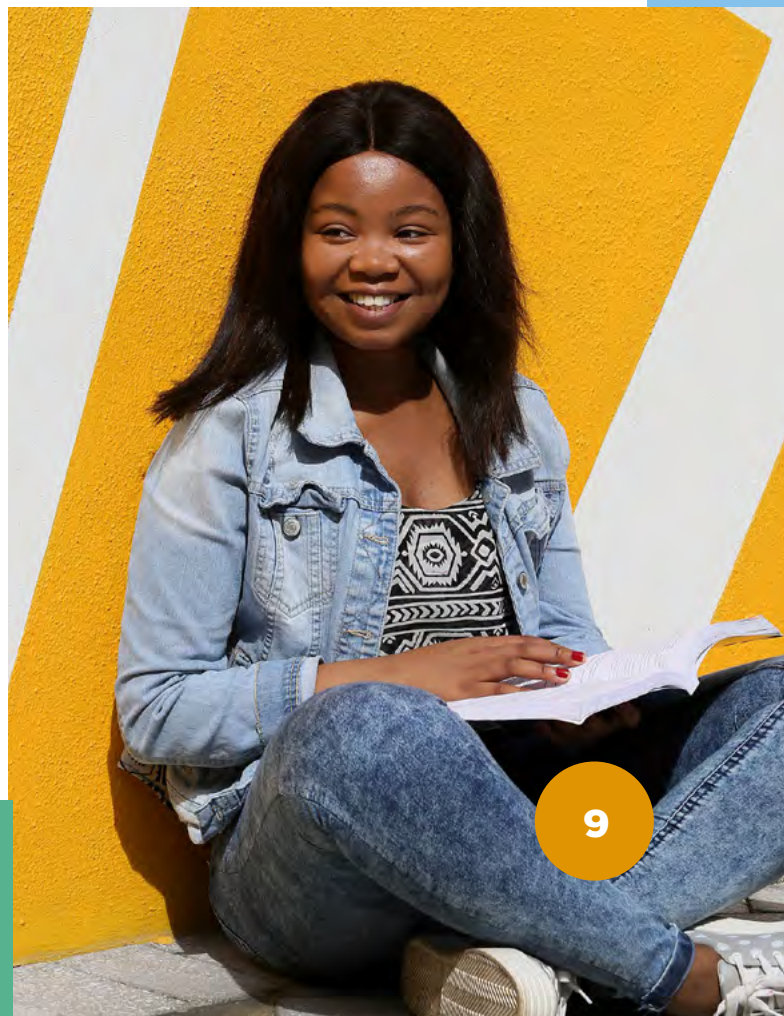
Students whose studies are financed by means of a bursary not administered by the University must, prior to or at registration, submit written proof of the granting of such a bursary and the amount thereof must be stipulated.

If acceptable written proof of a bursary granted is submitted and the bursary covers full tuition, the student will be required to only pay the R1660 registration fee.

Bursary or funding documentation must be uploaded to the Student Credit Management Portal via <https://studentdebt.uwc.ac.za/>

### **Non-South African Citizen students requiring clearances for bank deposits not reflecting in their student account or if their fees are below the minimum fixed rate:**

- Non-South African Citizen students requiring financial clearance must produce an original proof of payment which must be verified by treasury in finance.
- The proof of payment should be emailed to [scm@uwc.ac.za](mailto:scm@uwc.ac.za)
- Proof of EFT/online payments to be uploaded to the Student Credit Management Portal via <https://studentdebt.uwc.ac.za/>





**STEP  
3**

## REGISTRATION ONLINE



### REGISTRATION DATES

Registration commences Wednesday, 10 January 2024 – Friday, 9 February 2024. No late registration will be allowed unless permission is obtained from the Faculty directly. Before you begin your academic year at UWC, you will need to complete your registration with the University. We encourage all students to register online [self-registration \(online registration\)](#) link.

### HOW TO REGISTER ONLINE:

- Log-on to the [Student Portal \(student.uwc.ac.za\)](https://student.uwc.ac.za).
- To login enter your Student Number and ID/Passport number .
- Follow the registration steps on the main menu (not sure about your module choices, see the the curriculum advising option below)

Upload a certified copy of your SA Identification Document, (2023 matriculants only), using your ID number and student number. [Click here to upload your ID](#)

### CURRICULUM ADVISING OR COUNSELLING

Planning your academic career as a student can be a daunting task. It is important to be informed about your programme registration requirements before you register, and to ensure that potential barriers are addressed and resolved. Curriculum Advising is a process that equips you with the relevant programme information and provides helpful tips about how to go about choosing your modules for the remainder of your degree. For further information on Curriculum Advising please refer to the UWC website.

Avoid crowds and [REGISTER ONLINE!](#)





# FINANCIAL MATTERS

## 4.1 Financial Aid

### National Student Financial Aid Scheme (NSFAS)

National Student Financial Aid Scheme (NSFAS) NSFAS is a statutory body, funded primarily by South Africa's National Department of Education, providing academically able but financially needy students who wish to study at one of South Africa's public higher education institutions. Consult the NSFAS website for information about the online NSFAS application process at [www.nsfas.org.za](http://www.nsfas.org.za)

UWC Financial Aid office administers internal and external bursaries which includes UWC Bursaries Corporate funding, Semi-state and State funding. Bursaries are available to full time South African undergraduate students and are normally allocated for one academic year at a time.

The UWC Financial Assistance application can be accessed, at on the following link: <https://uwcfinaid.uwc.ac.za/>

All bursary information is available on the university website <https://www.uwc.ac.za/>

#### Contact Details

**Tel:** +27 (21) 959 9753

**Email:** [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za)

Office situated at UWC Prefabs behind Student Administration Building

#### Operating Hours

**Office Hours:** 08H30 -16h30  
(Extended hours during registration period)

#### PLEASE NOTE

- All payment transactions (e.g. cash payments) must be completed at the cashiers.
- No cash must be handed to any person on campus other than at the cashiers.

## 4.2 Student Finances

**Students should make allowance for the following expenses in their financial plans:**

- Tuition fees
- Text books and Stationery
- Residence Fees (where accommodation is applicable)
- Personal Expenses
- Meals/food (where applicable)
- Travel or Transport (to and from University)

The council of the University of the Western Cape reserves the right to amend all fees without prior notice. Tuition fees are charged per module within a prescribed programme. Students who register for more or fewer than

prescribed requirements will be charged accordingly.

To calculate an estimation of what your modules will cost you visit the university website (<https://quote.uwc.ac.za/default>) and click on “Quotes & Pro-forma Invoices” link to view the costs associated with the modules. Please consult the student finance department or the website for the terms of payment.

**The Student Finance Department is comprised of 3 operational areas which are:**

- Student Accounts and
- Student Credit Management (SCM)
- Cash Office

## 4.3 Student Accounts

**The Student Accounts department is responsible for:**

- Student fee quotations (<https://quote.uwc.ac.za/default>)
- General Account enquiries
- Refund requests
- Fee adjustments
- Account billings

### **Contact Details**

Ground floor

Administration Building

Counter no 6

**Tel:** +27 (21) 959 2154 / +27 (21) 959 3110

**Fax:** +27 (21) 959 3512

**Email:** zntshwanti@uwc.ac.za



## 4.4 Student Credit Management (SCM)

**The Student Credit Management office manages the collection of tuition fees owed to the University of the Western Cape and is responsible for:**

- Financial clearance for registration
- Management and collection of arrear tuition fees

**Payment arrangement facilities available:**

- Debit Order: Requirements – copy of ID, proof of residence, proof of income, 3 months bank statement
- PERSAL: Requirements – recent pay advice, copy of ID (pertains to government employees only)

All Students seeking assistance with financial clearance for registration for the new academic year are required to visit Student Credit Management.

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## 4.5 Cash/Debit Card

All Students seeking assistance with financial clearance for registration for the new academic year are required to visit Student Credit Management.

At the cashiers (Counter1-3)  
Ground Floor – Administration Building Main Campus  
Office hours – 8h20-16h30  
Contact Telephone Number: +27 21 959 3107

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## 4.6 Payment Information

- Your student number must be used as reference to ensure prompt credit allocation to the student fees account
- Cheques and bank transfers must be made payable to the “University of the Western Cape”
- A Service levy will be charged on cheques dishonoured by the bank and deregistration will occur
- The University accepts Visa, MasterCard and American Express credit cards at the University Cash Offices





## 4.7 Electronic Payment

**(To be made 3 working days prior to faculty registration date)**

**Via the University bank account:**

**Bankers:** ABSA Bank  
**Name of account:** UWC Student Deposits  
**Branch:** Public Sector Western Cape  
**Address:** 1st Floor, Tygerpark 4,  
Willie van Schoor Drive,  
Bellville, 7530  
**Branch Code:** 632005  
**Bank Account Number:** 40 4960 4740  
**Swift Code:** ABSAZAJJ

### Direct Deposit

A copy of the deposit slip **MUST** be faxed or emailed to ensure accurate and timeous processing of funds.

**Fax:** +27 21 959 1556, +27 21 959 2986

**Email:** [finance@uwc.ac.za](mailto:finance@uwc.ac.za)

**Telephone:** +27 21 959 3900

### Credit Card

Credit card payments can either be made at the cashier's office, or online **[CLICK HERE](#)**



## Please Note

1. Payments may take up to 2 business days for local transactions and 7 business days for international transactions to reflect on our system.
2. Credit Card payments may take up to 10 business days to reflect on our system.
3. Deposit slips or UWC receipts must be retained in case any queries should arise.
4. Please ensure that you use your student number in all future communication with the University
5. A service levy of R70.00 will be raised on cheques dishonoured by the bank.

### CONTACT INFORMATION

**For all payment (credit card) related enquiries use the following contacts:**

**Tel:** +27 (21) 959 2479

**Fax:** +27 (21) 959 1556 / 2986

**Email:** [finance@uwc.ac.za](mailto:finance@uwc.ac.za)



# O5 RESIDENCE

REGISTRATION & ORIENTATION GUIDE 2024

The Residential Service Department allocates and manages accommodation in university residences. With the new residence that opened in 2023, our capacity has now increased to 5 800 bed spaces on average. Our residences are named after great modern day heroes and heroines.

We provide a shuttle service between the 4 residences which are situated off-campus and the university main campus. Residences are grouped into clusters. Computer labs are available at the residences. Computer labs are accessible after working hours to enable students to type assignments, do research and engage in social networking.

There are various extramural activities organized annually which include inter residences sport tournaments, covering various sport codes. The Residence Community also hosts a Mini Olympics, which is an annual event in the Residence Community calendar. Dance, drama and inter-residence debating competitions on some of the other activities which are also organised.

## Contact Details

**Tel:** +27 (21) 959 2569 or +27 (21) 959 3557

**Fax:** +27 (21) 959 2671

**Email:** [resservices1@uwc.ac.za](mailto:resservices1@uwc.ac.za) or [resservices2@uwc.ac.za](mailto:resservices2@uwc.ac.za)

## Kovacs

Experience the benefits of staying on campus with Kovacs, greatly reducing travel time and costs. The robust access control system offers peace of mind and a safer living location. For costs and payment options, FAQ's and the online application, visit our website at [www.kovacsuwc.co.za](http://www.kovacsuwc.co.za)

## Contact Details

**Tel:** +27 (21) 959 9500

**Fax:** +27 (21) 959 9501

**Email:** [kovacs@uwc.ac.za](mailto:kovacs@uwc.ac.za)



# SUPPORT SERVICES

## 6.1 Centre for Student Support Services (CSSS)

The Centre for Student Support Services (CSSS) seeks to develop an exciting, stimulating and supportive campus environment which enhances student learning on multiple levels. The focus is to engage students' potential in order to assist them in achieving their personal and academic goals, and to develop responsible and responsive citizens for the future.

The CSSS provides broad student-centered development and professional services, programmes, training opportunities and resources aimed at enhancing students' academic experiences, graduate attributes and quality of life.

Our dynamic, multidisciplinary team actively creates an enabling environment to enhance the student experience for holistic student development and success.

### 24/7 COUNSELING HELPLINE

**0800 222 333**

**Email:** [csss@uwc.ac.za](mailto:csss@uwc.ac.za)

## 6.2 Campus Health & Wellness Centre

The Campus Health & Wellness Centre (operated by Dr. Bagwandeem & Associates) is a dispensing medical practice, staffed by doctors, primary health care nurses and counselors. Conveniently located on the 1st floor of the Community Health Sciences Building, the Health Centre provides an extensive range of services to both students and staff on campus.

	Academic Period	Vacation Period
Monday - Friday	08h30 - 16h30	08h30 - 16h30
Public Holidays and weekends	CLOSED	CLOSED

Staff and students who wish to see the doctors and nurses at the clinic can now conveniently book an appointment through the website [www.doctorsvisit.co.za](http://www.doctorsvisit.co.za). The website provides all the available times and dates via an online calendar. The booking service is free of charge, and appointments can be made 24/7.

### Contact Details

**Tel:** +27 (21) 959 2975/6





## 6.3 Office for Student with Disabilities

The Office for Students with Disabilities (OSwD) is committed to promoting and facilitating the right to quality education for persons with disabilities in higher education. We advocate for intentional inclusion imperatives which will enhance students' meaningful engagement within the campus environment and apply our efforts towards eliminating barriers and build pathways for students with disabilities to achieve their full potential. As an office within the Division of Student Development and Support, our mandate is to support student success and well-being by aligning our services to the strategic guidelines which governs the sector. All students who, therefore, qualify for disability accommodations within this mentioned scope, should be embraced into the UWC culture of care and student-centredness by which the OSwD also prides itself as a collaborative partner for the success of students with disabilities. Our students are the heartbeat of our services rendered, and are viewed as the champion in their own learning. In order to facilitate students with disabilities' adjustment to the overall university environment, we encourage early disclosure and pre-admission engagement around disability-related needs in order to allow sufficient time for all preparations to be arranged.

As a registered UWC student, you are strongly encouraged to disclose your disability. This will allow you to access our disability-specific learning support services as you contact our office.

### Services provided include reasonable accommodations within the following areas:

- Facilitation of disability-related learning needs to be communicated to relevant departments
- Assisting with venue accessibility for persons with mobility impairments
- Providing academic study material in an accessible format to students, i.e. text conversions to audio or enlarged print
- Providing students with assessment venues for tests and exams
- Arranging academic assessment administrative support for students with disabilities
- Supporting students' disability-related academic skills training needs through liaison with specialised organizations
- Facilitation of peer-mentoring support to students registered with OSwD
- Facilitating individual and group psycho-social support to students registered with OSwD
- Advancing a shared positive culture of inclusivity and belonging amongst fellow students and staff, by creating intentional opportunities for engagement
- Monitoring the physical and built environment for compliance with acceptable and approved standards to ensure students' safety

### Contact Details

For general enquiries, please email us at: [oswd@uwc.ac.za](mailto:oswd@uwc.ac.za)

For strictly confidential matters, please connect directly with Mrs. Verushka Daniels,

**Manager:** Office for Students with Disabilities

**Email:** [vdaniels@uwc.ac.za](mailto:vdaniels@uwc.ac.za)

**Tel:** +27 (21) 959 4170





# OUR CAMPUS

Faculty of Dentistry (Off Campus Tygerberg Hospital)
Faculty of Education
Student Admin
Faculty of Natural Sciences
Faculty of Community & Health Sciences
Faculty of Economic & Management Sciences
Faculty of Law
Faculty of Arts and Humanities
Main Hall





# 08

# REBATES

All rebate application forms and substantiating documents must be processed via the UWC HR Department. This includes UCT and CPUT, who in turn will confirm the approval of the student eligible for registration and rebate amount to SCM for financial clearance.

### **Staff Rebate - 100% rebate**

- The student will be required to complete a rebate form issued to them by their HR consultant. (HR-16).
- The rebate form must be completed, approved and signed by the HOD, the staff member or student and HR.
- Registration fee of R1590 must be paid prior to submitting the rebate form to HR and after vetting will provide Student Credit Management with financial clearance instructions.
- Registration fee can be paid via EFT or the online card payment link.

### **Staff Rebate - 50% rebate**

- Staff qualifying for a 50% rebate must pay the full registration.
- Registration fee can be paid via EFT or the online card [payment link](#).

### **UCT & CPUT Rebates**

- The University has a reciprocal agreement with UCT and CPUT which entitles staff and their children to a rebate of their tuition fees.
- Students qualifying for UCT and CPUT rebate of the tuition fees are still required to make full registration fee payment.
- Registration fee can be paid via EFT or the online [card payment link](#).



# CONTACT DETAILS

# 09

**Physical Address**

University of the Western Cape  
Robert Sobukwe Rd  
Bellville  
7535

**Postal Address**

University of the Western Cape  
Private Bag x17  
Bellville  
7535

**UWC Contact Centre  
Student Administration Helpdesk  
Liaison Office**

021 959 3900/01/02  
helpdesk@uwc.ac.za  
021 959 2123

**Faculty Helpdesk:**

Faculty of Arts and Humanities  
arts@uwc.ac.za

021 959 2152

**Faculty of Community and Health Sciences**  
chshelpdesk@uwc.ac.za

021 959 2852/ 2150

**Faculty of Dentistry**  
dentistry@uwc.ac.za

021 937 3188

**Faculty of Education**  
educundergraduate@uwc.ac.za

021 959 2276

**Faculty of Economic and Management Sciences**  
Fulltime - emsadmin@uwc.ac.za  
Part time - emspart-time@uwc.ac.za

021 959 3164

**Faculty of Natural Sciences**  
science-undergrad@uwc.ac.za

021 959 3426

**Faculty of Law**  
lawundergradenq@uwc.ac.za

021 959 3230

**Centre for Student Support Services (CSSS)**

Community & Health Sciences Building, Main Campus  
2nd Floor

Tel: 021 959 2299

FREE telephonic counselling for all mental health issues and crisis intervention 0800 222 333

Available after 5pm on weekdays and 24 hours during holidays, weekends, and public holidays

Email: [csss@myuwc.ac.za](mailto:csss@myuwc.ac.za)

**Student Accounts (Cash/Card Payments)**

Ground Floor  
Student Administration Building  
Counter 6

Tel: 021 959 2154

Tel: 021 959 3108

Email: [zntshwanti@uwc.ac.za](mailto:zntshwanti@uwc.ac.za)

**Financial Aid**

Office situated at UWC Prefabs behind Student Administration Building

Tel: 021 959 9753

E-mail: [finaid@uwc.ac.za](mailto:finaid@uwc.ac.za)

**Campus Health & Wellness Centre**

Campus Health & Wellness Centre (1st Floor Community Health Science (CHS) Building, next to 'B Block')

Tel: 021 959-2876 / 5

Email: [health@uwc.ac.za](mailto:health@uwc.ac.za)

Facebook: [UWCCampusHealthWellnessCentre](https://www.facebook.com/UWCCampusHealthWellnessCentre)

Twitter: [UWC\\_CHWC](https://twitter.com/UWC_CHWC)

**The Writing Centre**

Ground floor of the Old Arts Building, underneath the Faculty of Arts and Humanities, and opposite the side entrance to B-Block.

Tel: 021-959-2390

**Residential Services (RS)**

Tel: 021 959-2569

Fax: 021 959-2671

Email: [resservices1@uwc.ac.za](mailto:resservices1@uwc.ac.za)





UNIVERSITY *of the*  
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# FIRST YEARS

REGISTRATION & ORIENTATION

# 2024

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