



# Registration 2025

## Important Information



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## Before you start:

- When you register with us, **you accept the terms and conditions**, and the fees as revised for each relevant academic year. You also **accept our rules** (including all regulations, policies and codes of conduct), which you can read on The Independent Institute of Education website [here](#)
- To ensure a smooth and hassle-free registration process, we kindly request that you prepare the following documents in advance: a copy of your fee payer's national ID document or passport as well as proof of account details (**no older than three months**)
- Review the below diagram to assist you with your registration and the steps you must follow.
- Read this document containing important information regarding the registration process.
- Be sure to watch the registration video, which can be paused at any time to ensure you follow the process correctly. The video link is available [here](#).

## Need Assistance?

Assistance with registration is possible in two ways:

### On Campus

- The campus has dedicated registration assistants who are available during campus operating hours to assist you with your registration.

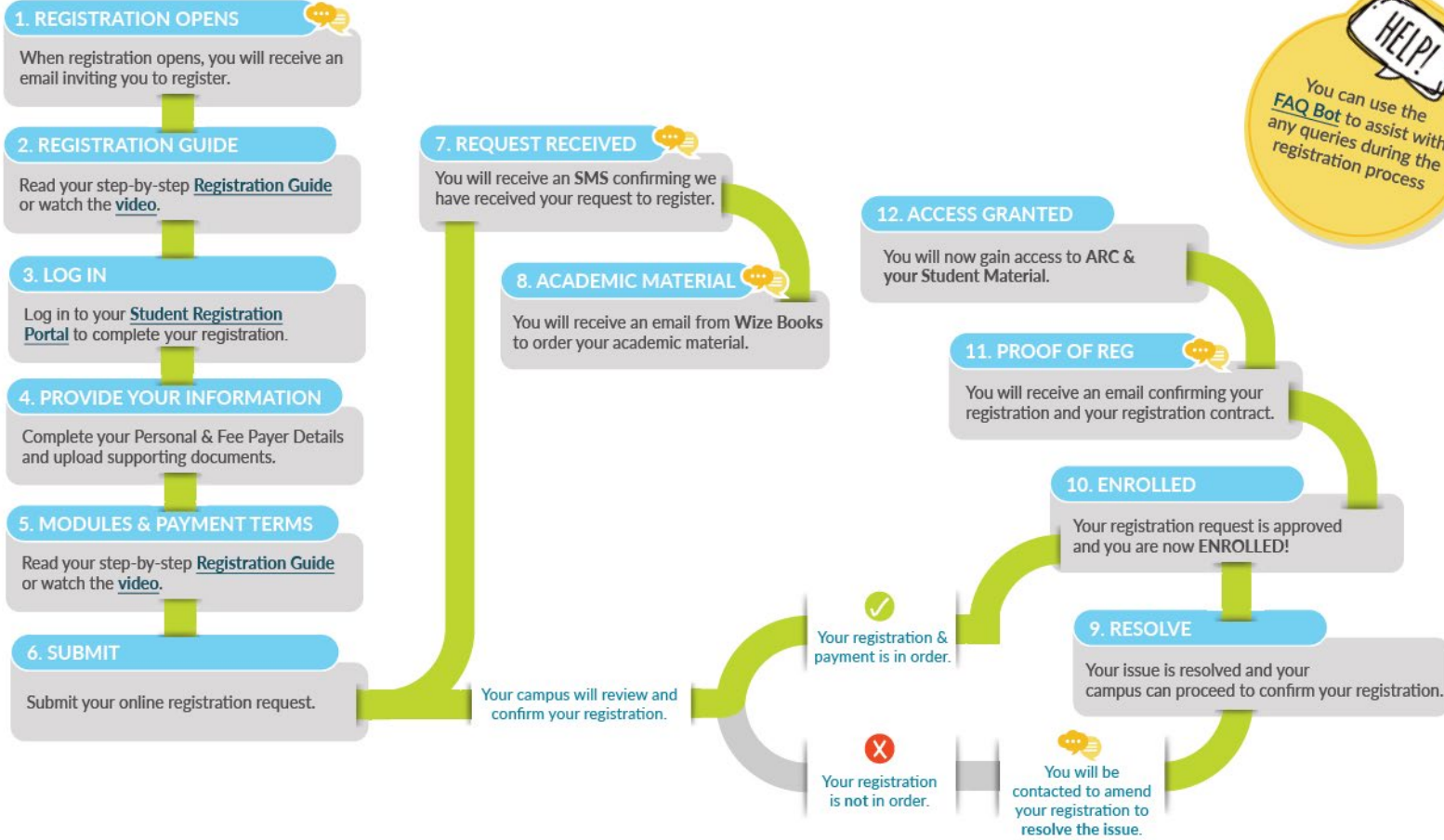
### Via the FAQ BOT

- For assistance on a variety of **registration** related Frequently Asked Questions make use of the FAQ BOT pop up in your registration portal.
- Should you still require assistance select the “call me back” option on the BOT and a Registration Support Agent will call you back during the following operating hours:

**Monday – Friday 08:00 – 17:00**  
**Saturday 08:00 – 13:00**

# Student Systems

## STUDENT PORTAL REGISTRATION PROCESS



## 1. Welcome

Dear Student,

If you are reading this, it means you have received an invitation to register for 2025 at Varsity College, Pietermaritzburg.

You have two options to complete your registration process:

- **On-campus registration:** If you choose to register on campus, dedicated registration staff and venues are available to assist you.
- **Online registration:** If you prefer to register from home, follow the step-by-step registration guide in the email. You can also watch the registration video and use the FAQ BOT to help you with the process.

## 2. Student Information Systems (SIS) and Single Sign On (SSO)

All Student Information Systems use the same username, which is your ST number and password. This is called your Single Sign-On (SSO) credentials, which you will use to access all the systems.

For new students, you will receive information and onboarding sessions during O' Week, where you will learn about the different Student Information Systems and how to use them.

## 3. Module selection

Depending on your qualification and year of study, your qualification is made up of **MANDATORY** and **OPTIONAL** modules. All Year 1 modules are listed as **MANDATORY** modules, except for electives listed as **OPTIONAL** modules on the selection screen.

A prerequisite module is a module you need to complete before you can proceed with another module, while a corequisite module is a module that you can proceed with in conjunction with another module.

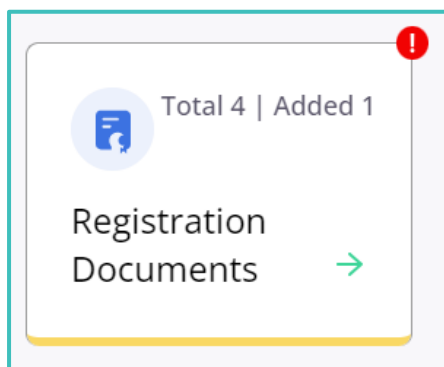
**All modules in your qualification need to be completed for you to meet the minimum requirements to graduate.**

### 3.1. Returning Students

**\*A late registration fee will be levied to returning students only, should we not receive your request for registration and minimum payment on or before 3rd February 2025. Students registering for a new qualification are exempt from this fee\***

Your module basket will be populated based on your academic progression through your qualification.

If you require assistance in selecting any repeat, outstanding, or replacement modules for 2025, you can consult the Academic Progression Document (APD). This document is available in the registration section of your student profile for module selection. The **absence** of an Academic Progression Document (APD) **does not impact your ability** to continue with your registration.



### 3.2. First Year Students

In instances where qualifications have elective modules, you will need to choose between some elective modules, these are:

**Higher Certificate in Communication Practices electives for education discipline on offer:**

- First Additional Language Afrikaans
- First Additional Language isiZulu

## Bachelor of Education (Intermediate Phase)

Due to the complexity of the registration process of these programmes, we require all 1<sup>st</sup> year students on the IIE BED programmes (once matric results have been released) to consult with an Admission Officer Student Recruitment on campus regarding module choices prior to registration.

### Bachelor of Arts Honours in Psychology elective at offer:

- Community Psychology
- Developmental Psychology

## 4. Important Financial Information

### 4.1. Fee Quotations

Need a Fee Quotation for a loan or bursary? You are to generate your own [here](#).

- **New students:** Use your fact sheet to select your applicable modules to generate your Fee Estimate/ Quotation.
- **Returning students:** Use your Academic Progression Document (APD) to select and generate your own Fee Estimate/ Quotation.

Most banking institutions and sponsors will require the fee estimate to be accompanied with proof of banking details. The proof of banking details letter for your chosen campus can be requested from your Student Advisor or Student Relations Specialist.

### 4.2. Payment Methods

We offer two payment options: **Full Settlement** and **10 Monthly** payment plans.

If you have selected the **10 Monthly** payment plan, you will need to provide your **fee payer ID Document** and will need to complete the banking details during the registration process in order to proceed with your registration.

Where a company sponsor is the fee payer, you will need to provide the **company sponsorship** documentation.

#### 4.2.1. PAYU

You will be directed to the **PAY U** portal which is **embedded** within the registration process, and payment must take place at the **point of registration**. The Full settlement, or 1st instalment for the 10-month option, is due on/before registration.



### 4.2.2. Debit Orders

Debit Orders are run on the **1st, 15th, or 25th** of each month. A debit order is mandatory if you select the 10-month payment plan. Please complete the debit order details when registering - you will be required to provide us with your Name, Bank, Branch Code, Type of Account, and Account Name and Number. Debit orders are available for South African and international students with South African bank accounts.

### 4.2.3. International Payments

**International payments** may be processed either via your local bank using the **swift code ABSAZAJJ** to the campus banking details, or you can start the payment process [here](#).

## 4.3. Bursaries and Student Loans

### 4.3.1. Bursaries

Bursaries available to new and returning students are explained in the registration portal, the FAQ BOT or on the website [here](#)

Bursary applications must be submitted no later than **1 March 2025**.

### 4.3.2. Student Loans

Student Hero: Need financial assistance to take that next step towards securing your tertiary studies? We are supported by Student Hero. Student Hero is a finance facilitation service that can easily connect you to banks and financial service providers through a single platform. What does this mean? At no cost to you, Student Hero will approach multiple financial institutions with the aim of securing finance at the best terms for you, on your behalf. To learn more, click [here](#)

## 5. Registration Confirmation/ Proof of Registration

Once you have submitted your registration request and payment, your campus will finalise your registration. The finalisation of your registration may take up to **5 working days** from receipt of your registration request.

**By receiving the final confirmation of registration, it means that you:**

1. Have met the entrance criteria,
2. Uploaded all the correct documents,
3. You are now enrolled and will be granted access to your student systems.

### Please take note of the following timelines:

- A confirmation/ proof of registration email will be sent to you, may take up to **5 working days** from receipt of your registration request.
- You will receive an email containing your unique link to Wize Books to order your textbooks (within 48 hours of receipt of your registration request)
- Your timetable will be made available one week prior to your lectures commencing.
- For new students, we will provide you with information regarding your institutional vconnect email, Student Systems and Wi-Fi access during Orientation- O' Week.

## 6. Wize Books

Wize Books is the preferred textbook supplier to all Independent Institution of Education students. The Wize Books Portal, which is used for ordering academic material, will be opening on **January 13th, 2025**. If you have already submitted your registration request, keep an eye out for an email from Wize Books that contains your UNIQUE log-in link. Once you log in, you will find your prepopulated cart based on the modules you selected during registration. It's important to double-check that the correct modules are selected before placing your order.

To log in, you will need to use your new student number (beginning with ST) and your ID number. Please note that we strongly advise you to wait until you receive final confirmation of your registration from us before placing your order. This will help avoid any potential delays in the process. **Also, please remember not to share your UNIQUE log-in link with anyone else as it is unique to you.** Without this link, you will be unable to log in.

### 6.1. Student Cards

#### New Students

The issuing of 2025 Student Cards will be done via the Wize Books portal. Once you log in, the student card will already be prepopulated in your cart and it will prompt you to take a photo. Once you have completed the process, completed your order, this process will register you to get access to your campus and Wize Books will deliver your student card together with your textbooks.

#### Returning Students

If you have already received a card in previous academic years, you do not need to order a new card. However, if you have lost your student card, you can easily order a replacement card by searching for **"Card"** in the search box in STEP 2 while on the Wize Books platform.



Please note that there is a cost (R75 excluding delivery) associated with replacement cards, so please take care of your student card. Your student card will remain valid throughout the duration of your studies subject to our standard terms and conditions. If you have any questions or concerns, do not hesitate to reach out to our support team.

## 7. Contract Amendments and Transfers

Should you wish to make an amendment to your registration contract, you are able to do so prior to selecting your modules and clicking submit.

Once you have submitted your registration request, **any** changes to your registration will need to be raised via VC Assist. The **deadline** to add or drop Semester 1 modules is the **28th February 2025**.

- To add or drop modules, or contract queries click [here](#).
- For payment term changes or changes to debit order details click [here](#).
- To transfer to another IIE campus click [here](#).

### TRANSFER APPLICATION DEADLINES FOR SEMESTER 1 2025

- New contact and distance students: 11th February 2025
- Returning contact students: 21st February 2025
- Distance returning students: 21st February 2025

## 8. Assessment Support and Concession Applications for Differently Abled Students

Student support and assistance is fundamental to ensuring student success and consequently, students who experience barriers to learning such as chronic / physical conditions, psychological or special needs, need to be granted special concessions and accommodations for tests and exams. To determine the necessary eligibility and accommodations required, early disclosure is imperative. Early disclosure ensures all applications are processed and all support structures are implemented to ensure equitable and conducive learning environments.

If you need to apply for a support concession, please visit [VC Assist](#) and submit your application under the campus query tile. Select "Accommodations for Differently Abled Students" as the query type, indicate the relevant "Type of Concession" such as:

- Assessment Accommodations / Special Educational needs,

- Accommodations for severe physical conditions,
- Accommodations for severe mental health conditions,
- Accommodations for short-term physical or medical difficulties or injuries.

To complete the application, attach all the necessary supporting documents (recent educational psychologists report or a letter from the IEB or confirmation of the concessions from the school regulatory body) confirming approval of concessions. In case you need any support, please feel free to contact the campus.

### IMPORTANT TO NOTE:

**Applications for assessment support concessions for differently abled students must be submitted by academic week four for the accommodations to be received in that semester.**

## 9. Applying for an Academic Credit

If you need to apply for a credit, please go to [VC Assist](#), select the Student Hub, and choose either **Internal** or **External** Credits. Your application will be carefully reviewed, and you will receive a response from a VC Assist agent.

Please note that credit applications will only be considered between **9th January 2025** and **24th February 2025**. It is important to ensure that you upload all necessary documentation to support your application.

If you are applying for external credit, please note that an evaluation fee of R250 per module will be charged.

## 10. IIE VC Sports Club Registration

All Varsity College students who wish to participate in any sporting activity at any campus, **must be registered with the VC Sports Club**. There are a variety of sports clubs on offer at each campus from high-performance clubs that participate in federation leagues to lifestyle clubs where beginners are welcome. Each campus offers a different list of sports, see below for the list of Sports Clubs offered at your campus.

The **membership fee is R350** and will be added onto your student account once you have registered for the VC Sports Club. This is a **NON-REFUNDABLE FEE** and includes access

to all activities offered by the VC Sports Club. Please note that some high-performance clubs require affiliation to a national federation, specialised club kit etc. and registered members will be charged additional membership fees in addition to the basic R350 Sports Club fee. These additional membership fees will be advised on the club information sheet and payable to the club directly. Payment of the VC Sports Club fee must be done on campus.

As a proud VC Sports Club member you are entitled to one **free Sports Club t-shirt**, please make sure to collect your limited-edition t-shirt during **Sports Week (24th – 28th February 2025)**.

## 10.1. How do you register for the VC Sports Club?

The students will need to follow a THREE step process to register for the VC Sports Club:

### STEP 1: BILLING OF THE SPORTS CLUB FEE

During the main student registration process under the Bursary Request and Additional Services – you will be required to RAISE A REQUEST for the VC SPORTS CLUB and the VC Sports Club fee will be automatically added to your student account.

Registration > Raise Request

**Raise Request**

**Instructions:** Important Notice: Thank you for registering for the Sports Club. Please note that once you have Raised a Request to join the Sports Club, you will be automatically billed the R350 non-refundable Sports Club fee. To indicate which sport/s you wish to participate in, it is important that you also complete the VC Sports Club Registration Form. This form can be found in your MyVc Student Intranet under SPORTS CLUB Registration Form.

Request Category\*  Request Type\*  Amount

### STEP 2: COMPULSORY – COMPLETE THE SPORTS CLUB REGISTRATION FORM!

You are required to complete the VC Sports Club Registration Form available on your MyVC Student Intranet under SPORTS CLUB Registration Form tile. This is an important step as it will indicate which sports that you wish to participate in. Students can register for as many sports as they wish as the R350 basic sports club fee allows access to all sports on campus. Scan the QR code below and it will take you directly to the Sports Club form.

**Important Note:** If you have only completed the VC Sports Club Registration Form and have not done step 1, please note that the non-refundable sports club fee will automatically be billed to your student account. This information has been included in the T&C's on the Sports Club Reg Form.

QR Code – SPORTS CLUB REGISTRATION FORM:



### STEP 3: JOIN THE SPORTS CLUB WHATSAPP GROUPS!

To get all the information about the sports clubs that you have signed up for, it is important that you join each club's WhatsApp group. This is the only communication platform that will be used to communicate practice times, venues etc.

SPORTS CLUBS AVAILABLE ON CAMPUS:

Action Netball
Basketball
Esports – Console & PC
Action 5s Soccer
Outdoor Football
Golf – Beginners & Advanced
VC Hockey Club – Competitive & Social
Outdoor Hockey
Action/Indoor Cricket
Outdoor Cricket
Athletics – Competitive (USSA)
Run, Walk, Hike – Beginners & Advanced
VC Rugby Club (Men & Ladies)
Swimming – Competitive (USSA)