



## **HOW TO PAY WITS**

### **1. There are 3 types of payments:**

- 1.1 Payments at Cashiers Office on Campus. (Immediate reflection on the Student Fee Account)
- 1.2 Debit or Credit Card Payments via the Student Portal. (Immediate reflection on the Student Fee Account)
- 1.3 Direct payment to Standard Bank. (Immediate reflection on the Student Fee Account)
- 1.4 EFT payments from any other Bank to Standard Bank. (24 Hour Delay for reflection on Student Fee Account)

**Payment at Cashiers office – (Office hours 08:00 - 16:00 Monday to Friday)**

- Students may pay via cash or debit or credit card or bank guaranteed cheques only at the cashiers.
- Cashier will receipt payment to student account.
- Cashier will issue student with receipt as proof of payment.
- System will drop the hold (SFB) immediately.
- Student can proceed to register via the on-line registration process.

**Payment made Via the Student Self Service Portal**

- On the Self Service Portal screen, student to choose icon “Pay Fees”
- Students have an option to pay via Debit/Credit card.
- System will drop the hold (SFB) immediately.
- Student may proceed with on-line registration.

**Payments made via other Banks.**

**If students pay into the University FNB account (24 Hour Delay), the following will occur,**

- Student will be required to E-mail Proof of payment to the Fees Office, [feesoffice.finance@wits.ac.za](mailto:feesoffice.finance@wits.ac.za)
- Payment needs to appear in the University bank account first in order for the (SFB) hold to be lifted.
- Once the Fees Office has identified and allocated the payment 24 hours later, the Student can proceed with on-line registration.

**NB – Payments made over weekends will only appear the next working day, only once appearing in the University account will the hold be lifted automatically.**

## **2. INTERNATIONAL STUDENTS**

**For international students 75% of total Fees are due and payable upfront and the remaining 25% the Fees must be paid by the 31 March.**

- Students must ensure that payments need to be made at least 10 working days before registration can take place.
- Once the money is clear in our bank, and reflecting on the Fee account, the student may proceed to the Wits International Office for completion of registration.
- Students need to e-mail the following documents to the Wits International Office before they can proceed with registration:
  - Medical Aid certificates
  - Proof of payments
  - Study Visa

**All Enquiries should payment fail or you are experiencing problems registering, you may do the following:**

- Contact the Wits Student Call Centre on 011 717 1888 for assistance during office hours 08:00 to 17:00
- Email the Fees Office on [feesoffice.finance@wits.ac.za](mailto:feesoffice.finance@wits.ac.za)
- Please note that all Fees must be paid into the Standard Bank Account: Account number: 002891697 Branch Code: 004805