TSHWANE UNIVERSITY OF TECHNOLOGY

**TARIFF LIST FOR 2014**

| **ITEM**  **NUMBER** | **DESCRIPTION** | **PAGE**  **NUMBER** |
| --- | --- | --- |
|  |  |  |
| 1 | **REMUNERATION** | 1 |
|  |  |  |
| 1.1 | First and Assistant Examiners | 1 |
|  |  |  |
| 1.2 | Internal Moderators | 1 |
|  |  |  |
| 1.3 | External Moderators | 1 |
|  |  |  |
| 1.4 | Continuous Assessment | 1 |
|  |  |  |
| 1.5 | Dissertations and Projects | 1 |
|  |  |  |
| 1.6 | Post Graduate Studies | 1 |
|  |  |  |
| 1.6.1 | Doctoral Thesis | 1 |
|  |  |  |
| 1.6.2 | Dissertation | 1 |
|  |  |  |
| 1.6.3 | Mini Dissertation | 1 |
|  |  |  |
| 1.6.4 | Publication of DHET Accredited & Subsidized journal | 1 |
|  |  |  |
| 1.7 | Invigilators | 2 |
|  |  |  |
| 1.7.1 | External examination invigilators | 2 |
|  |  |  |
| 1.7.2 | External test invigilators | 2 |
|  |  |  |
| 1.8 | Part-time/temporary remuneration | 2 |
|  |  |  |
| 1.8.1 | Student Assistants | 2 |
|  |  |  |
| 1.9 | Overtime – ORDINARY WEEKDAY | 2 |
|  |  |  |
| 1.10 | Stand-by allowance | 2 |
|  |  |  |
| 1.11 | Toppieshoek – Training staff | 2 |
|  |  |  |
| 1.12 | TEMPORARY ACCOMMODATION AND RELOCATION EXPENSES | 2 |
|  |  |  |
| **2** | **TRAVEL AND SUBSISTENCE (S&T)** | 3 |
|  |  |  |
| 2.1 | Tariff per kilometer for private vehicles and TUT transport | 3 |
|  |  |  |
| 2.1.1 | Standard Distances | 3 |
|  |  |  |
| 2.1.2 | Fleet tariff | 3 |
|  |  |  |
| 2.1.3 | Private Tariff | 3 |
|  |  |  |
| 2.2 | Domestic overnight allowance | 3 |
|  |  |  |
| 2.2.1 | Use of private transport in place of air ticket | 3 |
|  |  |  |
| 2.3 | International Subsistence | 4 |
|  |  |  |
| 2.3.1 | SADC Countries | 4 |
|  |  |  |
| 2.4 | Cell Phone Allowance | 4 |
|  |  |  |
| 2.5 | Entertainment Costs | 4 |
|  |  |  |
| 2.5.1 | Year-end Functions | 4 |
|  |  |  |
| 2.5.2 | Farewell Functions | 4 |
|  |  |  |
| 2.5.3 | Personal related costs | 4 |
|  |  |  |
| **3** | **STUDENT and PERSONNEL FEES** | 4 |
|  |  |  |
| 3.1 | Application fees | 4 |
|  |  |  |
| 3.2 | Fees payable on registration | 4 |
|  |  |  |
| 3.2.1 | Late registration | 4 |
|  |  |  |
| 3.2.2 | Re-registration fee for Research Based Masters & Doctorate | 4 |
|  |  |  |
| 3.2.3 | Electronic Resources Centre - ERC | 4 |
|  |  |  |
| 3.2.4 | Student Extracurricular Fees | 5 |
|  |  |  |
| 3.2.5 | International Students | 5 |
|  |  |  |
| 3.2.6 | Initial Payment on Registration | 5 |
|  |  |  |
| 3.3 | Credit for discontinuation | 5 |
|  |  |  |
| 3.3.1 | First semester subjects | 5 |
|  |  |  |
| 3.3.2 | Second semester subjects | 5 |
|  |  |  |
| 3.3.3 | Year subjects | 5 |
|  |  |  |
| 3.3.4 | Postgraduate and experiential learning | 5 |
|  |  |  |
| 3.4 | Registration fees paid by staff | 5 |
|  |  |  |
| 3.5 | Tuition fees | 5 |
|  |  |  |
| 3.6 | Residence fees | 6 |
|  |  |  |
| 3.6.1 | Initial payment before Residence Registration | 6 |
|  |  |  |
| 3.6.2 | Meal card | 6 |
|  |  |  |
| 3.6.3 | Residence Fees | 6/7 |
|  |  |  |
| 3.7 | Flats and Guest Houses | 7/8/9 |
|  |  |  |
| 3.8 | Examination fees payable by students | 9 |
|  |  |  |
| 3.9 | Miscellaneous administrative fees | 10 |
|  |  |  |
| 3.10 | Training tariffs: Toppieshoek, LABS and mobile units | 10 |
|  |  |  |
| 3.11 | Campus Clinic | 11 |
|  |  |  |
| 3.12 | Transport Fees | 11 |
|  |  |  |
| **4** | **Publication & Design Services** | 11 |
|  |  |  |
| 4.1 | Internal Publications | 11 |
|  |  |  |
| 4.1.2 | A4 Photocopies | 11 |
|  |  |  |
| 4.1.3 | A3 Photocopies | 11 |
|  |  |  |
| 4.1.4 | Colour copies | 11 |
|  |  |  |
| 4.1.5 | Lamination | 11 |
|  |  |  |
| 4.1.6 | Ring binding | 11 |
|  |  |  |
| 4.1.7 | Business Cards | 12 |
|  |  |  |
| 4.1.8 | Colour Posters | 12 |
|  |  |  |
| **5** | **Rentals** | 12 |
|  |  |  |
| 5.1 | Rent for facilities | 12 |
|  |  |  |
| 5.1.1 | Outside organizations | 12/13 |
|  |  |  |
| 5.1.2 | Staff/Students (for private use) | 14 |
|  |  |  |
| 5.1.3 | Departments/Divisions/Students | 14 |
|  |  |  |
| 5.1.4 | Audiovisual Equipment hiring | 15 |
|  |  |  |
| 5.2 | teaching and learning with technology (tlt) | 16 |
|  |  |  |
| 5.2.1 | Audio & Video conference venues | 16 |
|  |  |  |
| 5.2.2 | Audio & Video Production | 17 |
|  |  |  |
| 5.3 | housing staff | 17 |
|  |  |  |
| 5.4 | parking | 17 |
|  |  |  |
| 5.5 | telephone costs | 17 |
|  |  |  |
| 5.6 | rent for sport fields and courses | 17 |
|  |  |  |
| 5.6.1 | Pretoria Campus | 17 |
|  |  |  |
| 5.6.2 | Clubhouses for TUT sports events | 18 |
|  |  |  |
| 5.6.3 | Soshanguve Campus | 18 |
|  |  |  |
| 5.6.4 | Ga-Rankuwa Campus | 19 |
|  |  |  |
| 5.6.5 | nelspruit Campus | 19 |
|  |  |  |
| 5.6.6 | eMalahleni Campus | 19 |
|  |  |  |
| 5.7 | Rent for facilities and training service at Toppieshoek | 20 |
|  |  |  |
| 5.7.1 | Accommodation | 20 |
|  |  |  |
| 5.7.2 | Day visitors | 20 |
|  |  |  |
| 6 | **DECORATIONS** | 20 |
|  |  |  |
| 6.1 | Office plants | 20 |
|  |  |  |
| 6.2 | Decorations outside Pretoria Campus | 20 |
|  |  |  |
| 6.3 | Functions | 21 |
|  |  |  |
| **7** | TENDER DOCUMENTS | 21 |
|  |  |  |
| **8** | POSTAL SERVICES | 21 |
|  |  |  |
| 8.1 | Regular Mail | 21 |
|  |  |  |
| 8.2 | Registered Mail | 21 |
|  |  |  |
| 8.3 | Courier Services | 21 |
|  |  |  |
| 8.4 | Folding & inserting | 21 |
|  |  |  |
| 9 | LIBRARY MEMBERSHIP FEES | 21 |
|  |  |  |
| 9.1 | Institutional members | 21 |
|  |  |  |
| 9.2 | External members | 21/22/23/24 |
|  |  |  |

#### TARIFF LIST FOR 2014

# REMUNERATION AND ALLOWANCES PAID BY TSHWANE UNIVERSITY OF TECHNOLOGY

|  |  | **PER** | **TARIFF**  **2013** | **Tariff**  **2014** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 1. | **REMUNERATION** |  |  |  |
|  |  |  |  |  |
| 1.1 | FIRST AND ASSISTANT EXAMINERS  (non- scheduled examination) |  |  |  |
|  | Drafting and translation of question paper | paper | 874.00 | 931.00 |
|  | Marking of examination scripts | script | 38.00 | 40.00 |
|  | Oral and practical | hour | 310.00 | 330.00 |
|  |  |  |  |  |
| 1.2 | INTERNAL MODERATORS  (non-scheduled examination) |  |  |  |
|  | Moderating of question paper | paper | 282.00 | 300.00 |
|  | Moderation of scripts | script | 38.00 | 40.00 |
|  | Oral and practical | hour | 310.00 | 330.00 |
|  |  |  |  |  |
| 1.3 | EXTERNAL MODERATORS |  |  |  |
|  | Moderating of question paper | paper | 484.00 | 515.00 |
|  | Moderating of sample scripts | script | 38.00 | 40.00 |
|  | Oral and practical | hour | 310.00 | 330.00 |
|  |  |  |  |  |
| 1.4 | Continuous ASSESMENT |  |  |  |
|  | Moderating of question paper | ½ hour | 80.66 | 85.90 |
|  | Moderating of sample scripts | ½ hour | 6.33 | 6.74 |
|  | The above tariffs apply for drafting, translation and moderating of question papers, the marking of scripts, projects, or hourly tariffs in case of oral exams or practical continuous evaluation.  Academic departments will be responsible for the budget and remuneration off all Continuous Assessment subjects. |  |  |  |
| 1.5 | Dissertations and Projects  Dissertation: B Tech (for examiner & moderator) | Dissertation  maximum | 340.00  2,682.00 | 362.00  2,856.00 |
|  | Project/Paper – B Tech (for examiner & moderator) | Project/  paper  Maximum | 340.00  2,682.00 | 362.00  2,856.00 |
| 1.6 | POSTGRADUATE STUDIES –External Supervisors |  |  |  |
|  |  |  |  |  |
| 1.6.1 | Doctoral Thesis: |  |  |  |
|  | External Supervisor |  | 21,000.00 | 22,365.00 |
|  | External Co-supervisor |  | 12,500.00 | 13,312.50 |
|  | (One of the above must be from TUT, without remuneration ) |  |  |  |
|  |  |  |  |  |
| 1.6.2 | Dissertation: |  |  |  |
|  | External Supervisor |  | 12,500.00 | 13,312.50 |
|  | External Co-supervisor |  | 7,300.00 | 7,774.50 |
|  | (One of the above must be from TUT, without remuneration) |  |  |  |
|  |  |  |  |  |
| 1.6.3 | Mini Dissertation: |  |  |  |
|  | External Supervisor |  | 7,300.00 | 7,774.50 |
|  | External Co-Supervisor |  | 4,500.00 | 4,792.50 |
|  |  |  |  |  |
| 1.6.4 | Publication of DHET Accredited and Subsidized journal: (External Authors) |  |  |  |
|  | Single author | 1 Subsidized credit & payment | 16,000.00 | 17,040.00 |
|  | Multiple authors paid according to their proportion of the subsidy credit. No remuneration for conference papers and books or book chapters. |  |  |  |
|  |  |  |  |  |
| 1.7 | INVIGILATORS |  |  |  |
|  |  |  |  |  |
| 1.7.1 | External examination invigilators: |  |  |  |
|  | Main/chief invigilator (only applicable |  |  |  |
|  | when there is 100+ students in venue | hour | 91.00 | 97.00 |
|  | Other invigilators | hour | 72.00 | 77.00 |
|  | Control invigilators | hour | 85.00 | 91.00 |
|  | Security invigilators | hour | 54.00 | 58.00 |
|  |  |  |  |  |
|  | Regional Assessment Coordinators |  |  |  |
|  | (Distant Venues) | hour | 133.00 | 142.00 |
|  | Main/chief Assessment Coordinators |  |  |  |
|  | (Distant Venues) | hour | 110.00 | 117.00 |
|  | Assessment Coordinators |  |  |  |
|  | (Distant Venues) | hour | 91.00 | 97.00 |
|  |  |  |  |  |
| 1.7.2 | External test invigilators: |  |  |  |
|  | 1 hour session | session | 147.00 | 157.00 |
|  | 2 hour session | session | 180.00 | 192.00 |
|  | 3 hour session | session | 206.00 | 219.00 |
|  | 4 hour session | session | 231.00 | 246.00 |
|  | 5 hour session | session | 263.00 | 280.00 |
|  | 6 hour session | session | 291.00 | 310.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1.8 | PART-TIME/TEMPORARY REMUNERATION |  |  |  |
|  | Pre-diploma | hour | Refer to HR | Refer to HR |
|  | Post-diploma | hour | Refer to HR | Refer to HR |
|  |  |  |  |  |
| 1.8.1 | Student Assistants: |  |  |  |
|  | Learner | hour | Refer to HR | Refer to HR |
|  | First year | hour | Refer to HR | Refer to HR |
|  | Second year | hour | Refer to HR | Refer to HR |
|  | Third year | hour | Refer to HR | Refer to HR |
|  | Fourth year and higher | hour | Refer to HR | Refer to HR |
|  |  |  |  |  |
|  |  |  |  |  |
| 1.9 | OVERTIME - Ordinary weekday | wage/hour | 1½ | 1½ |
|  | Sunday | wage/hour | 2.00 | 2.00 |
|  | Public holiday | wage/hour | 2.00 | 2.00 |
|  |  |  |  |  |
|  |  |  | | |
|  |  |  |  |  |
| 1.10 | STAND-BY ALLOWANCE |  |  |  |
|  | Staff of Logistical Services and Technical Services | month | Refer to HR | Refer to HR |
|  | Shift allowance, staff of Campus Control | month | Refer to HR | Refer to HR |
|  |  |  |  |  |
| 1.11 | TOPPIESHOEK, TRAINING STAFF |  |  |  |
|  | Training facilitator – external | hour | 400.00 | 440.00 |
|  | Instructors – external | hour | 70.00 | 75.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1.12 | TEMPORARY ACCOMODATION AND RELOCATION EXPENSES |  |  |  |
|  | Temporary accommodation: National appointees (maximum period of 3 months) |  | Refer to HR | Refer to HR |
|  |  |  |  |  |
|  | Temporary accommodation: International expenses (maximum period of 3 months) |  | Refer to HR | Refer to HR |
|  | Relocation costs: National appointees |  | Refer to HR | Refer to HR |
|  | Relocation costs: International appointees |  | Refer to HR | Refer to HR |
|  |  |  |  |  |
| 2. | **TRAVEL AND SUBSISTENCE (S&T)** |  |  |  |
|  | Subject to change as prescribed by SARS |  |  |  |
| 2.1 | TARIFF PER KILOMETRE FOR USE OF PRIVATE VEHICLES AND TUT TRANSPORT |  |  |  |
| 2.1.1 | Standard Distances: |  |  |  |
|  | Pretoria – Soshanguve | 36km |  |  |
|  | Pretoria – Ga-Rankuwa | 34km |  |  |
|  | Pretoria – eMalahleni | 127km |  |  |
|  | Pretoria – Nelspruit | 344km |  |  |
|  | Pretoria – Polokwane | 289km |  |  |
|  | Soshanguve – Ga-Rankuwa | 15km |  |  |
|  | eMalahleni – Nelspruit | 232km |  |  |
|  | Nelspruit – Polokwane | 320km |  |  |
|  | Polokwane – Soshanguve | 299km |  |  |
|  | Nelspruit – Soshanguve | 380km |  |  |
|  | Nelspruit – Ga-Rankuwa | 378km |  |  |
| 2.1.2 | Fleet Tariff |  |  |  |
|  | All fleet vehicles: | km | 3.24 |  |
|  | Sedans | km |  | 4.00 |
|  | LDV’s | km |  | 4.00 |
|  | Combi’s | km |  | 7.00 |
|  | Trucks (above 7x ton) | km |  | 13.00 |
|  | Midi-busses (4x ton) | km |  | 8.00 |
|  |  |  |  |  |
|  | Busses | km | 12.00 | 13.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| 2.1.3 | Private Tariff – All vehicles as from  **1 March 2013 – 28 Febr 2014.** | Km | 3.24 | 3.24 |
|  |  |  |  |  |
|  |  |  |  |  |
| 2.2 | DOMESTIC OVERNIGHT ALLOWANCE (without substantiation) SARS regulations  **1 March 2013 –**  **28 Febr 2014.** |  |  |  |
|  | All staff – meals & incidental costs | per night | 319.00 | 319.00 |
|  | All staff – incidental costs | per night | 98.00 | 98.00 |
|  | **Note:** If meals are provided, you are allowed to claim **R98.00** for incidental costs only, as from **1 March 2013 –**  **28 Febr 2014.** |  |  |  |
|  |  |  |  |  |
|  | Student overnight allowance | per night | 150.00 | 150.00 |
|  |  |  |  |  |
| 2.2.1 | Use of Private Transport in place of Air Ticket |  |  |  |
|  | Equivalent of airfare as determined by nominated Travel Agency. This amount will be allowed as an allowance for use of own transport and is taxable and paid by salaries. Staff should not be permitted to claim per kilometer for the use of public transport. |  |  |  |
|  |  |  |  |  |
| 2.3 | INTERNATIONAL SUBSISTANCE |  |  |  |
|  | All expenses paid, **as from 1 March 2013 – 28 Febr 2014.** |  | 255(dollar) | 255(dollar) |
| 2.3.1 | SADC countries not included:  Angola, Botswana, DRC, Lesotho,  Malawi, Mauritius, Namibia, Mozambique, Swaziland, Tanzania, Zambia, Zimbabwe & Seychelles |  |  |  |
|  | Overnight allowance is payable for incidental expenses without supporting documentation as from 1 August 2008.  All other expenses must then be paid by the  Creditors Department:  Conference fees  Air & land travel  Accommodation –including breakfast  Deans should manage the travel claims of their staff. | Per night | 95(dollar) | 95(dollar) |
|  |  |  |  |  |
| 2.4 | CELL PHONE ALLOWANCE |  |  |  |
|  | Category A |  | Refer to ICT Services | Refer to ICT Services |
|  | Category B |  | Refer to ICT Services | Refer to ICT Services |
|  | Category C |  | Refer to ICT Services | Refer to ICT Services |
|  | Category D |  | Refer to ICT Services | Refer to ICT Services |
|  | Category E |  | Refer to ICT Services | Refer to ICT Services |
|  | Category F |  | Refer to ICT Services | Refer to ICT Services |
|  |  |  |  |  |
| 2.5 | ENTERTAINMENT COSTS – refer FINPOL020 |  |  |  |
|  |  |  |  |  |
| 2.5.1 | Year End Functions  (One function per year) | Per person | 250.00 | 250.00 |
|  |  |  |  |  |
| 2.5.2 | Farewell Functions | Per person | 250.00 | 250.00 |
|  | Farewell Gift (no vouchers) | Per person | 650.00 | 650.00 |
|  |  |  |  |  |
| 2.5.3 | Personal related costs | Per person | 300.00 | 300.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| **3.** | **STUDENT and PERSONNEL FEES** |  |  |  |
|  |  |  |  |  |
| 3.1 | APPLICATION FEES |  |  |  |
|  | Fee payable on application for admission | application | 220.00 | 220.00 |
|  |  |  |  |  |
| 3.2 | FEES PAYABLE ON REGISTRATION |  |  |  |
|  | Registration fee for direct registration costs |  | 239.00 | 260.00 |
|  |  |  |  |  |
| 3.2.1 | Late Registration | course | 278.00 | 302.00 |
|  |  |  |  |  |
| 3.2.2 | Re-registration fee for research based Masters & Doctorate |  | 556.00 | 605.00 |
|  |  |  |  |  |
| 3.2.3 | Electronic Resources Centre (ERC) |  | 186.00 | 196.00 |
|  |  |  |  |  |
| 3.2.4 | Student Extracurricular Fees:  Insurance cover, SRC levy, HIV &  AIDS activities, SLG activities, Sports & Recreation activities, Net Care 911 | Annual fee to be paid together with registration fee | 400.00 | 450.00 |
|  |  |  |  |  |
| 3.2.5 | International Students |  | 1,400.00 | 1,500.00 |
|  |  |  |  |  |
| 3.2.6 | Initial Payment on Registration |  |  |  |
|  | First-year students: |  | 1,500.00 | 1,500.00 |
|  | -Confirmation deposit |  | 500.00 | 500.00 |
|  | -Initial payment at registration |  | 1,000.00 | 1,000.00 |
|  |  |  |  |  |
|  | Senior students | registration | 1,500.00 | 1,500.00 |
|  | Post Graduate Studies | registration | 1,500.00 | 1,500.00 |
|  | Re-send study material per parcel |  | 230.00 | 250.00 |
|  | Re-issue (collect) per parcel |  | 142.00 | 154.00 |
|  |  |  |  |  |
| 3.3 | CREDIT FOR DISCONTINUATION |  |  |  |
|  | All students including Distance Education |  |  |  |
| 3.3.1 | First Semester Subjects |  |  |  |
|  | Non-registered students (newcomer students)  (confirmation deposit) |  | 1,500.00  Forfeits R220 if he/she does not turn up | 1,500.00  Forfeits R220 if he/she does not turn up |
|  | Discontinues on or before | 17 February | 100% credit  Forfeits R220 | 100% credit  Forfeits R220 |
|  | Discontinues between | 17 Feb. –  14 March | Liable for 60% of tuition fees | Liable for 60% of tuition fees |
|  | Discontinues after | 17 March | 100% payable | 100% payable |
|  |  |  |  |  |
| 3.3.2 | Second Semester Subjects Registered students |  | R1,500.00  Forfeits R220 if he/she does not turn up | R1,500.00  Forfeits R220 if he/she does not turn up |
|  | Discontinues on or before | 18 August | 100% credit  Forfeits R220 | 100% credit  Forfeits R220 |
|  | Discontinues between | 18 Aug. –  12 Sept. | Liable for 60% of tuition fees | Liable for 60% of tuition fees |
|  | Discontinues after | 15 September | 100% payable | 100% payable |
|  |  |  |  |  |
| 3.3.3 | Year Subjects |  |  |  |
|  | Non-Registered Students  (Newcomer students) (Confirmation deposit) |  | R1,500.00  Forfeits R220 if he/she does not turn up | R1,500.00  Forfeits R220 if  he/she does not turn  up |
|  | Discontinues on or before | 17 February | 100 credit  Forfeits R220 | 100 credit  Forfeits R220 |
|  | Discontinues between | 17 Feb. –  31 March | Liable for 30% of tuition fees | Liable for 30% of  tuition fees |
|  | Discontinues between | 1 April –  31 July | Liable for 50% of tuition fees | Liable for 50% of  tuition fees |
|  | Discontinues after | 1 August | Liable for 100% of tuition fees | Liable for 100% of tuition fees |
| 3.3.4 | Postgraduate and Experiential Learning |  |  |  |
|  | No credit for discontinuation – handled according to merit |  |  |  |
|  |  |  |  |  |
| 3.4 | REGISTRATION FEE PAYABLE BY STAFF AND DEPENDENTS | year | 500.00 | 500.00 |
|  |  |  |  |  |
| 3.5 | TUITION FEES |  |  |  |
|  | Consult the tariff list of the faculty concerned |  |  |  |
|  | Interest payable on arrears are calculated at | year | Prime rate minus  1% | Prime rate minus  1% |
| 3.6 | RESIDENCE FEES |  |  |  |
| 3.6.1 | Initial payment before Residence registration |  | 1,200.00 | 1,200.00 |
|  |  |  |  |  |
| 3.6.2 | Meal Card (RCL System) Compulsory for first years |  | 150.00 | On Edulaon meal system |
|  |  |  |  |  |
| 3.6.3 | Residence Fees |  |  |  |
|  |  |  |  |  |
|  | **Pretoria Campus:** |  |  |  |
|  |  |  |  |  |
|  | **Astra Female Residence:** |  |  |  |
|  | Single room | Year | 13,430.00 | 14,640.00 |
|  | Double room | Year | 13,180.00 | 14,370.00 |
|  | **Denise Female Residence:** |  |  |  |
|  | Single room | Year | 13,430.00 | 14,640.00 |
|  | Double room | Year | 13,180.00 | 14,370.00 |
|  | **Heidehof Female Residence:** | Year | 12,990.00 | 14,170.00 |
|  | **Kollegehof Mixed Residence:** |  |  |  |
|  | Single room | Year | 13,430.00 | 14,640.00 |
|  | Double room | Year | 13,180.00 | 14,370.00 |
|  | **Legae Mixed Residence:** |  |  |  |
|  | Single room | Year | 14,130.00 | 15,410.00 |
|  | Double room | Year | 13,930.00 | 15,190.00 |
|  | **Lezard Male:** |  |  |  |
|  | Single room | Year | 14,330.00 | 15,620.00 |
|  | Double room | Year | 14,130.00 | 15,410.00 |
|  | **Magalies Male Residence:** |  |  |  |
|  | Single room | Year | 14,330.00 | 15,620.00 |
|  | Double room | Year | 14,130.00 | 15,410.00 |
|  | **Mebala Mixed Residence:** |  |  |  |
|  | Main block | Year | 13,480.00 | 14,700.00 |
|  | D block | Year | 12,480.00 | 13,610.00 |
|  | **Minjonet Female Residence:** |  |  |  |
|  | Single room | Year | 13,430.00 | 14,640.00 |
|  | Double room | Year | 13,180.00 | 14,370.00 |
|  | **Monitor Male Residence** | Year | 14,030.00 | 15,300.00 |
|  | **Orion Mixed Residence** | Year | 14,330.00 | 15,620.00 |
|  | **Polonaise Female Residence:** |  |  |  |
|  | Single room | Year | 13,430.00 | 14,640.00 |
|  | Double room | Year | 13,180.00 | 14,370.00 |
|  | **Tempo Mixed Residence** | Year | 13,580.00 | 14,810.00 |
|  | **The Heights Mixed Residence** | Year | 0.00 |  |
|  | **Witbank Mixed Residence:** |  |  |  |
|  | Single room | Year | 13,330.00 | 14,540.00 |
|  | Double room | Year | 12,930.00 | 14,098.00 |
|  |  |  |  |  |
|  | **West City:** (8% increase in line with the lease contract) |  |  |  |
|  | Single |  | 27,430.00 | 29,910.00 |
|  | Double |  | 26,030.00 | 28,380.00 |
|  |  |  |  |  |
|  | **Urban Nest** |  | 0.00 |  |
|  |  |  |  |  |
|  | **Cove Apartments: Contract cancelled** |  | 18,040.00 | Discontinued |
|  |  |  |  |  |
|  | **Thondoni Lodge** |  | 0.00 | Discontinued |
|  | **Muzinda:** (8% increase in line with the lease contract) |  |  |  |
|  | Single |  | 17,280.00 | 18,840.00 |
|  |  |  | 17,070.00 | 18,610.00 |
|  |  |  |  |  |
|  | **Soshanguve Campus** |  |  |  |
|  | **SOS1 Female Residence** |  |  |  |
|  | Single room | Year | 10,060.00 | 10,970.00 |
|  | Double room | Year | 9,610.00 | 10,480.00 |
|  | **SOS2 Male Residence** | Year | 9,610.00 | 10,480.00 |
|  | **SOS3 Female Residence** | Year | 9,610.00 | 10,480.00 |
|  | **SOS4 Male Residence** | Year | 9,610.00 | 10,480.00 |
|  | **SOS 5 Mixed Residence** |  |  |  |
|  | Single room | Year | 10,060.00 | 10,970.00 |
|  | Double room | Year | 9,610.00 | 10,480.00 |
|  | House | Year | 11,780.00 | 12,850.00 |
|  | **Town Mixed Residence** | Year | 10,560.00 | 11,510.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **CCT Mixed Residence** |  |  |  |
|  | Single room | Year | 10,060.00 | 10,970.00 |
|  | Double room | Year | 9,610.00 | 10,480.00 |
|  | House | Year | 11,780.00 | 12,850.00 |
|  | **TCE1 Mixed Residence** |  |  |  |
|  | Single room | Year | 10,060.00 | 10,970.00 |
|  | Double room | Year | 9,610.00 | 10,480.00 |
|  | Three bay room | Year | 8,840.00 | 9,640.00 |
|  | Four bay room | Year | 8,190.00 | 8,940.00 |
|  | House | Year | 11,780.00 | 12,850.00 |
|  | **TCE2 Mixed Residence** |  |  |  |
|  | Single room | Year | 10,060.00 | 10,970.00 |
|  | Double room | Year | 9,610.00 | 10,480.00 |
|  | Three bay room | Year | 8,840.00 | 9,640.00 |
|  | Four bay room | Year | 8,190.00 | 8,940.00 |
|  | House | Year | 11,780.00 | 12,850.00 |
|  | Telkom Residence | Year | 9,230.00 | 10,060.00 |
|  |  |  |  |  |
|  | **Ga-Rankuwa Campus** |  |  |  |
|  | **Gaetsho Female Residence:** |  |  |  |
|  | Shared room | Year | 9,330.00 | 10,440.00 |
|  | **Legae Male Residence:** |  |  |  |
|  | Shared room | Year | 9,330.00 | 10,440.00 |
|  | **Skierlik Female Residence:** |  |  |  |
|  | Shared room | Year | 9,690.00 | 10,830.00 |
|  | **East Mixed Residence:** |  |  |  |
|  | Double room | Year | 9,690.00 | 10,830.00 |
|  | **Hebron Mixed Residence:** |  |  |  |
|  | Single room | Year | 9,480.00 | 10,340.00 |
|  | **Drie Lelies:** (8% increase in line with the lease contract) |  | 18,040.00 | 19,670.00 |
|  |  |  |  |  |
| 3.7 | FLATS & GUEST HOUSES |  |  |  |
|  |  |  |  |  |
|  | **ALMA & DU TOIT FLATS**  Allocations strictly according to waiting lists. |  |  |  |
|  | One Bedroom flats | Month | 2,850.00 | 3,140.00 |
|  | Two Bedroom flats | Month | 3,430.00 | 3,780.00 |
|  | One & half bedroom flats – du Toit | Month | 3,070.00 | 3,380.00 |
|  | One & half bedroom flats – du Toit | Month | 4,170.00 | discontinued |
|  | (max 3 persons) |  |  |  |
|  | Two Bedroom flats – du Toit | Month | 3,430.00 | 3,780.00 |
|  | **Parking** |  |  |  |
|  | Covered | Month | 130.00 | 220.00 |
|  |  |  |  |  |
|  | **ZARAGOSA PARK FLATS** |  |  |  |
|  | **Allocations strictly according to**  **waiting list** |  |  |  |
|  | Single Bachelor | Month | 2,290.00 | 2,520.00 |
|  | Two bedroom | Month | 3,410.00 | 3,750.00 |
|  | Three bedroom | Month | 4,580.00 | 5,040.00 |
|  | **Parking** |  |  |  |
|  | Open | Month | 120.00 | 130.00 |
|  | Covered | Month | 190.00 | 220.00 |
|  |  |  |  |  |
|  | **ZETHUSHOF FLATS** |  |  |  |
|  | **Allocations strictly according to waiting list.** |  |  |  |
|  | Single bachelor (small) | Month | 2,290.00 | 2,520.00 |
|  | Single bachelor (large) | Month | 2,620.00 | 2,880.00 |
|  | One bedroom (duplex) | Month | 3,390.00 | 3,730.00 |
|  | One bedroom (small) | Month | 2,940.00 | 3,235.00 |
|  | One bedroom (medium) | Month | 3,190.00 | 3,510.00 |
|  | One bedroom (large) | Month | 3,390.00 | 3,730.00 |
|  | Two bedroom (regular) | Month | 4,300.00 | 4,730.00 |
|  | Two bedroom (regular with small balcony) | Month | 4,120.00 | 4,530.00 |
|  | Two bedroom (duplex) | Month | 4,590.00 | 5,050.00 |
|  | Two bedroom (duplex – large) | Month | 4,590.00 | 5,050.00 |
|  | Three bedroom (duplex) | Month | 5,300.00 | 5,830.00 |
|  | Three bedroom (duplex) | Month | 5,300.00 | 5,830.00 |
|  | **Parking** |  |  |  |
|  | Open | Month | 130.00 | 130.00 |
|  | Covered | Month | 200.00 | 220.00 |
|  |  |  |  |  |
|  | **GUEST HOUSES**  Tariffs for the following guest houses and conference facilities obtainable from Kosmos Guest House |  |  |  |
|  | **KOSMOS** |  |  |  |
|  | **Standard units** |  |  |  |
|  | Single – Bed & Breakfast | p/p per day | 400.00 | 450.00 |
|  | Sharing – Bed & Breakfast | p/p per day | 350.00 | 400.00 |
|  |  |  |  |  |
|  | **Special Rates – 7 nights minimum** |  |  |  |
|  | Single – Bed & Breakfast | p/p per day | 350.00 | 400.00 |
|  | Sharing – Bed & Breakfast | p/p per day | 300.00 | 350.00 |
|  |  |  |  |  |
|  | **KOSMOS & NZASM** |  |  |  |
|  | **Luxury suites** |  |  |  |
|  | Single – Bed & Breakfast | p/p per day | 500.00 | 550.00 |
|  | Sharing – Bed & Breakfast | p/p per day | 450.00 | 500.00 |
|  |  |  |  |  |
|  | **Special Rates – 7 nights minimum** |  |  |  |
|  | Single – Bed & Breakfast | p/p per day | 450.00 | 500.00 |
|  | Sharing – Bed & Breakfast | p/p per day | 400.00 | 450.00 |
|  |  |  |  |  |
|  | **Parking** |  |  |  |
|  | Open | per day | None |  |
|  | Covered | per day | 30.00 | 0.00 |
|  |  |  |  |  |
|  | **KOSMOS ANNEX – students**  **(10 months)** |  |  |  |
|  | Single (meal card to be used) 7 Beds | per annum | 17,750.00 | 19,350.00 |
|  | Sharing (meal card to be used) 30 Beds | per annum | 14,250.00 | 15,540.00 |
|  | **KOSMOS – students** |  |  |  |
|  | **Rooms to be used for student** |  |  |  |
|  | **accommodation** |  |  |  |
|  | 23A, 23B, 33A, 33B, 17A, 27A, 37A - | p/p per annum | 17,750.00 | 19,350.00 |
|  |  |  |  |  |
|  | Single only | p/p per month |  |  |
|  | 17A, 27A, 37A - | p/p per annum | 14,250.00 | 15,540.00 |
|  | Sharing | p/p per month |  |  |
|  | 17B, 27B, 37B - | p/p per annum | 14,250.00 | 15,540.00 |
|  | Single only | p/p per month |  |  |
|  | 17C, 27C, 37C - | p/p per annum | 14,250.00 | 15,540.00 |
|  | Single only | p/p per month |  |  |
|  |  |  |  |  |
|  | **Food:** meal card to be used |  |  |  |
|  | **MEBALA – Nelspruit (Self catering** |  |  |  |
|  | **Units)** |  |  |  |
|  | Guest House converted to | per night | SRC  Accommodation | SRC  Accommodation |
|  | SRC Accommodation | per month | SRC  Accommodation | SRC  Accommodation |
|  |  |  |  |  |
|  | Conference facilities |  |  |  |
|  | Conference tariff includes: | p/p per day | 250.00 | 300.00 |
|  | Coffee/tea on arrival  Morning tea with snack  Lunch (menu available)  Afternoon tea with biscuits  Conference room:  Water, fruit juice, sweets, folder with writing paper and pen |  |  |  |
|  |  |  | | |  |
| 3.8 | EXAMINATION FEES PAYABLE BY STUDENTS |  |  |  |
|  | Aegrotat examinations | subject | 70.00 | 76.00 |
|  | Special circumstances examinations | subject | 136.00 | 148.00 |
|  | Special exams outside official exam period – exceptional cases | subject | 413.00 | 449.00 |
|  | Re-marking of script | subject | 222.00 | 242.00 |
|  | Re-checking of marks | subject | 111.00 | 121.00 |
|  | Insight into script | subject | 111.00 | 121.00 |
|  | Exemption of subjects | subject | 88.00 | 96.00 |
|  | Exemption of subjects (Maximum) |  | 495.00 | 539.00 |
|  | Granting of status | request | 136.00 | 148.00 |
|  | Statement in respect of replacement of certificate | statement | 177.00 | 193.00 |
|  | Duplicate results | result | 9.00 | 10.00 |
|  | Application to sit for exam elsewhere (NB: Students whose study package does not include distance education. Only main examinations will be considered, not supplementary or special examinations). | First subject  Additional subject | 378.00  378.00 | 411.00  411.00 |
|  | Recognition of prior learning (RPL):  The remuneration payable for examination and moderation of question papers, answer scripts, practical’s, dissertations, projects/papers, assignments as prescribed elsewhere in par1, also applies to RPL remuneration. However, should the total amount claim for RPL exceed the assessment fee, the individual claims may be proportionally adjusted? |  |  |  |
|  | Assessment fees  Should the total amount claimed for RPL exceed the assessment fee, the individual claims will be adjusted | subject | 500.00 | 544.00 |
| subject | Max  2,500.00 | Max  2,500.00 |
|  | Registration fees | application | 277.00 | 301.00 |
|  |  | subject | 142.00 | 154.00 |
|  | Change of exam venue after closing date: Distance Education Programs |  | 879.00 | 956.00 |
|  | Issuing of duplicate personal timetable: Distance Education Students | Timetable | 30.00 | 33.00 |
|  | Issuing of academic record, faxed of mail: Distance Education Students | Academic Record | 30.00 | 33.00 |
|  |  |  |  |  |
| 3.9 | MISCELLANEOUS ADMINISTRATIVE FEES |  |  |  |
|  | Issuing of duplicate student card | card | 85.00 | 90.00 |
|  | Issuing of duplicate proof of registration | proof of registration | 9.00 | 10.00 |
|  | Issuing of duplicate invoice/account | invoice/  account | 9.00 | 10.00 |
|  | Issuing of academic record – computerized records | report | 13.00 | 14.00 |
|  | Issuing of academic record– non computerized records | report | 126.00 | 137.00 |
|  | Traffic fines – general | Fine ticket | 50.00 | 50.00 |
|  | Reckless, negligent , inconsiderate driving or any other serious traffic related offence | Fine ticket | 100.00 | 100.00 |
|  | Issuing of syllabi/transcript | request | 442.00 | 442.00 |
|  | Exam enquiries after closing date |  | 37.00 | 40.00 |
|  | Dishonored cheques (+10% on cheque amount) |  |  |  |
|  | Issuing of duplicate short- course certificate | Certificate | 109.00 | 119.00 |
|  | Issuing of duplicate proof of exam admission (Distance Ed Program) |  | 13.00 | 14.00 |
|  | Re-issuing of study material (Distance Ed program) |  | 378.00 | 411.00 |
|  | Penalty for simultaneous registration at another institution without prior permission |  | 477.00 | 519.00 |
|  | Penalty to distance education students for submitting the same assignment more than once for marking |  | 109.00 | 119.00 |
|  | Issuing of previous question papers (memorandums excluded) | Question paper | Service discontinued | Service discontinued |
|  | Distance Education Students:  Issuing of previous question papers (memorandum excluded) mailed to student | Question paper | 37.00 | 40.00 |
|  | Re-printing of graduation letters | Letter | 12.00 | 12.00 |
|  | Re-sending of graduation certificates | Certificate | 111.00 | 121.00 |
|  | Graduating in absentia after confirming attendance | Per session | 300.00 | 326.00 |
|  |  |  |  |  |
| 3.10 | TRAINING TARIFFS: **TOPPIESHOEK,** LABS AND MOBILE UNITS |  |  |  |
|  |  |  |  |  |
|  | **Student Groups:** |  |  |  |
|  | TUT Student Leadership Groups | Person/day | 70.00 | 77.00 |
|  | TUT Cultural Integration/Diversity  (Top Team Challenge Program) | Per group | 2,000.00 | 2,200.00 |
|  | TUT Short Courses | Person/day | 140.00 | 154.00 |
|  | Other Tertiary Student Groups | Person/day | 140.00 | 154.00 |
|  | TUT Student Leadership Groups | Person/day | 70.00 | 77.00 |
|  | **TUT Staff:** |  |  |  |
|  | Leadership & Team Building Programs | Person/day | 185.00 | 203.50 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Corporate Groups** |  |  |  |
|  | Leadership & Team Building Day Programs | Person/day | 320.00 | 352.00 |
|  | Non-profit organizations (youth, schools & church | Person/day | 120.00 | 132.00 |
|  | **Games** |  |  |  |
|  | Archery |  | 120.00 | 132.00 |
|  | Paintball |  | 155.00 | 170.50 |
|  | Mountain Biking |  | 120.00 | 132.00 |
|  |  |  |  |  |
| 3.11 | CAMPUS CLINIC |  |  |  |
|  | For Students only | Visit | No charge | No charge |
|  | Staff – **only in case of an emergency** |  |  |  |
| 3.12 | TRANSPORT FEES |  |  |  |
|  | Return Trip |  |  |  |
|  | Return Trip (Soshanguve only) |  |  |  |
|  | Per Semester |  |  |  |
|  | Per Annum |  | 1,600.00 | 1,744.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| **4.** | **PUBLICATION & DESIGN SERVICES** |  |  |  |
|  |  |  |  |  |
| 4.1 | INTERNAL PUBLICATIONS |  |  |  |
|  |  |  |  |  |
| 4.1.2 | A4 Photocopies: Bond |  |  |  |
|  | Single sided |  | 0.25 | 0.25 |
|  | Back to back |  | 0.40 | 0.40 |
|  | A4 Photocopies: Urgent |  |  |  |
|  | Single sided |  | 0.30 | 0.30 |
|  | Back to back |  | 0.50 | 0.50 |
|  | A4 Photocopies: Bond tints |  |  |  |
|  | Single sided |  | 0.40 | 0.40 |
|  | Back to back |  | 0.64 | 0.64 |
|  | A4 Photocopies: Bond bright colours |  |  |  |
|  | Single sided |  | 0.50 | 0.50 |
|  | Back to back |  | 0.75 | 0.75 |
|  |  |  |  |  |
| 4.1.3 | A3 Photocopies: Bond |  |  |  |
|  | Single sided |  | 0.50 | 0.50 |
|  | Back to back |  | 0.85 | 0.85 |
|  |  |  |  |  |
|  |  |  |  |  |
| 4.1.4 | Colour copies |  |  |  |
|  | A4 |  | 4.50 | 4.50 |
|  | A3 |  | 9.00 | 9.00 |
|  |  |  |  |  |
| 4.1.5 | Lamination |  |  |  |
|  | A5 |  | 4.25 | 4.45 |
|  | A4 |  | 6.95 | 7.30 |
|  | A3 |  | 11.00 | 11.55 |
|  | A2 |  | 49.00 | 51.45 |
|  | A1 |  | 69.00 | 72.45 |
|  | A0 |  | 165.00 | 173.25 |
|  |  |  |  |  |
| 4.1.6 | Ring binding |  |  |  |
|  | Up to 30 sheets |  | 6.10 | 6.10 |
|  | Up to 60 sheets |  | 7.80 | 7.80 |
|  | Up to 95 sheets |  | 8.90 | 8.90 |
|  | Up to 125 sheets |  | 10.60 | 10.60 |
|  | Up to 170 sheets |  | 11.60 | 11.60 |
|  | Up to 225 sheets |  | 13.60 | 13.60 |
|  | Up to 325 sheets |  | 17.10 | 17.10 |
|  | Up to 500 sheets |  | 20.10 | 20.10 |
|  |  |  |  |  |
|  | With TUT cover |  |  |  |
|  | Up to 30 sheets |  | 8.60 | 8.60 |
|  | Up to 60 sheets |  | 10.30 | 10.30 |
|  | Up to 95 sheets |  | 11.40 | 11.40 |
|  | Up to 125 sheets |  | 13.10 | 13.10 |
|  | Up to 170 sheets |  | 14.10 | 14.10 |
|  | Up to 225 sheets |  | 16.10 | 16.10 |
|  | Up to 325 sheets |  | 19.60 | 19.60 |
|  | Up to 500 sheets |  | 22.60 | 22.60 |
|  |  |  |  |  |
|  | Leather binding of books |  | 250.00 | 275.00 |
|  |  |  |  |  |
|  | Stapled top left |  | 0.17 | 0.17 |
|  | Saddle stitching (self-cover) |  | 0.35 | 0.35 |
|  |  |  |  |  |
|  | Binding: |  |  |  |
|  | TUT Test books (12pg)  TUT Test books (8pg) |  | 2.05  1.75 | 2.05  1.75 |
|  | Saddle stitching of study guide with TUT cover |  | 3.75 | 3.75 |
|  | Perfect binding of study guide with TUT cover |  | 7.25 | 7.25 |
|  | Perfect binding |  | 5.00 | 5.50 |
|  | Stapled top left |  | 0.17 | 0.17 |
|  | Saddle stitching (self-cover) |  | 0.35 | 0.35 |
|  | Covers 160gm (different colours) |  | 1.35 | 1.35 |
|  |  |  |  |  |
|  |  |  |  |  |
| 4.1.7 | Business Cards |  |  |  |
|  | Single sided |  |  |  |
|  | 50 |  | 132.00 | 132.00 |
|  | 100 |  | 165.00 | 165.00 |
|  | 150 |  | 190.00 | 190.00 |
|  | 200 |  | 220.00 | 220.00 |
|  | 250 |  | 247.50 | 247.50 |
|  | 300 |  | 280.50 | 280.50 |
|  | 350 |  | 308.00 | 308.00 |
|  | 400 |  | 335.50 | 335.50 |
|  | 450 |  | 368.50 | 368.50 |
|  | 500 |  | 396.00 | 396.00 |
|  |  |  |  |  |
| 4.1.8 | Colour Posters |  |  |  |
|  | A0 |  | 265.00 | 278.00 |
|  | A1 |  | 195.00 | 205.00 |
|  | A2 |  | 125.00 | 132.00 |
|  | A3 |  | 25.00 | 27.00 |
|  | A4 |  | 15.00 | 16.00 |
|  |  |  |  |  |
| **5.** | **RENTALS** |  |  |  |
|  |  |  |  |  |
| 5.1 | RENT FOR FACILITIES |  |  |  |
| 5.1.1 | Outside Organizations |  |  |  |
|  | PRETORIA LEARNING SITE: |  |  |  |
|  | Arcadia Auditorium | function | 3,535.00 | 3,747.00 |
|  | FNB Visitor Centre | function | 2,800.00 | 2,968.00 |
|  | Lecture/Meeting Hall 4-109 | function | 1,060.00 | 1,123.00 |
|  | Lecturing hall | function | 770.00 | 816.00 |
|  | Prestige Auditorium (Building 21) | function | 4,200.00 | 4,452.00 |
|  | Prestige Auditorium (Building 21) Foyer | function | 860.00 | 912.00 |
|  | Sanlam Auditorium | function | 1,300.00 | 1,378.00 |
|  | Theunis Bester Hall | function | 4,300.00 | 4,558.00 |
|  | Theunis Bester Hall Foyer | function | 880.00 | 933.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Additional: |  |  |  |
|  | Standby Services (Sound and lighting operator) | function | 880.00 | 933.00 |
|  | Outside area | function | 1,300.00 | 1,378.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | POLOKWANE CAMPUS FACILITIES: |  |  |  |
|  | TECH 09 (Auditorium) |  | 770.00 | 847.00 |
|  | TECH 01 (new) |  |  | 847.00 |
|  | Boardroom |  | 292.00 | 321.00 |
|  | Lecture Halls |  | 513.00 | 564.00 |
|  | Computer Labs |  | 175.00 | 193.00 |
|  | Student Square |  | 933.00 | Discontinued |
|  | Video Conference Venue |  | 175.00 | 193.00 |
|  |  |  |  |  |
|  | eMALAHLENI CAMPUS FACILITIES: |  |  |  |
|  | Class Rooms 40 seater | per hour | 250.00 | 250.00 |
|  | Class Rooms 80 seater (new) |  |  | 350.00 |
|  | Auditorium (new) | per day |  | 900.00 |
|  | Video Conference Venue | per hour | 175.00 | 175.00 |
|  | Multi-Purpose Hall |  | 5,000.00 (50% DEPOSIT) | 13,000.00  (5,000.00 deposit refundable) |
|  |  |  |  |  |
|  | NELSPRUIT CAMPUS FACILITIES: |  |  |  |
|  | Multipurpose Hall |  | 2,420.00  (+50% deposit  refundable) | 3,000.00 +  1,500.00 deposit  (deposit refundable) |
|  | Study Hall |  | 726.00  (+50% deposit  refundable) | 907.50 +  453.80 deposit  (deposit refundable) |
|  | Lecture room (Bldg5-G03, 6-G02, 7-G04, 8-G02) |  | 605.00  (+50% deposit  refundable) | 756.30 +  378.20 deposit  (deposit refundable) |
|  | Lecture room (Bldg. 5-G06, 6-G05) |  | 847.00  (+50% deposit  refundable) | 1,058.80 +  529.40 deposit  (deposit refundable) |
|  | Lecture rooms (Bldg. 8-G02, 10-G02, 10-G05,  10-G06) |  | 484.00  (+50% deposit  refundable) | 605.00 +  302.50 deposit  (deposit refundable) |
|  | Computer room (Bldg. 11-G02, G03) |  | 1.815.00  (+50% deposit  refundable) | 2,268.80 +  1,134.40 deposit  (deposit refundable) |
|  | Computer room (Bldg. 12-G02, G03) |  | 1,815.00  (+50% deposit  refundable) | 2,268.80 +  1,134.40 deposit  (deposit refundable) |
|  |  |  |  |  |
|  | SOSHANGUVE LEARNING SITE |  |  |  |
|  | Outside organizations: |  |  |  |
|  | Gencor Hall | function | 3,210.00 | 3,400.00 |
|  | TCE HALL (newly renovated) | function |  | 1,700.00 |
|  | Auditoriums | function | 1,026.00 | 1,088.00 |
|  | Lecturing Hall | function | 642.00 | 680.00 |
|  | MHO Centre | function | See CONFERENCE ROOM A-D | SEE CONFERENCE ROOM A-D |
|  | Conference Room A-D/Auditorium  Lapa at MHO Centre | function | 1,320.00 | 1,400.00 |
|  |  |  |  |  |
|  | GA-RANKUWA LEARNING SITE |  |  |  |
|  | Aula Hall |  | 1,500.00 | 1,590.00 |
|  | Lecturing Hall/Auditoriums / Auditorium Foyer (New) |  | 642.00 | 680.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 5.1.2 | Staff/Students(for private use) |  |  |  |
|  | PRETORIA LEARNING SITE: |  |  |  |
|  | Arcadia Auditorium | function | 2,002.00 | 2,122.00 |
|  | FNB Visitor Centre | function | 2,002.00 | 2,122.00 |
|  | Lecture/Meeting Hall 4-109 | function | 700.00 | 742.00 |
|  | Lecturing Hall | function | 534.00 | 566.00 |
|  | Prestige Auditorium (Building 21) | function | 2,695.00 | 2,857.00 |
|  | Prestige Auditorium (Building 21) Foyer | function | 660.00 | 700.00 |
|  | Sanlam Auditorium | function | 800.00 | 848.00 |
|  | Theunis Bester Hall | function | 2,002.00 | 2,122.00 |
|  | Theunis Bester Hall Foyer | function | 534.00 | 566.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Additional: |  |  |  |
|  | Standby Service (sound and lighting operator) | function | 880.00 | 933.00 |
|  | Outside area | function | 750.00 | 795.00 |
|  |  |  |  |  |
|  | SOSHANGUVE LEARNING SITE: |  |  |  |
|  | Gencor Hall (newly renovated) | function |  | 1,700.00 |
|  | TCE Hall (newly renovated) | function |  | 850.00 |
|  | MHO Centre:  Conference Room A-D /Auditorium | function | 1,100.00 | 1,166.00 |
|  |  |  |  |  |
|  | GA-RANKUWA LEARNING SITE |  |  |  |
|  | Aula Hall | day | 800.00 | 848.00 |
|  | Lecturing Hall/Auditoriums/Auditorium/Foyer (New) | day | 300.00 | 318.00 |
|  |  |  |  |  |
| 5.1.3 | Departments/Divisions/  Students |  |  |  |
|  | PRETORIA LEARNING SITE: |  |  |  |
|  | Arcadia Auditorium | function | 790.00 | 837.00 |
|  | Arcadia Hall | function | No charge | No charge |
|  | FNB Visitor Centre | function | 790.00 | 837.00 |
|  | Lecture/Meeting room 4-109 | function | 250.00 | 265.00 |
|  | Lecturing Hall | function | No charge | No charge |
|  | Prestige Auditorium (Building 21) | function | 1,350.00 | 1,431.00 |
|  | Prestige Auditorium (Building 21) Foyer | function | 750.00 | 795.00 |
|  | Sanlam Auditorium | function | No charge | No charge |
|  | Theunis Bester Hall | function | 850.00 | 900.00 |
| R | Theunis Bester Hall & Foyer | function | Included in the  above | Included in the  above |
|  |  |  |  |  |
|  | Additional: |  |  |  |
|  | Standby Services (sound and lighting operator) | function | 880.00 | 933.00 |
|  | Outside area | function | 750.00 | 795.00 |
|  |  |  |  |  |
|  | SOSHANGUVE LEARNING SITE:  MHO Centre  Conference Room A-D/Auditorium | function | 400.00 | 400.00 |
|  | TCE Hall (newly renovated) | function |  | 500.00 |
|  | Gencor (newly renovated) | function |  | 1,000.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | GA-RANKUWA LEARNING SITE |  |  |  |
|  | Aula Hall | day | 500.00 | 530.00 |
|  | Lecturing Hall/Auditoriums/Auditorium/  Foyer (New) | day | 250.00 | 265.00 |
|  |  |  |  |  |
| 5.1.4 | Audiovisual Equipment hiring – Only for **Internal** hiring by Departments |  |  |  |
|  |  |  |  |  |
|  | DAY 1: |  |  |  |
|  | Flip Chart | day | 33.00 | 35.00 |
|  | Sound System | day | 165.00 | 175.00 |
|  | TV combination | day | 55.00 | 58.00 |
|  | Overhead projector | day | 33.00 | 35.00 |
|  | Screen | day | 33.00 | 35.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  | Standby per day | day | 880.00 (All standby should be the same tariff) | 933.00 |
|  | Video camera | day | 100.00 | 106.00 |
|  | Delivery costs per delivery | day | 10.00 | 11.00 |
|  |  |  |  |  |
|  | Day 2: |  |  |  |
|  | Flip Chart | 2 days | 55.00 | 58.00 |
|  | Sound System | 2 days | 185.00 | 196.00 |
|  | TV combination | 2 days | 90.00 | 95.00 |
|  | Overhead projector | 2 days | 55.00 | 58.00 |
|  | Screen | 2 days | 55.00 | 58.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  | Standby per day | day | 880.00 (All standby should be the same tariff) | 933.00 |
|  | Video camera | 2 days | 100.00 | 106.00 |
|  | Delivery costs per delivery | 2 days | 10.00 | 11.00 |
|  |  |  |  |  |
|  | DAY 3: |  |  |  |
|  | Flipchart | 3 days | 75.00 | 79.00 |
|  | Sound System | 3 days | 210.00 | 222.00 |
|  | TV combination | 3 days | 115.00 | 122.00 |
|  | Overhead projector | 3 days | 75.00 | 80.00 |
|  | Screen | 3 days | 75.00 | 80.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  |  |  |  |  |
|  | Standby per day | day | 880.00 (All standby should be the same tariff) | 933.00 |
|  | Video camera | 3 days | 100.00 | 106.00 |
|  | Delivery costs per delivery |  | 10.00 | 11.00 |
|  |  |  |  |  |
|  | DAY 4: |  |  |  |
|  | Flipchart | 4 days | 100.00 | 106.00 |
|  | Sound System | 4 days | 230.00 | 244.00 |
|  | TV combination | 4 days | 135.00 | 143.00 |
|  | Overhead projector | 4 days | 100.00 | 106.00 |
|  | Screen | 4 days | 100.00 | 106.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  | Standby per day | day | 880.00 (All standby should by the same tariff) | 933.00 |
|  | Video camera | 4 days | 100.00 | 106.00 |
|  | Delivery costs per delivery |  | 10.00 | 11.00 |
|  |  |  |  |  |
|  | WEEK: |  |  |  |
|  | Flip Chart | Week | 120.00 | 127.00 |
|  | Sound System | Week | 245.00 | 260.00 |
|  | TV combination | Week | 165.00 | 175.00 |
|  | Overhead projector | Week | 120.00 | 127.00 |
|  | Screen | Week | 120.00 | 127.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  | Standby per day | day | 880.00 (All standby should be the same tariff) | 933.00 |
|  | Video camera | Week | 100.00 | 106.00 |
|  | Delivery costs per delivery | Week | 10.00 | 11.00 |
|  |  |  |  |  |
|  | WEEKEND: |  |  |  |
|  | Flip Chart | Weekend | 100.00 | 106.00 |
|  | Sound System | Weekend | 265.00 | 280.00 |
|  | TV combination | Weekend | 135.00 | 143.00 |
|  | Overhead projector | Weekend | 100.00 | 106.00 |
|  | Screen | Weekend | 100.00 | 106.00 |
|  | Data projector per day | day | 440.00 | 466.00 |
|  | Data projector per hour | hour | 80.00 | 85.00 |
|  | Laptop/Computer per day | day | 440.00 | 466.00 |
|  | Laptop/Computer per hour | hour | 80.00 | 85.00 |
|  | Standby per day | day | 880.00 (All standby should be the same tariff) | 933.00 |
|  | Video camera | Weekend | 100.00 | 106.00 |
|  | Delivery costs per delivery | Weekend | 10.00 | 11.00 |
| 5.2 | TEACHING AND LEARNING WITH TECHNOLOGY (TLT)  RENT FOR FACILITIES |  |  |  |
| 5.2.1 | Audio & Video conference venues (excluding dialup costs)  TUT Departments: |  | No Charge | No Charge |
|  | Outside Organizations: |  |  |  |
|  | Smart Class Room (Bld. 9 – PTA) | Per 4 hour session  Per Day | 800.00  1,500.00 | 1,000.00  2,000.00 |
|  | TlwT Seminar Room (Bld. 9 – PTA) | Per 4 hour session  Per Day | 800.00  1,500.00 | 1,000.00  2,000.00 |
|  | eMalahleni Campus (Bld. 1-G08) | Per 4 hour session  Per Day | 800.00  1,500.00 | 1,000.00  2,000.00 |
|  | Polokwane Campus | Per 4 hour session  Per Day | 600.00  1,000.00 | 600.00  1,000.00 |
|  | Mbombela Campus | Per 4 hour session  Per Day | 600.00  1,000.00 | 600.00  1,000.00 |
|  | Ga-Rankuwa Campus | Per 4 hour session  Per Day | 600.00  1,000.00 | 1,000.00  2,000.00 |
|  | Soshanguve South Campus | Per 4 hour session  Per Day | 800.00  1,500.00 | 1,000.00  2,000.00 |
|  | Arts Campus | Per 4 hour session  Per Day | 600.00  1,000.00 | 600.00  1,000.00 |
| 5.2.2 | Audio and Video Production: |  |  |  |
|  | MiniDV |  | 52.50 | 53.00 |
|  | MiniDV 2nd Generation |  | 26.25 | 27.50 |
|  | DVD-R |  | 6.30 | 6.50 |
|  | CD-R |  | 2.63 | 3.00 |
|  | DVD Poly Box (single) |  | 4.20 | 4.50 |
|  | DVD Poly Box (double) |  | 4.73 | 5.00 |
|  | Jewel Case |  | 3.15 | 3.50 |
|  | Slimline Case |  | 2.63 | 3.00 |
|  | CD/DVD Envelope |  | 1.26 | 1.50 |
|  | DVD/CD Label (B&W) |  | 4.20 | 4.50 |
|  | DVD/CD Label (Colour) |  | 6.30 | 6.50 |
|  | DVD Poly Box Cover (B&W) |  | 4.20 | 4.50 |
|  | DVD Poly Box Cover (Colour) |  | 6.30 | 6.50 |
|  | CD Sleeve (B&W) |  | 4.20 | 4.50 |
|  | CD Sleeve (Colour) |  | 6.30 | 6.50 |
|  | CD Back (B&W) |  | 4.20 | 4.50 |
|  | CD Back (Colour) |  | 6.30 | 6.50 |
|  | Duplication Fee |  | 21.00 | 21.00 |
|  |  |  |  |  |
| 5.3 | HOUSING STAFF |  |  |  |
|  | Residence flat (Priced per bedroom) | month | 1,420.00 – 1,680.00 | 2,234.00 – 2,514.00 |
|  |  |  |  |  |
| 5.4 | PARKING |  |  | Await confirmation from Management |
|  | Top management | month | 0.00 |  |
|  | Staff – covered parking per annum | year | 0.00 |  |
|  | Staff – open parking (paved area) | year | 0.00 |  |
|  | Motorcycles – covered parking | year | 0.00 |  |
|  |  |  |  |  |
| 5.5 | TELEPHONE COSTS |  |  |  |
|  | Line hire | month | 80.00 | 80.00 |
|  | New service | service | 300.00 | 300.00 |
|  | Moves | move | 130.00 | 130.00 |
|  | Bulk sms | sms | 0.28 | 0.28 |
|  |  |  |  |  |
| 5.6 | RENT FOR SPORT FIELDS AND COURSES | Tariffs are per match, event or specified. Cleaning costs are calculated per event according to various factors. | | |
|  |  |  |  |  |
| 5.6.1 | Pretoria Campus |  |  |  |
|  | (a) Rugby fields | field/match | 400.00 per match | 400.00 per match |
|  | – with lights | field/evening | 800.00 per match | 800.00 per match |
|  | (b) Soccer field | match/day | 400.00 per match | 400.00 per match |
|  | - with lights | evening | 800.00  (1 field per match) | 800.00  (1 field per match) |
|  | (c) Softball Field | match/day | 400.00 per match | 400.00 per match |
|  | - with lights | evening | 800.00  (1 field per match) | 800.00  (1 field per match) |
|  | (d) Hockey fields (grass) | field/match | 400.00 per match | 400.00 per match |
|  | – with lights | field/evening | 700.00 per match | 700.00 per match |
|  | (e) Hockey field (astro) | field/match | 380.00 per 90 min | 380.00 per 90 min |
|  | – with lights | field/evening | 500.00 per 90min | 500.00 per 90min |
|  | (f) Cricket fields | field/match | 1,800.00 | 1,800.00 |
|  | – with lights | field/evening | 3.700.00 | 3.700.00 |
|  | (g) Tennis courts | course/day | 300.00 per day  8:00-16:00 | 300.00 per day  8:00-16:00 |
|  | – with lights | course/evening | 450.00  17:00 – 21:00 | 450.00  17:00 – 21:00 |
|  | (h) Netball courts | course/day | 300.00 per court  per match | 300.00 per court  per match |
|  | – with lights | course/evening | 450.00 per court  per match | 450.00 per court  per match |
|  | (i) Athletics tracks | day | 2,900.00 | 2,900.00 |
|  | – with lights | evening | 3,700.00 | 3,700.00 |
|  | (j) Squash Courts | Per 45 min |  |  |
|  |  |  |  |  |
|  | (k) Athletics/Rugby Stadium for renting for non-sporting events. Fees depending on numbers, duration and entrance fee | Session/day | Price to be  negotiate,  basic of R2,500.00 | Price to be  negotiate,  basic of R2,500.00 |
|  |  |  | | |  | |
| 5.6.2 | Clubhouses for **TUT sports events**, tariffs are based on per function/event |  |  |  |
|  | Rugby – without kitchen | day/evening | 800.00 | 800.00 |
|  | Rugby – with kitchen | day/evening | 1,000.00 | 1,000.00 |
|  | Cricket – without kitchen | day/evening | 800.00 | 800.00 |
|  | Cricket – with kitchen | day/evening | 1,000.00 | 1,000.00 |
|  | Tennis – without kitchen | day/evening | 700.00 | 700.00 |
|  | Tennis – with kitchen | day/evening | 900.00 | 900.00 |
|  | Hockey Stadium – VIP Lounge | day/evening | 700.00 | 700.00 |
|  | Dance Studio | day/evening | 1,000.00 | 1,000.00 |
|  |  |  |  |  |
|  | Clubhouses for **Outside events**,  tariffs are based on per function/event |  |  |  |
|  | Rugby – without kitchen | day/evening | 1,500.00 | 1,500.00 |
|  | Rugby – with kitchen | day/evening | 1,800.00 | 1,800.00 |
|  | Cricket – without kitchen | day/evening | 1,500.00 | 1,500.00 |
|  | Cricket – with kitchen | day/evening | 1,800.00 | 1,800.00 |
|  | Tennis – without kitchen | day/evening | 1,200.00 | 1,200.00 |
|  | Tennis – with kitchen | day/evening | 1,000.00 | 1,000.00 |
|  | Hockey Stadium – VIP Lounge | day/evening | 1,200.00 | 1,200.00 |
|  | Dance Studio | day/evening | 1,500.00 | 1,500.00 |
|  |  |  |  |  |
| 5.6.3 | Soshanguve Campus |  |  |  |
|  | **Indoor facilities** |  |  |  |
|  | (a)Gymnasium hall for **non**-sporting events | day | 2,000.00 | 2,500.00 |
|  | Gymnasium hall for **non**-sporting events where there is charge for entrance | day | 2,500.00 | 3,500.00 |
|  | Gymnasium hall for sport events | day | 700.00 | 1,000.00 |
|  | (b) Squash courts | day | 600.00 | 650.00 |
|  | (c) Lecturing room | day | 450.00 | 500.00 |
|  | (d) Gym membership fees for TUT students only | month | 60.00 | 60.00 |
|  | (e) Gym membership fees for TUT Staff only | month | 100.00 | 120.00 |
|  | (f) Gym membership fees for both non-staff and students – community engagement | month | 150.00 | 150.00 |
|  |  |  |  |  |
|  | **Outdoor facilities** |  |  |  |
|  | (a) Main stadium for sports events | day  evening - with lights | 750.00 | 800.00  1,300.00 |
|  | (b) Main stadium for non-sports events where there is no charge for entrance | day  evening - with lights | 2,000.00 | 3,500.00  4,500.00 |
|  | (c ) Main stadium for non-sports events where there is a charge for entrance | day  evening - with lights | 10,000.00 | 11,000.00  12,500.00 |
|  | (d) Netball, Volleyball and Basketball courts | day | 700.00 | 750.00 |
|  | (e) Athletics Cross Country in the campus sports facilities | day |  | 1,300.00 |
|  | (f) Vendors selling authorized products during the events in the sport facilities | day |  | 350.00 |
|  |  |  |  |  |
| 5.6.4 | Ga-Rankuwa Campus |  |  |  |
|  | 1. Basket Ball | day | 350.00 | 350.00 |
|  |  | evening/lights | 450.00 | 450.00 |
|  | 1. Football Pitch | day | 550.00 | 650.00 |
|  |  | evening/lights | 750.00 | 750.00 |
|  | 1. Netball Court | day | 350.00 | 350.00 |
|  |  | evening/lights | 450.00 | 500.00 |
|  | 1. Softball fields | day | 550.00 | 700.00 |
|  |  |  |  |  |
|  | 1. Tennis Courts | day | 350.00 | 350.00 |
|  |  | evening/lights | 450.00 | 450.00 |
|  | 1. Volleyball Courts | day | 350.00 | 350.00 |
|  |  | evening/lights | 450.00 | 450.00 |
|  |  |  |  |  |
| 5.6.5 | Nelspruit Campus |  |  |  |
|  | **Outdoor facilities** |  |  |  |
|  | 1. Tennis Courts | day | 500.00 | 500.00 |
|  | 1. Netball Courts | day | 500.00 | 500.00 |
|  | 1. Volleyball Courts | day | 500.00 | 500.00 |
|  | 1. Football Fields | day | 500.00 | 500.00 |
|  | 1. Basketball Courts | day | 500.00 | 500.00 |
|  |  |  |  |  |
| 5.6.6 | eMalahleni Campus |  |  |  |
|  | **Outdoor facilities** |  | | |  | |
|  | 1. Tennis Courts with lights | day/evening | 400.00 | 400.00 |
|  | 1. Netball Courts with lights | day/evening | 400.00 | 400.00 |
|  | 1. Volleyball Courts with lights | day/evening | 400.00 | 400.00 |
|  | 1. Basketball Courts with lights | day/evening | 400.00 | 400.00 |
|  | 1. Multi-purpose Sports fields with grass and lights: | Match/Day/  Evening/lights |  |  |
|  | Soccer |  | 500.00 | 500.00 |
|  | Softball |  | 450.00 | 450.00 |
|  | Cricket |  | 1,800.00 | 1,800.00 |
|  |  |  |  |  |
| 5.7 | RENT FOR FACILITIES AND |  |  |  |
|  | TRAINING SERVICES AT TOPPIESHOEK |  |  |  |
|  |  |  |  |  |
| 5.7.1 | Accommodation |  |  |  |
|  | **Youth accommodation – Public:** |  |  |  |
|  | Accommodation (minimum of  15 persons – bedding included) | person/night | 80.00 | 88.00 |
|  | Accommodation (minimum of  15 persons – bedding excluded)) | person/night | 65.00 | 71.50 |
|  | **Youth accommodation – TUT Students:** |  |  |  |
|  | Accommodation (minimum of  15 persons – bedding included) | person/night | 75.00 | 82.50 |
|  | Accommodation (minimum of  15 persons – bedding excluded) | person/night | 60.00 | 66.00 |
|  | **Official Student Life Training Programmes:** |  |  |  |
|  | Accommodation (minimum of  15 persons – bedding included) | person/night | 70.00 | 77.00 |
|  | Accommodation (minimum of  15 persons – bedding excluded) | person/night | 55.00 | 60.50 |
|  | **Bundu House:** |  |  |  |
|  | Accommodation (minimum of  2 persons or R410.00) | weekend | 410.00 | 451.00 |
|  | Accommodation (maximum of 10 persons) | person/night | 120.00 | 132.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| 5.7.2 | Day Visitors |  |  |  |
|  | Lapa – recreational area |  |  |  |
|  | Minimum of 20 persons or R400.00 (kitchen facilities, chairs, tables, braai and recreation facilities)  maximum of 250 persons | person/night | 40.00 | 44.00 |
|  | more than 50 persons | person/night | 35.00 | 38.50 |
|  | Observatory (Venue only) | Per day | Day tariff | Day tariff |
|  | Seminar – facility per day | person/day | 90.00 | 99.00 |
|  | TUT Meetings | Person/day | 70.00 | 77.00 |
|  | Hall for functions | per day | 930.00 | 1,023.00 |
|  | Sound and Equipment | per day | Refer audiovisual  tariffs | Refer audiovisual  tariffs |
|  | Booking Deposit |  | 50% | 50% |
|  | Booking Cancellation |  | As in items &  conditions | As in items &  conditions |
|  | Bonfire Wood (when available) 1 bundle per group |  | 140.00 | 154.00 |
| **6.** | **DECORATIONS** |  |  |  |
|  |  |  |  |  |
| 6.1 | OFFICE PLANTS |  |  |  |
|  | Container with accent plant | year | 765.00 | 820.00 |
|  |  |  |  |  |
| 6.2 | DECORATION OUTSIDE PRETORIA CAMPUS |  |  |  |
|  | Cost per truck p/km | p/km | As per official TUT Transport Service  rates | As per official TUT Transport Service  rates |
| 6.3 | FUNCTIONS |  |  |  |
|  | Container plant | Per plant per day | 90.00 | 95.00 |
|  | Displays | Per m² per day | 105.00 | 115.00 |
|  | Screens | Per unit per day | 105.00 | 115.00 |
|  |  |  |  |  |
| **7.** | **TENDER DOCUMENTS** |  |  |  |
|  | Collection of documents by Tenders | per document | 50.00 – 1,000.00 | 50.00 – 1,000.00 |
|  |  |  |  |  |
| 8. | **POSTAL SERVICES** |  |  |  |
| 8.1 | Regular Mail |  | The Standard SA National Post Office Tariffs will be applied at all times on all items | The Standard SA National Post Office Tariffs will be applied  at all times on all  items |
| 8.2 | Registered Mail (postage & service fee included) |  | The Standard SA National Post Office Tariffs will be applied at all times on all items | The Standard SA National Post Office Tariffs will be applied  at all times on all  items |
|  |  |  |  |  |
| 8.3 | COURIER SERVICES  INHOUSE SERVICE: ONLY TSHWANE METRO AREA | Less than 35km | 55.00 ( Half the price of rate per km) | 55.00 ( Half the price of rate per km) |
|  | COURIER SERVICES: | More than 35km | Tariff as per km in tariff list 2.1.3 | Tariff as per km in  tariff list 2.1.3 |
| 8.4 | FOLDING AND INSERTING | Per letter/booklet (Excludes Envelopes) | 17c  (Purchased a new machine to enable us to fold and insert in house, instead of outsourcing the function) | 17c  (Purchased a new machine to enable us  to fold and insert in house, instead of outsourcing the function) |
| 9. | **LIBRARY MEMBERSHIP FEES** |  |  |  |
| 9.1 | Institutional Members |  |  |  |
|  | Staff |  |  |  |
|  | ***Access to library facilities:***  Circulation Services  Information Literacy Training  Information Services  Inter-library loans (including Inter-campus loans) | Unlimited until resignation | Free | Free |
|  | ***Registered Students***  ***Access to library facilities:***  Circulation Services  Information Literacy Training  Information Services  Inter-library loans (including Inter-campus loans) | Academic year | Free | Free |
|  |  |  |  |  |
| 9.2 | External Members |  |  |  |
|  | ***Alumni***  ***Access to library facilities:***  Circulation Services | Academic year | Free | Free |
|  | ***Members of Council***  ***Access to library facilities:***  Circulation Services  Information Literacy Training | Academic year | Free | Free |
|  | Information Services  Inter-library loans (including Inter-campus loans) |  |  |  |
|  | ***Higher Education Institutional members*** |  |  |  |
|  | ***Access to library facilities:***  Circulation Services  Information Services (TUT resources only)  Inter-campus loans | Academic year | Free | Free |
|  |  |  |  |  |
|  | ***Guest Lecturers, research staff and post-doctoral fellows***  ***Access to library facilities:***  Circulation Services  Information Literacy Training  Information Services  Inter-library loans (including inter-campus loans) | Period of contract | Free | Free |
|  | ***Retirees of TUT***  ***Access to library facilities:*** |  |  |  |
|  | Circulation Services  Information Literacy Training  Information Services | Academic year | Free | Free |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | ***Exchange Staff and Students***  ***Access to library facilities:***  Circulation Services  Information Literacy Training  Information Services  Inter-library loans (including Inter-campus loans) | Period of contract | Free | Free |
|  |  |  |  |  |
|  | ***Honorary Members***  ***Access to library facilities:***  Circulation Services  Information Services  Inter-library loans, Inter-campus loans  Information Literacy Training | Academic year | Free | Free |
|  | ***Attendees of SLP's***  ***Access to library facilities:*** | Period registered for |  | Per individual  per module |
|  |  |  |  |  |
|  | Circulation Services | Up to 6 months | 275.00 | 293.00 |
|  |  | 6-12 months | 550.00 | 586.00 |
|  | Information Services | Up to 6 months | 275.00 | 293.00 |
|  |  | 6-12 months | 550.00 | 586.00 |
|  | Information Literacy Training | Per individual per modulel | 110.00 | 117.00 |
|  |  |  |  |  |
|  | ***Private Members*** |  |  |  |
|  | ***Access to library facilities:*** |  |  |  |
|  | Circulation Services | Academic year | 1,100.00 | 1,172.00 |
|  | Information Services |  | Zero | Zero |
|  | Information Literacy Training | Per individual per module | 110.00 | 117.00 |
|  | ***Members in terms of a Formal Agreement*** |  |  |  |
|  | ***Access to library facilities:*** |  |  |  |
|  | Circulation Services | Academic year | 1,100.00 | 1,172.00 |
|  | Information Services  Inter-library loans, Inter-campus loans |  | Refer to conditions of agreement | Refer to conditions of agreement |
|  |  |  |  |  |
|  | Information Literacy Training | Per individual per module | 110.00 | 117.00 |
|  | ***External Members belonging to a community project*** |  |  |  |
|  | ***Access to library facilities:*** |  | 110.00 | 117.00 |
|  |  |  |  |  |
|  | Circulation Services |  | Zero | Zero |
|  | Information Services |  | Zero | Zero |
|  | Inter-library loans, Inter-campus loans | For the duration of project | Refer to conditions of agreement | Refer to conditions of agreement |
|  | Information Literacy Training | Per individual per module | 110.00 | 117.00 |
|  |  |  |  |  |
|  | ***Day visitors***  ***Access to library facilities***: | Per person per day | 36.00 | 38.00 |
|  |  |  |  |  |
|  | ***ERC’s and I-Centres*** |  |  |  |
|  | Levy paid by TUT Students | Academic year | 180.00 | 192.00 |
|  | Access by non-levy-paying clients | Academic year (after hours or as determined by the Library | 180.00 | 192.00 |
|  |  |  |  |  |
|  | Printing (Black & White) | A4 Page | 0.30 | 0.30 |
|  | Printing/Copying (Color) | A4 Page | 2.50 | 2.50 |
|  | Printing (Black & White) | A3 Page | 0.60 | 0.60 |
|  |  |  |  |  |
|  | Printing/Copying (Color) | A3 Page | 5.00 | 5.00 |
|  | Scanning | A4 & smaller  per page | 1.00 | 1.00 |
|  | Fax: sending |  |  |  |
|  | Local | Per page | 2.00 | 2.00 |
|  | National | Per page | 3.50 | 3.50 |
|  | International | Per page | 5.00 | 5.00 |
|  | Fax: Receiving |  |  |  |
|  | Local | Per page | 2.00 | 2.00 |
|  | National | Per page | 2.00 | 2.00 |
|  | International | Per page | 2.00 | 2.00 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Copying (Black & White) | Per page | 0.30 | 0.30 |
|  | CD-R | Per disk | 6.00 | 6.00 |
|  | USB Flash Drive (256MB) | Per disk | 20.00 | 20.00 |
|  | USB Flash Drive (512MB) | Per disk | 30.00 | 30.00 |
|  | USB Flash Drive (1GB) | Per disk | 50.00 | 50.00 |
|  | USB Flash Drive (2GB) | Per disk | 60.00 | 60.00 |
|  | USB Flash Drive (4GB) | Per disk | 80.00 | 80.00 |
|  | USB Flash Drive (8GB) | Per disk | 100.00 | 100.00 |
|  | USB Flash Drive (16GB) |  | 300.00 | 300.00 |
|  |  |  |  |  |
|  | Lamination |  |  |  |
|  | A3 |  | 10.00 | 10.00 |
|  | A4 |  | 7.00 | 7.00 |
|  | A5 |  | 4.00 | 4.00 |
|  |  |  |  |  |
|  | Binding |  |  |  |
|  | 8mm |  | 7.00 | 7.00 |
|  | 10mm |  | 8.00 | 8.00 |
|  | 14mm |  | 10.00 | 10.00 |
|  | 19mm |  | 13.00 | 13.00 |
|  | 22mm |  | 15.00 | 15.00 |
|  | 28mm |  | 17.00 | 17.00 |
|  | 45mm |  | 20.00 | 20.00 |

APPROVED BY: