

TSHWANE UNIVERSITY OF TECHNOLOGY

TARIFF LIST FOR 2024

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 & 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	Postgraduate Studies - External assessors	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	4
2.3	International Subsistence	4
2.4	Cell Phone Allowance	4
2.5	Entertainment Costs	4

ITEM NUMBER	DESCRIPTION	PAGE NUMBER
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	i-Centres	4
3.2.4	Student Extracurricular Fees	5
3.2.5	International Students	5
3.2.6	Initial Payment on Registration	5
3.2.7	Application to study at another tertiary institution	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 fee paid by staff AND DEPENDENTS	5
3.5	Tuition fees	6
3.6	Residence fees	6
3.6.1	Initial payment before Residence Registration	6
3.6.2	Residence Fees	6
3.7	Flats and Guest Houses	7
3.8	Examination fees payable by students	8
3.9	Miscellaneous administrative fees	9
3.10	Training tariffs: Toppieshoek, LABS and mobile units	10
3.11	Campus Clinic	10
3.12	Transport Fees	10
4	PRINTING SERVICES	10
4.1	Internal Publications	10
4.1.1	A4 Photocopies	10
4.1.2	A3 Photocopies	11

ITEM NUMBER	DESCRIPTION	PAGE NUMBER
4.1.3	Colour copies	11
4.1.4	Lamination	11
4.1.5	Ring binding	11
4.1.6	Business Cards	11
4.1.7	Colour Posters	12
5	Rentals	12
5.1	Rent for facilities	12
5.1.1	Outside organizations	12
5.1.2	Staff/Students (for private use)	13
5.1.3	Departments/Divisions/Students	14
5.1.4	Audiovisual Equipment hiring	14
5.2	Teaching and learning with technology (TLT)	15
5.2.1	Audio & Video conference venues	15
5.2.2	Audio & Video Production	15
5.3	Housing staff	15
5.4	Staff Parking	15
5.5	Telephone costs	15
5.6	Rent for sport fields and courses	15
5.6.1	Pretoria Campus	15
5.6.2	Clubhouses for TUT sports events	16
5.6.3	Soshanguve Campus	16
5.6.4	Ga-Rankuwa Campus	17
5.6.5	Mbombela Campus	17
5.6.6	eMalahleni Campus	17
5.7	Rent for facilities and training service at Toppieshoek	18
5.7.1	Accommodation	18
5.7.2	Day visitors	18
5.7.3	Data Projector	18
6	DECORATIONS	19
6.1	Office plants	19
6.2	Decorations outside Pretoria Campus	19
6.3	Functions	19
7	TENDER DOCUMENTS	19

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TARIFF LIST FOR 2024

REMUNERATION AND ALLOWANCES PAID BY TSHWANE UNIVERSITY OF TECHNOLOGY

	PER	TARIFF 2023	TARIFF 2024
1. REMUNERATION			
1.1 EXAMINERS (examination)			
Drafting and translation of question paper	paper	1,542.00	1,635.00
Marking of examination scripts	script	66.00	70.00
Oral and practical	hour	546.00	579.00
1.2 INTERNAL MODERATORS (examination)			
Moderating of question paper	paper	495.00	524.00
Moderation of scripts	script	66.00	70.00
Oral and practical	hour	515.00	546.00
1.3 EXTERNAL MODERATORS			
Moderating of question paper	paper	852.00	904.00
Moderating of sample scripts	script	66.00	70.00
Oral and practical	hour	546.00	579.00
	maximum	4,368.00	4,632.00
1.4 NON- TERMINATING MODERATORS			
Moderating of question paper	½ hour	139.00	147.00
Moderating of sample scripts	½ hour	13.00	14.00
<p>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 non- terminating assessments.</p> <p>Academic departments will be responsible for the budget and remuneration off all Continuous Assessment subjects</p>			
Assistant Markers for all assessments	½ hour		12.00
1.5 DISSERTATIONS & PROJECTS			
Dissertations: B Tech (for examiner & moderator)	project maximum	533.71 4,185.41	566.00 4,437.00
1.6 POSTGRADUATE STUDIES – External Supervisors			
1.6.1 Doctoral Thesis:			
External Supervisor		40,337.77	64,540.00
External Co-supervisor		20,168.62	32,270.00
(One of the above must be from TUT, without remuneration)			
1.6.2 Dissertation:			
External Supervisor		20,168.62	32,270.00
External Co-supervisor		10,756.22	17,210.00
(One of the above must be from TUT, without remuneration)			
1.6.3 Mini Dissertation:			
External Supervisor		10,756.22	17,210.00
External Co-Supervisor		6,722.50	10,756.00
1.6.4 Post Graduate Studies:			
External assessors -			
Doctoral Thesis		2,766.30	3,500.00

	PER	TARIFF 2023	TARIFF 2024
Master's full dissertation		1,973.04	2,500.00
Master's structured		1,242.70	1,500.00
1.7 INVIGILATORS			
1.7.1 External examination invigilators:			
Main/chief invigilator (only applicable when there is 100+ students in venue)			
Other invigilators	hour	158.00	167.00
Control invigilators	hour	124.00	131.00
Security invigilators	hour	146.00	155.00
	hour	94.00	100.00
Regional Assessment Coordinators (Distant Venues)	hour	229.00	243.00
Main/chief Assessment Coordinators (Distant Venues)	hour	190.00	202.00
Assessment Coordinators (Distant Venues)	hour	159.00	169.00
1.7.2 External test invigilators:			
1-hour session	session	257.00	272.00
2-hour session	session	310.00	329.00
3-hour session	session	356.00	377.00
4-hour session	session	401.00	425.00
5-hour session	session	454.00	481.00
6-hour session	session	504.00	534.00
1.8 PART-TIME REMUNERATION			
Junior Lecturer (BTech/Hons)	hour	Refer to HR	Refer to HR
Lecturer (Masters)	hour	Refer to HR	Refer to HR
Senior Lecturer	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	Full day Half day	1,000.00 750.00	1,000.00 750.00
1.12 TEMPORARY ACCOMODATION AND RELOCATION EXPENSES			
Temporary accommodation		Actual of 3 months up to a maximum of R45 000	TBC
		Actual costs of the cheapest of the 3 quotations which includes insurance up to a maximum of R30 000	TBC

Relocation expenses: SADEC
Relocation expenses: International appointees

Subject to change as prescribed by SARS

2.1.1 Standard Distances:

Pretoria – Soshanguve
Pretoria – Ga-Rankuwa
Pretoria – eMalahleni
Pretoria – Nelspruit
Pretoria – Polokwane
Soshanguve – Ga-Rankuwa
eMalahleni – Nelspruit
Nelspruit – Polokwane
Polokwane – Soshanguve
Nelspruit – Soshanguve
Nelspruit – Ga-Rankuwa

2.1.2 Fleet Tariff

All fleet vehicles:
Sedans
LDV's
Combi's & LDV's above 2.0 L
Trucks (above 7x ton)
Midi-busses (4xton)
Busses

Private Tariff – All vehicles as from

2.1.3 1 March 2024 – 28 February 2025.

AA Tariffs

2.2 DOMESTIC OVERNIGHT ALLOWANCE (without substantiation) SARS regulations 1 March 2024 – 28 February 2025:

All staff – meals & incidental costs

All staff – incidental costs

Note: If meals are provided, you are allowed to claim **R169.00** for incidental costs only, as from **1 March 2024 – 28 February 2025**.

Student overnight allowance

3

	PER	TARIFF 2023	TARIFF 2024
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			
Tariffs as from 1 March 2024 – 29 February 2025 determined by SARS and reviewed annually.		Refer to circular 01/2023	Refer to Webmail 6 March 2024
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	Refer to circular 01/2023	Refer to Webmail 6 March 2024
2.4 CELL PHONE ALLOWANCE			
Category A		Refer to ICT Services	Refer to ICT Services
Category B			
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) Refer to Collective Agreement signed June 2023	Per person	450.00	TBC BF outcome 2024
2.5.2 Farewell Functions	Per person	410.00	450.00
Farewell Gift (no vouchers)	Per person	1,050.00	1,200.00
2.5.3 Personal related costs	Per person	480.00	520.00
Flowers (bereaving & hospitalization) Excluding delivery	Per person	640.00	750.00
3. STUDENT AND PERSONNEL FEES			
APPLICATION FEES			
3.1 Refer to Student Prospectus Fee payable on application for admission	application	To be included in prospectus	To be included in prospectus
3.2 FEES PAYABLE ON REGISTRATION			
Registration fee for direct registration costs		To be included in prospectus	To be included in prospectus
3.2.1 Late Registration	course	To be included in prospectus	To be included in prospectus
3.2.2 Re-registration fee for research-based Masters and Doctorate		To be included in prospectus	To be included in prospectus
3.2.3 i-Centre		To be included in prospectus	To be included in prospectus

- 3.2.4 Student Extracurricular Fees:
Insurance cover, SRC levy, HIV & AIDS activities, SLG activities, Sports & Recreation activities, Net Care 911
- 3.2.5 International Students
- 3.2.6 Initial Payment on Registration
First-year students:
-Confirmation deposit

-Initial payment at registration

Senior students

Post Graduate Studies

Re-send studymaterial per parcel

Re-issue (collect) per parcel
- 3.2.7 Application to study at another tertiary institution
- 3.3 CREDIT FOR DISCONTINUATION
All students including Distance Education
- 3.3.1 First Semester Subjects
Non-registered students (newcomer students) (confirmation deposit)
Discontinues on or before

Discontinues between

Discontinues after
- 3.3.2 Second Semester Subjects
Registered students
Discontinues on or before

Discontinues between

Discontinues after
- 3.3.3 Year Subjects
Non-Registered Students
(Newcomer students) (Confirmation deposit)
Discontinues on or before

Discontinues between

Discontinues between

Discontinues after
- 3.3.4 Postgraduate and Experiential Learning
- 3.4 REGISTRATION FEE PAYABLE BY STAFF AND DEPENDENTS

PER	TARIFF 2023	TARIFF 2024
Annual fee to be paid together with registration fee	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
registration	To be included in prospectus	To be included in prospectus
registration	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
application	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
year	No charge	No charge

3.5 TUITION FEES

Consult the tariff list of the faculty concerned
Interest payable on arrears are calculated at

3.6 RESIDENCE FEES

3.6.1 Initial payment before Residence registration

3.6.2 Residence Fees

Astra Female Residence:

Single room

Double room

Denise Female Residence:

Single room

Double room

Heidehof Female Residence:

Kollegehof Mixed Residence:

Single room

Double room

Legae Mixed Residence:

Single room

Double room

Lezard Male:

Single room

Double room

Magalies Male Residence:

Single room

Double room

Mebala Mixed Residence:

Main block

D block

Minjonet Female Residence:

Single room

Double room

Monitor Male Residence

Orion Mixed Residence

Polonaise Female Residence:

Single room

Double room

Tempo Mixed Residence

Soshanguve Campus

SOS1 Female Residence

Single room

Double room

SOS2 Male Residence

SOS3 Female Residence

SOS4 Male Residence

SOS 5 Mixed Residence:

Single room

Double room

Town Mixed Residence

CCT Mixed Residence

Single room

Double room

TCE1 Mixed Residence

Single room

Double room

Three bay room

PER	TARIFF 2023	TARIFF 2024
year	Prime rate minus 1%	Prime rate minus 1%
	To be included in prospectus	To be included in prospectus
Year	32,912.00	35,050.00
Year	32,412.00	34,520.00
Year	32,912.00	35,050.00
Year	32,412.00	34,520.00
Year	32,042.00	34,125.00
Year	32,912.00	35,050.00
Year	32,412.00	34,520.00
Year	34,342.00	36,575.00
Year	33,942.00	36,150.00
Year	34,722.00	36,980.00
Year	34,342.00	36,575.00
Year	34,722.00	36,980.00
Year	34,342.00	36,575.00
Year	33,030.00	35,180.00
Year	31,032.00	33,050.00
Year	32,912.00	35,050.00
Year	32,412.00	34,520.00
Year	34,142.00	36,360.00
Year	34,722.00	36,980.00
Year	32,912.00	35,050.00
Year	32,412.00	34,520.00
Year	33,242.00	35,400.00
Year	26,152.00	27,855.00
Year	25,242.00	26,885.00
Year	25,242.00	26,885.00
Year	25,242.00	26,885.00
Year	25,242.00	26,885.00
Year	26,152.00	27,855.00
Year	25,242.00	26,885.00
Year	27,142.00	28,910.00
Year	26,152.00	27,855.00
Year	25,242.00	26,885.00
Year	26,152.00	27,855.00
Year	25,242.00	26,885.00
Year	23,682.00	25,220.00

TCE2 Mixed Residence

Single room
Double room
Three bay room

Telkom Residence

House 1
House 2

Ga-Rankuwa Campus**Gaetsho Female Residence:**

Shared room

Legae Male Residence:

Shared room

Skierlik Female Residence:

Shared room

Inkululeko Mixed Residence:

Double room

Lebone Residence:

Single
Double

3.7 FLATS & GUEST HOUSES**ALMA & DU TOIT FLATS****Allocations strictly according to waiting lists**

One Bedroom flats
Two Bedroom flats
One & half bedroom flats – du Toit
(max 3 persons)
Two Bedroom flats – du Toit
Parking
Covered

ZARAGOSA PARK FLATS**Allocations strictly according to waiting list**

Single Bachelor
Two bedrooms
Three bedrooms

Parking

Open
Covered

ZETHUSHOF FLATS**Allocations strictly according to waiting list**

Single bachelor (small)
Single bachelor (large)
One bedroom (duplex)
One bedroom (small)
One bedroom (medium)
One bedroom (large)
Two bedroom (regular)
Two bedrooms (regular with small balcony)
Two bedroom (duplex)
Two bedrooms (duplex – large)
Three bedroom (duplex)

Parking

Open
Covered

PER	TARIFF 2023	TARIFF 2024
Year	26,152.00	27,855.00
Year	25,242.00	26,885.00
Year	23,682.00	25,220.00
Year	24,472.00	26,065.00
Year	29,612.00	31,540.00
Year	28,422.00	30,270.00
Year	25,192.00	26,830.00
Year	25,192.00	26,830.00
Year	25,907.00	27,590.00
Year	25,907.00	27,590.00
Year	30,727.00	32,725.00
Year	30,397.00	32,375.00
Month	5,730.00	6,000.00
Month	6,880.00	7,200.00
Month	6,170.00	6,460.00
Month	6,880.00	7,200.00
Month	240.00	240.00
Month	4,570.00	Vacant
Month	6,840.00	Vacant
Month	9,180.00	Vacant
Month	150.00	Vacant
Month	240.00	Vacant
Month	4,570.00	4,780.00
Month	5,240.00	5,490.00
Month	6,770.00	7,090.00
Month	5,900.00	6,180.00
Month	6,380.00	6,680.00
Month	6,770.00	7,090.00
Month	8,600.00	9,000.00
Month	8,260.00	8,650.00
Month	9,200.00	9,630.00
Month	8,690.00	9,100.00
Month	10,630.00	11,130.00
Month	150.00	150.00
Month	240.00	240.00

GUEST HOUSES

KOSMOS

Standard units

Single – Bed & Breakfast
Sharing – Bed & Breakfast

Special Rates – 7 nights minimum

Single – Bed & Breakfast
Sharing – Bed & Breakfast

KOSMOS & NZASM

Luxury suites

Single – Bed & Breakfast
Sharing – Bed & Breakfast

Special Rates – 7 nights minimum

Single – Bed & Breakfast
Sharing – Bed & Breakfast

KOSMOS – students

Rooms to be used for student accommodation

17C
33B
35A
35B

Conference facilities

Tariffs includes:

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

Special circumstances examinations

Special exams outside official exam period – exceptional cases

Re-marking of script

Re-checking of marks

Insight into script

Exemption of subjects

Exemption of subjects (Maximum)

Granting of status

Statement in respect of replacement of certificate

Duplicate results

PER	TARIFF 2023	TARIFF 2024
p/p per day	650.00	700.00
p/p per day	600.00	650.00
p/p per day	600.00	650.00
p/p per day	550.00	600.00
p/p per day	770.00	820.00
p/p per day	710.00	760.00
p/p per day	710.00	760.00
p/p per day	650.00	700.00
p/p per annum	34,572.00	36,820.00
p/p per annum	41,622.00	44,330.00
p/p per annum	35,792.00	38,120.00
p/p per annum	35,792.00	38,120.00
p/p per day week days	450.00	480.00
p/p on a Saturday	500.00	540.00
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
subject	To be included in prospectus	To be included in prospectus
	To be included in prospectus	To be included in prospectus
request	TBC	To be included in prospectus
statement	TBC	To be included in prospectus
result	To be included in prospectus	To be included in prospectus

	PER	TARIFF 2023	TARIFF 2024
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	To be included in prospectus	To be included in prospectus
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.		No costs as it is part of the normal academic departmental process	No costs as it is part of the normal academic departmental process
Assessment fees	subject	To be included in prospectus 700.00	To be included in prospectus 770.00
Should the total amount claimed for RPL exceed the assessment fee, the individual claims will be adjusted	subject	To be included in prospectus 2,618.00	To be included in prospectus 3,080.00
Registration fees	application	To be included in prospectus 344.00	To be included in prospectus 359.00
	subject	To be included in prospectus 176.00	To be included in prospectus 176.00
Change of exam venue from Cape Town to Durban or vice versa: Distance Education Programs		To be included in prospectus 1,172.00	To be included in prospectus 1,243.00
Issuing of duplicate personal timetable: Distance Education Students	Timetable	To be included in prospectus	To be included in prospectus
Issuing of academic record: Distance Education Students	Academic Record	To be included in prospectus 35.00	To be included in prospectus 35.00
3.9 MISCELLANEOUS ADMINISTRATIVE FEES			
Issuing of duplicate student card	card	90.00	90.00
Issuing of duplicate proof of registration	proof of registration	11.00	11.00
Issuing of duplicate invoice/account	invoice/ account	10.00	10.00
Issuing of academic record – computerized records	report	15.00	15.00
Issuing of academic record– non-computerized records	report	145.00	145.00
Traffic fines – general	Fine ticket	60.00	120.00
Reckless, negligent, inconsiderate driving or any other serious traffic related offence	Fine ticket	120.00	120.00
Issuing of syllabi/transcript	request	515.00	515.00
Issuing of syllabi/transcript aboard	Syllabi	515.00	515.00
Exam enquiries after closing date		55.00	55.00
Dishonored cheques (+10% on cheque amount)			
Issuing of duplicate short- course certificate	Certificate	130.00	150.00
Issuing of duplicate proof of exam admission (Distance Ed Program)		14.00	14.00
Re-issuing of study material (Distance Ed program)		471.00	471.00
Penalty for simultaneous registration at another institution without prior permission		595.00	595.00
Penalty to distance education students for submitting the same assignment more than once for marking		130.00	130.00
Issuing of previous question papers (memorandums excluded)	Question paper		
Distance Education Students: Issuing of previous question papers (memorandum excluded) mailed to student	Question paper	49.00	49.00
Re-printing of graduation letters	Letter	12.00	13.00

Re-sending of graduation certificates

Duplicate qualification statement

Graduating in absentia after confirming attendance

3.10 TRAINING TARIFFS: **TOPPIESHOEK**, LABS AND MOBILE UNITS

Student Groups:

TUT Student Leadership Groups

TUT Student training groups, SGLD and Top Team Challenge Programs

Other Tertiary Student Groups

TUT Staff:

Leadership & Team Building Programs

Corporate Groups:

Leadership & Team Building Day Programs

Non-profit organisations (youth, schools & churches)

Non-profit organisations (youth, schools & churches) – Will quote individually – to be removed from tariff list

Games:

Archery

Paintball

Mountain Biking

Drumming (Maximum 65)

Hiking trail (5 & 10km)

High Ropes Course:

Zip line

Up sailing

3.11 CAMPUS CLINIC

For Students only

Staff – **only in case of an emergency**

3.12 TRANSPORT FEES - STUDENTS

Return Trip

Return Trip (Soshanguve only)

Per Semester

Per Annum

4. PRINTING SERVICES

4.1 INTERNAL PUBLICATIONS

- 4.1.1 A4 Photocopies: Bond
- Single sided
- Back to back
- A4 Photocopies: Bond tints
- Single sided
- Back to back
- A4 Photocopies: Bond bright colours
- Single sided
- Back to back

PER	TARIFF 2023	TARIFF 2024
Certificate	147.00	No more posting of certificates
Certificate	211.00	224.00
Per session	357.00	378.00
Person/day	150.00	170.00
Minimum		
Per group	2,600.00	3,000.00
Person/day	290.00	320.00
Person/day	360.00	390.00
Person/day	700.00	1,000.00
Person/day	240.00	250.00
Min group per day	5,000.00	To be removed from Tariff list, not making money.
All below Minimum of R2,000.00		
Person/day	250.00	250.00
Person/day – 100 balls	290.00	300.00
200 balls	340.00	350.00
Person/day	240.00	250.00
One session – 1 hour	2,200.00	2,500.00
Person/day	90.00	100.00
Person/day	200.00	200.00
Person/day	200.00	250.00
Visit	No charge	No charge
	3,352.00	TBC
	0.60	0.70
	0.80	0.85
	0.95	1.05
	1.05	1.15
	1.00	1.10
	1.20	1.30

4.1.2 A3 Photocopies: Bond
Single sided
Back to back

4.1.3 Colour copies
A4
A3

4.1.4 Lamination
A5
A4
A3
A2
A1
A0

4.1.5 Ring binding
Up to 30 sheets
Up to 60 sheets
Up to 95 sheets
Up to 125 sheets
Up to 170 sheets
Up to 225 sheets
Up to 325 sheets
Up to 500 sheets

With TUT cover
Up to 30 sheets
Up to 60 sheets
Up to 95 sheets
Up to 125 sheets
Up to 170 sheets
Up to 225 sheets
Up to 325 sheets
Up to 500 sheets

Leather binding of books

Stapled top left
Saddle stitching (self-cover)

Binding:
TUT Testbooks (12pg)
TUT Testbooks (8pg)

Saddle stitching of study guide with TUT cover
Perfect binding of study guide with TUT cover
Perfect binding
Stapled top left
Saddle stitching (self-cover)
Covers 160gm (different colours)

4.1.6 Business Cards
Single sided
50
100
150
200
250
300
350
400
450
500

PER	TARIFF 2023	TARIFF 2024
	1.10	1.20
	1.40	1.50
	POR	POR
	POR	POR
	6.00	7.00
	9.00	11.00
	15.00	18.00
	80.00	90.00
	105.00	120.00
	190.00	210.00
	9.00	11.00
	12.00	15.00
	13.25	16.50
	16.00	18.00
	18.50	21.00
	21.00	24.00
	24.00	29.00
	29.00	35.00
	11.00	13.00
	14.00	17.00
	15.25	18.50
	18.00	20.00
	20.50	23.00
	23.00	26.00
	26.00	31.00
	31.00	37.00
	0.30	0.35
	0.70	0.80
	6.00	7.50
	5.00	6.50
	5.50	7.00
	10.00	10.00
	7.50	7.50
	0.30	0.35
	0.70	0.80
	2.50	2.75
	210.00	230.00
	230.00	250.00
	250.00	270.00
	270.00	310.00
	310.00	350.00
	350.00	360.00
	360.00	400.00
	400.00	410.00
	410.00	430.00
	430.00	480.00

	PER	TARIFF 2023	TARIFF 2024
4.1.7 Colour Posters			
A0		300.00	350.00
A1		200.00	220.00
A2		140.00	150.00
Lithographic printing prices are on quote requests – each product created is custom design consisting of various inks, paper and quantity attributes			
5. RENTALS			
5.1 RENT FOR FACILITIES			
5.1.1 Outside Organizations			
<u>PRETORIA LEARNING SITE:</u>			
Arcadia Auditorium	Function/day	6,800.00	6,800.00
FNB Visitor Centre	Function/day	5,500.00	5,500.00
Lecture/Meeting Hall 4-109 / 30-G42	Function/day	2,500.00	2,500.00
Prestige Auditorium (Dinokeng Building 21)	Function/day	8,675.00	8,675.00
Prestige Auditorium (Dinokeng Building 21) Foyer	Function/day	1,778.00	1,778.00
Theunis Bester Hall	Function/day	9,500.00	9,500.00
Theunis Bester Hall Foyer	Function/day	2,500.00	2,500.00
Lecturing Auditorium/Venue (New)	Function/day	2,173.00	2,173.00
<u>POLOKWANE CAMPUS FACILITIES:</u>			
TECH 09 (Auditorium)	Function/day	1,485.00	1,633.50
TECH 01 (new)	Function/day	1,485.00	1,633.50
Boardroom	Function/day	No longer available	No longer available
Lecture Halls	Function/day	990.00	1,089.00
Library Extension	Function/day	990.00	1,089.00
<u>eMALAHLENI CAMPUS FACILITIES:</u>			
Class Rooms 40-seater	per hour	374.00	TBC
Class Rooms 80-seater (new)		523.00	TBC
Auditorium (new)	per day	1,345.00	TBC
Multi-Purpose Hall		19,440.00 (8,337.00 deposit refundable)	TBC
<u>MBOMBELA CAMPUS FACILITIES:</u>			
Multipurpose Hall, Student Centre		15,000.00 + 7,500.00 deposit (deposit refundable) *Price excludes any additional services	TBC
Staff Restaurant		1,650.00 + 825.00 deposit (deposit refundable) *Price exclude any additional services	TBC
Lecture room (Bldg5-G03, 6-G02, 7-G04, 8-G03)		2,000.00 + 1,000.00 deposit (deposit refundable) *Price excludes any additional services	TBC

Lecture room (Bldg. 5-G06, 6-G05)		
Lecture rooms (Bldg. 8-G05, 9-G02, 10-G02, 10-G05, 10-G06)		
<u>SOSHANGUVE LEARNING SITE</u>		
Outside organizations:		
Ruth First Hall		
Building 9-G08 TCE Hall		
Auditoriums		
Lecturing Hall		
Building 21-G18 MHO Auditorium		
Student Centre		
<u>GA-RANKUWA LEARNING SITE</u>		
Aula Hall		
Lecturing Hall/Auditoriums / Auditorium Foyer		
New Multi-Purpose Hall		
New Auditoriums		
<u>Additional:</u> Applicable to PTA, Soshanguve & Ga-Rankuwa		
A standard standby fee will be charged for both Internal and External clients		
Standby Services (Sound and lighting operator/cleaning services)		
Outside area		
5.1.2 Staff/Students (for private use)		
<u>PRETORIA LEARNING SITE:</u>		
Arcadia Auditorium		
FNB Visitor Centre		
Lecture/Meeting Hall 4-109 / 30-G42		
Lecturing Auditorium/Venue		
Prestige Auditorium (Dinokeng Building 21)		
Prestige Auditorium Foyer (Dinokeng Building 21)		
Theunis Bester Hall		
Theunis Bester Hall Foyer		
<u>SOSHANGUVE LEARNING SITE:</u>		
Ruth First Hall		
Building 9-G08 TCE Hall		
Building 21-G18 MHO Auditorium		
Student Centre		
Lecturing Hall		
<u>GA-RANKUWA LEARNING SITE</u>		
Aula Hall		
Lecturing Hall/Auditoriums/Auditorium/Foyer (New)		
New Multi-Purpose Hall		
New Auditoriums		

PER	TARIFF 2023	TARIFF 2024
	2,500.00 + 1,250.00 deposit (deposit refundable) *Price excludes any additional services	TBC
	1,000.00 + 500.00 deposit (deposit refundable) *Price excludes any additional services	TBC
Function/day	9,500.00	9,500.00
Function/day	4,000.00	4,000.00
Function/day	2,500.00	2,500.00
Function/day	2,173.00	2,173.00
Function/day	2,500.00	2,500.00
Function/day	2,500.00	2,500.00
Function/day	3,000.00	3,000.00
Function/day	2,173.00	2,173.00
Function/day	20,000.00	20,000.00
Function/day	5,000.00	5,000.00
Function/day	1,820.00	1,820.00
Function/day	2,864.00	2,864.00
Function/day	3,850.00	3,850.00
Function/day	3,850.00	3,850.00
Function/day	1,350.00	1,350.00
Function/day	950.00	950.00
Function/day	5,200.00	5,200.00
Function/day	1,200.00	1,200.00
Function/day	3,500.00	3,500.00
Function/day	1,000.00	1,000.00
Function/day	4,000.00	4,000.00
Function/day	2,000.00	2,000.00
Function/day	2,000.00	2,000.00
Function/day	1,500.00	1,500.00
Function/day	800.00	800.00
Function/day	1,300.00	1,300.00
Function/day	550.00	550.00
Function/day	8,500.00	8,500.00
Function/day	2,500.00	2,500.00

Additional: Applicable to PTA, Soshanguve and Ga-Rankuwa
A standard standbyfee will be charged for both Internal and External clients

Standby Service (sound and lighting operator/cleaning services)
Outside Area

5.1.3 Departments/Divisions/ Students

PRETORIA LEARNING SITE:

Arcadia Auditorium
Arcadia Hall (**New**)
Botata Conference Centre
FNB Visitor Centre
Lecture/Meeting room 4-109/ 30-G42
Lecturing Auditorium / Venue (**New**)
Prestige Auditorium (Dinokeng Building 21)
Prestige Auditorium Foyer (Dinokeng Building 21)
Theunis Bester Hall
Theunis Bester Hall & Foyer

SOSHANGUVE LEARNING SITE:

Building 9-G08 TCE Hall
Ruth First Hall
Student Centre
Outside Area

GA-RANKUWA LEARNING SITE

Aula Hall
Lecturing Hall/Auditoriums/Auditorium/
Foyer (New)
New Multi-Purpose Hall
New Auditoriums

Additional: Applicable to PTA, Soshanguve & Ga-Rankuwa campuses
A standard standbyfee will be charged for both Internal and External clients

Standby Services (Sound and lighting operator/cleaning services)
Outside Area

STUDENT BASHES FOR HALLS ON TUT CAMPUSES

Ruth First Hall Soshanguve South
Soshanguve Outside Area
Aula Hall Ga-Rankuwa
Theunis Bester Hall

Mbombela
eMalahleni
Polokwane

5.1.4 Audiovisual Equipment hiring – Only for **Internal** hiring by Departments

Flip Chart
Sound System
Screen
Data projector per day
Data projector per hour

PER	TARIFF 2023	TARIFF 2024
Function/day	1,820.00	1,820.00
Function/day	2,684.00	2,684.00
Function/day	1,250.00	1,250.00
Function/day	1,090.00	1,090.00
Function/day	1,090.00	1,090.00
Function/day	1,250.00	1,250.00
Function/day	400.00	400.00
Function/day	No charge	No charge
Function/day	2,200.00	2,200.00
Function/day	1,190.00	1,190.00
Function/day	1,400.00	1,400.00
	Included in the above	Included in the above
Function/day	700.00	700.00
Function/day	1,400.00	1,400.00
Function/day	720.00	720.00
Function/day	325.00	325.00
Function/day	750.00	750.00
Function/day	No charge	No charge
Function/day	4,000.00	4,000.00
Function/day	1,000.00	1,000.00
Function/day	1,820.00	1,820.00
Function/day	2,864.00	325.00 (Correction)
Function/day	28,300.00	28,300.00
Function/day	11,300.00	11,300.00
Function/day	11,300.00	11,300.00
Function/day	13,600.00	13,600.00
Function/day	13,600.00	13,600.00
Function/day	13,600.00	13,600.00
Function/day	13,600.00	13,600.00
Function/day	48.00	48.00
Function/day	240.00	240.00
Function/day	48.00	48.00
Function/day	640.00	640.00
hour	116.00	116.00

		PER	TARIFF 2023	TARIFF 2024
Laptop/Computer per day Laptop/Computer per hour Standby per day	Function/day		N/A	N/A
	hour		N/A	N/A
	Function/day		1,820.00	1,820.00
Delivery Cost (per vehicle)	Less than 35km		Half the rate per km as per tariff list	Half the rate per km as per tariff list
Delivery Cost (per vehicle)	More than 35km		Full rate per km as per tariff list	Full rate per km as per tariff list
5.2 TEACHING & LEARNING WITH TECHNOLOGY – TLwT RENT FOR FACILITIES				
5.2.1 TUT Departments/Outside Organizations:				
SmartClass Room (Bld. 9 – PTA)		Per 4-hour session Per Day	2,000.00 3,000.00	2,000.00 3,000.00
TLwT Seminar Room (Bld. 9 – PTA)		Per 4-hour session Per Day	2,000.00 3,000.00	2,000.00 3,000.00
Soshanguve South Campus		Per 4-hour session Per Day	2,000.00 3,000.00	2,000.00 3,000.00
5.2.2 Audio and Video Production: Removed from Tariff List				
5.3 HOUSING STAFF Residence flat (Priced per bedroom)		month	5,650.00 – 8,110.00	5,650.00 – 8,110.00
5.4 STAFF PARKING				
Top management		month	Under Review	Under Review
Staff – covered parking per annum		year	Under Review	Under Review
Staff – open parking (paved area)		year	Under Review	Under Review
Motorcycles – covered parking		year	Under Review	Under Review
5.5 TELEPHONE COSTS				
Line hire		month	80.00	80.00
5.6 RENT FOR SPORT FIELDS AND COURSES				
5.6.1 Pretoria Campus				
(a) Rugby fields		field/match	670.00 per match	670.00 per match
– with lights		field/evening	1,345.00 per match	1,345.00 per match
(b) Soccer field		match/day	670.00 per match	670.00 per match
- with lights		evening	1,345.00 (1 field per match)	1,345.00 (1 field per match)
(c) Softball Field		match/day	690.00 per match	690.00 per match
- with lights		evening	1,345.00 (1 field per match 2x hours)	1,345.00 (1 field per match 2x hours)
(d) Hockey fields (grass)		field/match	805.00 per match	805.00 per match
– with lights		field/evening	1,207.00 per match	1,207.00 per match
(e) Hockey field (Astro)		field/match	690.00 per 90 min	690.00 per 90 min
– with lights		field/evening	805.00 per 90 min	805.00 per 90 min
(f) Cricket fields		field/match	2,950.00 per match	2,950.00 per match
– with lights		field/evening	5,363.00 per match	5,363.00 per match

(g) Tennis courts

– with lights

(h) Netball courts

– with lights

(i) Athletics tracks

– with lights

(j) Squash Courts

(k) Athletics/Rugby Stadium for renting for:
Outside events. Fees depending on numbers, duration,
services required and entrance fee

5.6.2 Clubhouses for **TUT sports events**, tariffs are based on
per function/event

Rugby – without kitchen
Rugby – with kitchen
Cricket – without kitchen
Cricket – with kitchen
Tennis – without kitchen
Tennis – with kitchen
Hockey Stadium – VIP Lounge
Dance Studio

Clubhouses for **Outside events**,
tariffs are based on per function/event

Rugby – without kitchen
Rugby – with kitchen
Cricket – without kitchen
Cricket – with kitchen
Tennis – without kitchen
Tennis – with kitchen
Hockey Stadium – VIP Lounge
Dance Studio
Speed Fencing
Venue cleaning

5.6.3 Soshanguve Campus

Indoor facilities

(a) Gymnasium hall for **non**-sporting events
Gymnasium hall for **non**-sporting events where there is
charge for entrance
Gymnasium hall for sport events
(b) Squash courts
(c) Gym membership fees for TUT students only
(d) Gym membership fees for TUT Staff only
(e) Gym membership fees for both non-staff and students
– community engagement

PER	TARIFF 2023	TARIFF 2024
course/day	536.00 per half day 4-hour session	536.00 per half day 4-hour session
course/evening	805.00 17:00-21:00	805.00 17:00-21:00
course/day	536.00 per court per match	536.00 per court per match
course/evening	805.00 per court per match	805.00 per court per match
day	5,175.00	5,175.00
evening	5,750.00	5,750.00
per 45 min	20.00	20.00
Session/day	Price to be determined dependent on the type of event, number of participants/supporters and additional services required	Price to be determined dependent on the type of event, number of participants/supporters and additional services required
day/evening	1,475.00	1,475.00
day/evening	1,610.00	1,610.00
day/evening	1,340.00	1,340.00
day/evening	1,610.00	1,610.00
day/evening	1,207.00	1,207.00
day/evening	1,340.00	1,340.00
day/evening	1,340.00	1,340.00
day/evening	1,610.00	1,610.00
day/evening	2,681.00	2,681.00
day/evening	3,352.00	3,352.00
day/evening	2,681.00	2,681.00
day/evening	3,352.00	3,352.00
day/evening	2,011.00	2,011.00
day/evening	2,145.00	2,145.00
day/evening	2,279.00	2,279.00
day/evening	2,311.00	2,311.00
per meter	149.00	149.00
Per event/ per cleaner/per day	460.00	460.00
day	3,150.00	4,000.00
day	6,254.00	7,500.00
day	1,378.00	3,000.00
day	710.00	710.00
month	85.00	100.00
month	150.00	200.00
month	180.00	200.00

	PER	TARIFF 2023	TARIFF 2024
Outdoor facilities			
(a) Main stadium for sports events	day	1,378.00	1,800.00
	evening - with lights	1,802.00	2,000.00
(b) Main stadium for non-sports events where there is no charge for entrance e.g. Church events, Rally, etc.	day	7,950.00	20,000.00
	evening - with lights	10,070.00	25,000.00
(c) Main stadium for non-sports events where there is a charge for entrance e.g. bashes, concerts, etc.	day	14,310.00	25,000.00
	evening - with lights	15,370.00	30,000.00
(d) Netball, Volleyball and Basketball courts	day	795.00	800.00
(e) Athletics Cross Country in the campus sports facilities	day	1,590.00	2,500.00
(f) Vendors selling authorized products during the events in the sport facilities	day	370.00	500.00
5.6.4 Ga-Rankuwa Campus		Facilities under construction	Facilities under construction
(a) Basket Ball	day	700.00	700.00
	evening/lights	N/A	N/A
(b) Football Pitch	day	R1,500.00	1,500.00
	evening/lights	N/A	N/A
(c) Netball Court	day	700.00	700.00
	evening/lights	N/A	N/A
(d) Softball fields	day	N/A	N/A
	evening/lights	N/A	N/A
(e) Tennis Courts	day	N/A	N/A
	evening/lights	N/A	N/A
(f) Volleyball Courts	day	700.00	700.00
	evening/lights	N/A	N/A
5.6.5 Mbombela Campus			
Outdoor facilities			
(a) Football Ground for Sport Events	2 hours	600.00	1,000.00
	All day	(Tennis Courts)	1,800.00
- with lights	evening	1,200.00	2,000.00
		(Tennis Courts)	
(b) Football Ground for non-sports events where there is no charge for entrance e.g. church & rally events	day	600.00	20,000.00
		(Netball Courts)	
-with lights	evening	1,200.00	25,000.00
		(Netball Courts)	
(c) Football Ground for Non-sports events where there is a charge for entrance e.g. bashes, concerts, etc.	day	600.00	25,000.00
		(Volleyball Courts)	
-with lights	evening	1,200.00	30,000.00
		(Volleyball Courts)	
(d) Netball, Volleyball and Basketball Courts	day	800.00	1,000.00
		(Football Fields)	
(e) Vendors selling authorized products during the events in the sport facilities	day	600.00	500.00
		(Basketball Courts)	
5.6.6 eMalahleni Campus			
Outdoor facilities			
(a) Tennis Courts with lights	day/evening	700.00	700.00
(b) Netball Courts with lights	day/evening	700.00	700.00
(c) Volleyball Courts with lights	day/evening	700.00	700.00
(d) Basketball Courts with lights	day/evening	700.00	700.00

- (e) Multi-purpose Sports fields with grass and lights:
Soccer/Football

Multi-purpose Sport fields with grass and lights for non-sport events where there is **no** charge for entrance e.g. church and rally events, etc.

Multi-purpose Sport field with grass and lights for non-sport events where there is a charge for entrance e.g. bashes, concerts, etc.

Softball

Cricket pitch no longer available – only football pitch

5.7 RENT FOR FACILITIES AND TRAINING SERVICES AT TOPPIESHOEK

5.7.1 Accommodation

Youth accommodation – Public:

Accommodation (minimum of 15 persons – bedding included)

Accommodation (minimum of 15 persons – bedding excluded)

Special Tariff Community Groups (Non-Profit Organisations, Schools & Churches)

Youth accommodation – TUT Students:

Accommodation (minimum of 15 persons – bedding included)

Accommodation (minimum of 15 persons – bedding excluded)

Bundu House:

Accommodation (minimum of)

Accommodation per person per night

Managers House:

Accommodation per person per night

Managers Guesthouse:

Accommodation per person per night

Accommodation – (minimum of)

Guesthouse

5.7.2 Day Visitors

Lapa – recreational area

(kitchen facilities, chairs, tables, braai and recreation facilities) maximum of 250 persons

Gas bottle filled

Observatory (Venue only)

Seminar – facility per day

TUT Meetings

Hall for functions standard rate

5.7.3 Data Projector

Sound and Equipment (In hall)

Sound and Equipment (Outside)

Bonfire Wood (when available) 1 bundle per group

Booking deposit

Booking cancellation

PER	TARIFF 2023	TARIFF 2024
Day	1,300.00	1,300.00
Evening with lights	1,500.00	1,500.00
	1,500.00	1,500.00
Day		20,000.00
Evening with lights		25,000.00
	550.00	550.00
	-	
person/night	210.00	250.00
person/night	150.00	200.00
Per Group of 50/per night	2,000.00	7,500.00 Previous rate was a total loss
person/night	190.00	220.00
person/night	140.00	170.00
night	700.00	1,000.00
person/night	300.00	400.00
person/night		600.00
person/night		700.00
night/weekend		1,800.00
		300.00
Minimum	1,000.00	1,500.00
person/day	80.00	150.00 Minimum of 10
		350.00
per day	-	
person/day	250.00	350.00
person/day	200.00	250.00
per day	2,500.00	3,500.00
per day	750.00	1,000.00
per day	1,000.00	2,000.00
per day	1,000.00	3,000.00
	400.00	400.00
	50%	50%
	As in items & conditions	As in items & conditions

	PER	TARIFF 2023	TARIFF 2024
6. DECORATIONS			
6.1 OFFICE PLANTS			
Container with accent plant	year	1,590.00	1,685.00
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	190.00	200.00
Displays	Per m ² per day	240.00	255.00
Screens	Per unit per day	240.00	255.00
7. TENDER DOCUMENTS			
Collection of documents by Tenders	per document	500.00 – 1,000.00	500.00 - 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	Less than 35km	Half the rate per km as per tariff list	Half the rate per km as per tariff list
INHOUSE SERVICE: ONLY TSHWANE METRO AREA	More than 35km	Full rate per km as per tariff list	Full rate per km as per tariff list
COURIER SERVICES:	Per letter/booklet (Excludes Envelopes)	1.70	1.70
8.4 FOLDING AND INSERTING			
9. LIBRARY AND INFORMATION SERVICES			
9.1 INSTITUTIONAL MEMBERS			
Staff			
Access to library facilities:			
Circulation Services	Unlimited until resignation	Free	Free
Information Literacy Training			
Information Services			
Inter-library loans (including Inter-campus loans)			
Registered Students			
Access to library facilities:	Period registered for	Free	Free
Circulation Services			
Information Literacy Training			
Information Services			
Inter-library loans (including Inter-campus loans)			
9.2 EXTERNAL MEMBERS			
Alumni			
Access to library facilities:	Academic year	Free	Free
Circulation Services			
Members of Council			
Access to library facilities:	Academic year	Free	Free
Circulation Services			
Information Literacy Training			

	PER	TARIFF 2023	TARIFF 2024
Information Services Inter-library loans (including Inter-campus loans)			
Higher Education Institutional members (Postgraduate Students only, upon producing letter of introduction From their University Libraries) 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 SLPs Access to library facilities	Period registered for	Per individual per module	Per individual per module
Circulation Services	Up to 6 months	433.00	433.00
	6-12 months	866.00	866.00
Information Services	Up to 6 months	433.00	433.00
	6-12 months	866.00	866.00
Information Literacy Training	Per individual per module	174.00	174.00
Private Members Access to library facilities Circulation Services Information Services (Excluding Inter-Library Loans) Information Literacy Training	Academic year	1,730.00	1,730.00
		1,730.00	1,730.00
		673.00	673.00
	Per individual per module	174.00	174.00
Members in terms of a Formal Agreement Access to library facilities Circulation Services and Inter-campus loans Information Services	Academic year	1,730.00	1,730.00
		1,730.00	1,730.00
		673.00	673.00
Inter-library loans (Refer to conditions of agreement)		1,730.00	1,730.00
Information Literacy Training	Per individual per module	174.00	174.00

		PER	TARIFF 2023	TARIFF 2024
External Members belonging to a community project			174.00	174.00
Access to library facilities			174.00	174.00
Information Literacy Training		Per individual per module	174.00	174.00
9.3	OTHER SERVICES			
9.3.1	Day visitors			
	Access to library facilities:	Per person per day	58.00	58.00
9.3.2	Library Fines			
	Overdue open collection material	Per item per day	0.95	1.25
	Overdue reserved study collection material	Per item per hour	1.70	2.00
	Overdue reference material	Per item per day	2.30	2.60
	Continuing Resources	Per item per day	1.70	2.00
	Overdue audio-visual material	Per item per hour	2.30	2.60
	Replacement of lost or damaged material	Per item	Purchase price plus processing fee (R95.00) plus billing fee (R31.00) of item	Purchase price plus, processing fee (R100.00) plus billing fee (R31.00) of item
	Uncollected Inter-library loan material	Per item	Cost incurred in transporting item between sending and receiving library (courier/postal costs)	Cost incurred in transporting item between sending and receiving library (courier/postal costs)
9.3.3	i- Centre's			
	Fee paid by TUT Students	Academic year	273.00	273.00
	Access by non-fee-paying clients	Academic year (after hours or as determined by the Library)	320.00	320.00
9.3.4	Printing			
			Service rendered by external provider	Service rendered by external provider
9.3.5	Scan	A4 & smaller per page	Service rendered by external service provider	Service rendered by external service provider
9.3.6	Lamination and Binding (Service only, no consumables Provided)			
	A3		No costs	No costs
	A4		No costs	No costs
	A5		No costs	No costs