



UNIVERSITY of the
WESTERN CAPE

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UWC**

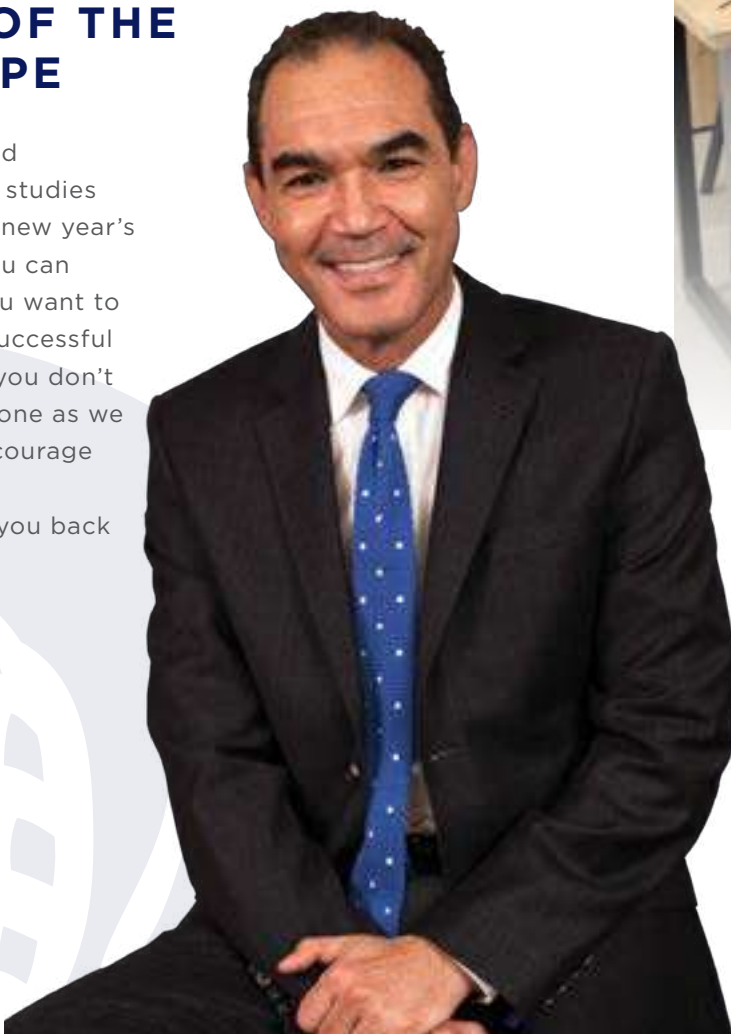
SENIOR STUDENTS REGISTRATION GUIDE 2024



UNIVERSITY OF THE WESTERN CAPE

I hope you have a restful and restorative break from your studies and are ready to tackle the new year's challenges. Set goals so you can keep track of everything you want to achieve and have another successful academic year. Know that you don't have to walk this journey alone as we are here to support and encourage you when you need it. We look forward to having you back on campus.

Professor Tyrone Pretorius
Rector & Vice-Chancellor



SENIOR REGISTRATION GUIDE

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REGISTRATION 2024 OVERVIEW

1

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

ONLINE REGISTRATION OPENS:

- Undergraduate (returning), Honours and PG diploma/certificate - **10 January 2024**
- PhD and Masters (new and returning) - **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 log in details are as follows:**

- **Student Number**
- **SA ID or Passport number**

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



PG1



STEPS TO BECOMING A REGISTERED STUDENT AT UWC

2

STEP 1 CHECK YOUR PROMOTION CODE

In order to register you must have an official final promotion code that allows you to continue as a student in 2024.

00 RESULTS NOT AVAILABLE

Your results are not currently available due to an administrative issue. Please contact your Faculty in this regard.

03 SDA GRANTED/SPECIAL EXAM

You have been approved for an SDA or Special exam. On completion of your exam you will receive either a completed promotion or a failed promotion. On receiving your results you may then proceed to register for 2024 if required to.

04 FAILED (FINAL YEAR)

You have not obtained enough credits to complete your degree but may continue to register for 2024.

05 RE-ADMISSION NOT ALLOWED

You have been academically excluded and need to apply for re-admission to the university. Email correspondence will be sent to you providing the necessary steps.

06 SDA GRANTED/SPECIAL EXAM

You have been approved for an SDA or Special exam. On completion of your exam you will receive either a completed promotion or be academically excluded.

07 PROMOTED

You have obtained enough credits to promote and can complete your registration for 2024.

08 SDA GRANTED/SPECIAL EXAM

You have been approved for an SDA or Special exam. On completion of your exam you will receive either a pass promotion or an academically excluded promotion.

On receiving your results you may then proceed to register for 2024 if required to.

09 FAILED

You have not obtained enough credits to promote to the next level of studies but may continue to register for 2024



STEP 1 CHECK YOUR PROMOTION CODE

10 RESULTS NOT AVAILABLE

Your results are not currently available due to an administrative issue. Please contact your Faculty in this regard.

11 NOT PROMOTED: NON-DEGREE PURPOSE/CE COURSE

You have not obtained enough credits to promote /complete a non-degree course or CE Programme to the next level of studies but can continue to register for 2024.

13 DO PROMOTION MANUALLY

Your promotion is incomplete and you must contact your faculty in this regard.

14 PROMOTED: (PART-TIME)

You have obtained enough credits (Part-time) to promote and can complete your registration for 2024.

15 NOT PROMOTED: (PART-TIME)

You have not obtained enough credits to promote (Part-time) to the next level of studies but can continue to register for 2024.

16 SPECIAL ASSESSMENT GRANTED: MEDICAL

You have been approved for a Medical exam. On completion of your exam and receiving your results you may then proceed to register for 2024.

17 SUSPENDED

You have been suspended from the University

20 REFUSED ACADEMICALLY/CAN REGISTER

You have been refused academically but have now been cleared and you can continue your registration for 2024.

21 MAY PROCEED WITH STUDIES

You may proceed to register for 2024.

26 SUP EXAM COMPLETED/FAIL

You qualify for a supplementary exam and based on the outcome you will either complete your degree or get a fail promotion.

27 SUP EXAM COMPLETED/FAIL

You qualify for a supplementary exam and based on the outcome you will either complete your degree or fail Promotion.



PG3

PG2

STEP 1 CHECK YOUR PROMOTION CODE

28 PROMOTED IF SUCCESSFUL IN SD

You will promote if successful in your SD Examination.

29 DC PENDING - RESULTS WITHHELD

You have a DC pending and will not be able to register in 2024 until an outcome has been received of your pending DC Case.

30 SPECIAL ASSESSMENT GRANTED: NON MEDICAL

You have been approved for a special assessment (Non-Medical) and may proceed to register for 2024 once an outcome has been received.

31 MODULE UNDER MODERATION

Your modules has been sent for external moderation.

32 THESIS SUBMITTED FOR EXAMINATION

Your thesis has been submitted for examination and you are not required to register in 2024.

34 LEAVE OF ABSENCE GRANTED

You have been approved a leave of absence in 2024.

35 MAY PROCEED WITH STUDIES: EXTENSION GRANTED

Your study extension has been approved and you may continue to register for 2024.

36 MAY NOT PROCEED: NO RESEARCH TOPIC APPROVED

You may not register for 2024 as there is no research topic that has been approved. Please contact your Faculty in this regard.

37 MAY NOT PROCEED: SUBMIT COMPLETION PLAN

You may not register for 2024 as no completion plan has been submitted. Please contact your faculty in this regard.

40 MAY PROCEED WITH STUDIES:

Final Extension Granted.



STEP 2 GET FINANCIALLY CLEARED

Student 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

Proof of EFT/online payments to be uploaded to the Student Credit Management portal on [Student Credit Management portal](#)

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: “mail to: scm@uwc.ac.za”

NSFAS FUNDED STUDENTS

- Students funded by NSFAS will be facilitated via the Financial Aid Office 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 a SMS confirming clearance and to proceed to register
- All NSFAS funding queries to finaid@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
- 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 a SMS confirming clearance and to proceed to register
- All bursary and funding queries to finaid@uwc.ac.za



STEP 3 REGISTER ONLINE

REGISTRATION DATES

REGISTRATION OPENS ONLINE FROM WEDNESDAY, 10 JAN - FRIDAY, 09 FEB 2024.

Students who have an official final promotion code as of 10 January 2024 that allows them to continue as a student in 2024 and not awaiting on SDA must register by no later than 9 February 2024. Please consult with your Faculty for any promotion queries. We encourage all students to register online self-registration (student@uwc.ac.za) or you may contact your Faculty directly to determine if they will be providing assisted registration. Before you begin your academic year at UWC, you will need to complete your registration with the University.

Students participating in or SDAs may register from the moment a final promotion is done and must register by no later than 9 February 2024. No late registration will be allowed unless permission is obtained from the Faculty directly.

How to Register online:

- Log-on to the Student Portal (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 curriculum advising option below)

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.



SUBMIT YOUR COMPULSORY DOCUMENTS

Kindly note that you will need the following for registration purposes:

SOUTH AFRICAN STUDENTS

1. Application for exemption and proof of payment (only if applicable)

For more information contact exemptions@uwc.ac.za

INTERNATIONAL STUDENTS

1. A certified copy of your Study Permit
2. Proof of medical cover (SA Medical cover only)

For more information around these and other matters pertaining to International Students Services Office website:

<https://www.uwc.ac.za/study/academic-administration/registration> or contact

International Students Services Office

Tel: +27 (21) 959 2115

Email: isso@uwc.ac.za

Office situated at Student Administration Building,
2nd floor, West Wing



FINANCIAL MATTERS 3

3.1 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 but financially needy students who wish to study at one of South Africa's public higher education institutions. Consult Nsfas website for information on the online NSFAS application process at 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, on the below 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

Office situated at UWC Prefabs behind Student Administration Building

Operating Hours

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

3.2 STUDENT FINANCES

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

- Tuition fees
- Text books and Stationary
- Residence Fees (where accommodation is applicable)
- Personal Expenses
- Meals/food (where applicable)
- Traveling (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 will be charged accordingly.

To calculate an estimation of what your modules will cost you visit the university website (www.uwc.ac.za) 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 comprises of 3 operational areas which are:

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

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.



3.3 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

3.4 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 or want to make payment arrangements for outstanding debt are required to visit the Student Portal Management Portal. <https://studentdebt.uwc.ac.za/>

Contact Details

3rd Floor, Student Centre, UWC Main Campus, Robert Sobukwe Road, Bellville
Tel: + 27 21 959 3558
Email: scm@uwc.ac.za

3.5 CASH OFFICE (CASH/CARD PAYMENTS)

At the cashiers (Counter 1-3)
Ground Floor - Administration Building Main Campus
Office hours - 8h20-16h30
Contact Number - +27 21 959 3107

3.6 PAYMENT METHODS

All payments must be made payable to the “University of the Western Cape”.

Fees may be paid using the following methods:

- Cash, debit card, credit card or cheque at our Cashiers on the Ground Floor West Wing building
- Electronic Funds Transfer (EFT)
- Credit card payment will be accepted – online at www.uwc.ac.za
- Postal order or foreign drafts using the account details given below

Bank: ABSA Bank
Name of Account: UWC Student Deposits
Branch: Public Sector Western Cape
Address: 1st Floor, Tygerpark 4, Willie Van Schoor Drive, Bellville, 7530
Account No: 40 4960 4740
Branch Code: 632005
Swift Code: ABSAZAJJ

SOUTH AFRICAN STUDENTS

Deposit Reference: Student No, Surname and Names (e.g. 2000001, Brown, Peter John)

INTERNATIONAL STUDENTS

Reference / Remittance: Complete in Field 70 Purpose of Payment, Student No. Surname and Names (e.g. 2000001, Brown, Peter John)



PLEASE NOTE

1. Payments may take up to 2 business days for local and 7 business days for international 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 or 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

The following categories of Students will be assisted for financial clearance:

1. Students with outstanding fees from previous years
2. Students with no fees outstanding from previous years but require clearance:
 - Masters, PHD and Doctoral students that are re-enrolling
 - Staff Rebates
 - International students requiring clearances for un-cleared deposits or if their fees are below the minimum fixed rate as set on SASI
 - Full cost and Partial Corporate bursaries sourced by students themselves
 - Bursaries and or funding administered by departments and Faculties
 - Bursaries and or funding administered by the Post Grad Office
 - Nsfas funded students via Financial Aid
 - Bursaries and or funding administered by Financial Aid

4.1 PRE-REQUISITE AND PROCEDURES FOR FINANCIAL CLEARANCE

4.1.1 STUDENTS WITH UPFRONT FEES AND OUTSTANDING BALANCES FROM PREVIOUS YEARS

- **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: +27 21 959 3558

Email a consultant: scm@uwc.ac.za

4.1.2 INTERNATIONAL STUDENTS

a) International students - Non African Residents

International Non-African Residents pay the full fees stipulated in the Schedule of Fees Book. Fees are charged at international rates. All fees are paid up-front.

b) International Students - African Residents

International African Resident' fees are charged at local rates and pay the full fees upfront prior to registration.

c) Refugee Status and Asylum Seekers

International African Resident' with refugee or asylum status, fees are charged at local rates and pay the full fees upfront prior to registration.

4.1.3 NON ARREARS STUDENTS

Should pay the required upfront payment via EFT or via the online card payment link.

4.1.4 ARREAR STUDENTS

- **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: +27 21 959 3558

Email a consultant: scm@uwc.ac.za

4.1.5 STUDENTS WITH NO FEES OUTSTANDING FROM PREVIOUS YEARS BUT REQUIRE CLEARANCE WHERE THE STUDENT WILL NOT BE REQUIRING UNIVERSITY ACCOMMODATION

- **Masters, PHD and Doctoral re-enrolment**

Students may request clearance at Student Credit Management via the following hubs:

Student Credit Management Portal: <https://studentdebt.uwc.ac.za/>

Call Centre: +27 21 959 3558

Email a consultant: scm@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:

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

• Full cost and Partial Corporate bursaries

- Students with full cost bursaries and partial funding must have their bursaries vetted by the Financial Aid Office.
- All bursary letters must have the stamp and signature from Financial Aid indicating that the bursary has been vetted and recorded on the Financial Aid system

Debit Order Document <http://tinyurl.com/o36mfap>

PERSAL Document <http://tinyurl.com/o36mfap>

STUDENTS APPROVED NY NSFAS FOR FUNDING

- * Students funded by NSFAS will be facilitated via the Financial Aid Office finaid@uwc.ac.za
- * Once approved Student Credit Management will provide clearance and students will receive a SMS confirming clearance and to proceed to register

The Residential Service Department allocates and manages accommodation in university residences. With the new residence that will open in 2024, our capacity has now increased to 5800 bed spaces on average.

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 on the Residence calendar. Dance, drama and inter-residence debating competitions are some of the other activities which are also established.

Contact Details

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

Fax: +27 (21) 959 2671

Email: resservices2@uwc.ac.za
resservices1@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

Contact Details

Tel: +27 (21) 959 9500

Fax: +27 (21) 959 9501

Email: kovacs@uwc.ac.za



SUPPORT SERVICES 6

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.

Contact Details

24/7 COUNSELING HELPLINE 0800 222 333

Email: 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.

OPERATING HOURS

	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.

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 2875/6



6.3 OFFICE FOR STUDENTS 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

For strictly confidential matters, please connect directly with Mrs. Verushka Daniels,
Manager: Office for Students with Disabilities

Email: vdaniels@uwc.ac.za

Tel: +27 (21) 959 4170



OUR CAMPUS

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Faculty of Community
& Health Sciences

Faculty of Dentistry
(Off Campus Tygerberg Hospital)

Faculty of Law

Student Admin

Main Hall

Faculty of Economic &
Management Sciences

Faculty of Education

Faculty of Arts
and Humanities

Faculty of Natural
Sciences



REBATES

8

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 must be paid prior to submitting the rebate form to SCM for processing the financial clearance.
- 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 INFORMATION

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Physical Address

University of the Western Cape
Robert Sobukwe Rd
Bellville
7535

Postal Address

University of the Western Cape
Private Bag x17
Bellville
7535

FACULTY HELPDESK CONTACTS

Faculty of Arts and Humanities

021 959 2152

Undergraduate – arts@uwc.ac.za

Faculty of Community and Health Sciences

021 959 2852

chshelpdesk@uwc.ac.za

Faculty of Dentistry

021 937 3188

dentistry@uwc.ac.za

Faculty of Education

021 959 2276

Undergraduate – educundergraduate@uwc.ac.za

Faculty of Economic and Management Sciences

021 959 3164

Full-time: emsadmin@uwc.ac.za

Part-time: emspart-time@uwc.ac.za

Faculty of Law

021 959 3230

Undergraduate – lawundergradenq@uwc.ac.za

Faculty of Natural Science

021 959 3426

Undergraduate – science-undergrad@uwc.ac.za