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## Finance Policy: Note and Membership Fees

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy organises the levy of note and membership fees on student accounts
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	2009/05/04
<b>Date of Implementation:</b>	2009/05/04
<b>Date of Next Revision:</b>	As required
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Levy of Not Fees, Levy of Membership Fees, Student Accounts
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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<sup>1</sup> Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

## 4.4

**NOTE AND MEMBERSHIP FEES****Policy Number: 020A/06/04****Scope: The policy organises the levy of note and membership fees on student accounts.****Policy:**

Departments must budget annually for note fees on the prescribed lists provided by the Student Fees Division. These budgets must be submitted to the Student Fees Division before 30 November of the preceding year.

These funds are transferred to the Departments' respective N cost points (e.g. cost point xxxxN) via the Student Fees Division (after they have been levied to the student accounts) for use. This journal is usually run at the end of the March, on completion of the student registration.

**NB:** It is extremely important that these N cost points not be over- or under-budget, as they are not supposed to display a credit or debit balance at year end. Consequently, the tariff per copy should be considered carefully when the budget for notes is drawn up.

Since this is a real-time levy, it is important to note that no late budget requests will be accepted.

Other fees that are directly levied to the student account, e.g. membership fees, laboratory fees and travelling expenses, are journalised once a month to the relevant cost points (CP + ACC 5599).

This journal runs only on the first working day of the new month. It therefore implies that, although levies are already displayed on a student account by the 5<sup>th</sup> of a month, for example, the payment to the respective cost points will only taking place on the first working day of the next month.

**Contact Division:**  
Student Fees