

SIS CAMPUS SOLUTIONS

STUDENTS' HOW TO GUIDE

PAYMENT PLANS

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TRAINING CONTENT – IMPORTANT NOTIFICATION

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Every endeavour has been made to keep the material generic in nature and have been prepared in a modular manner for easier plug-and-play for specific roles. Every effort has also been made to use dummy (mock) data to abide with all applicable legislation.

Users of the material are required to familiarise themselves with the latest DUT policies, processes, operating procedures, business rules and any regulations which might govern a specific process or function and have a responsibility to ensure that they are fully aware of the above that apply to them and their business.

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1. INTRODUCTION

Managing tuition and related fees can feel overwhelming, but payment plans offer flexibility to help you stay on track financially. Using **Oracle PeopleSoft Campus Solutions**, students can easily set up and manage payment plans for both prior year debt and view their instalment plan for the current academic year. This guide provides clear instructions and screenshots to help you navigate each option confidently.

2. HOW TO SUBMIT A PRIOR YEAR PAYMENT PLAN

If you have outstanding balances from previous academic years, Oracle PeopleSoft Campus Solutions allows you to create a payment plan to settle these amounts. This section explains how to access the prior year payment plan feature and structure your payments to meet university requirements.



The image shows the Durban University of Technology (DUT) sign-in page. It features the DUT logo and the text 'DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVE SI YASETHEKWINI YEZOBUCHWEPEHESHE'. The page has fields for 'User ID' and 'Password', a 'Select a Language' dropdown set to 'English', and a 'Sign In' button. Red arrows labeled '1.' and '2.' point to the 'User ID' field and the 'Sign In' button respectively.

User ID

1.

Password

Forgot your password?

Select a Language

English

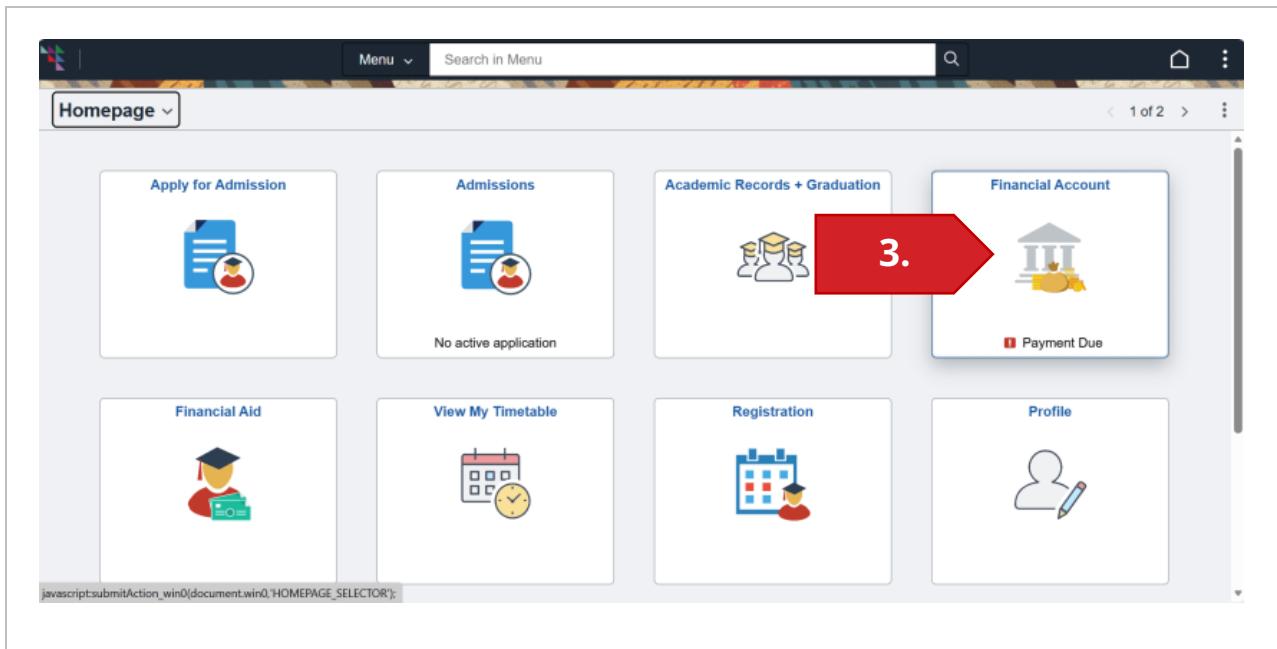
2.

Sign In

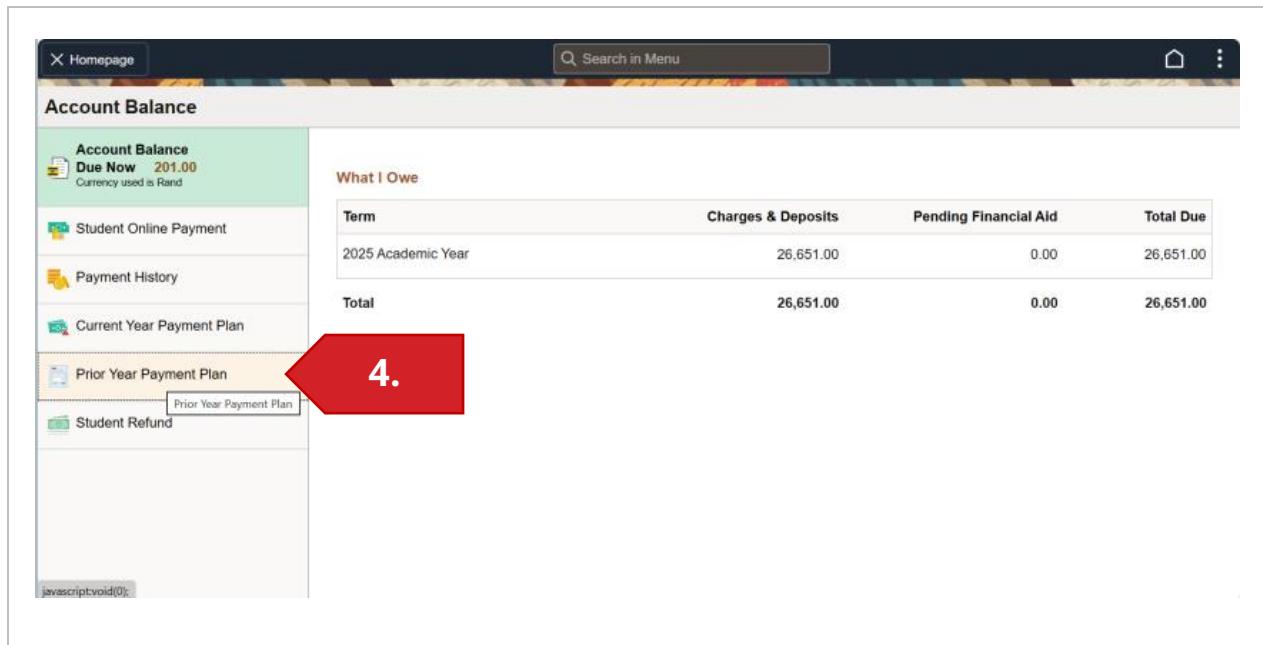
Enable Screen Reader Mode

Set Trace Flags

STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	Note: The Homepage screen is displayed.
3.	Click on the Financial Account tile to access the Account Balance page.



The screenshot shows the 'Account Balance' screen. On the left, a sidebar lists options: 'Student Online Payment', 'Payment History', 'Current Year Payment Plan', 'Prior Year Payment Plan' (which is highlighted with a red arrow and the number '4.'), and 'Student Refund'. The main content area is titled 'What I Owe' and displays a table with one row for the '2025 Academic Year'. The table has four columns: 'Term', 'Charges & Deposits', 'Pending Financial Aid', and 'Total Due'. The data is: Term: 2025 Academic Year, Charges & Deposits: 26,651.00, Pending Financial Aid: 0.00, Total Due: 26,651.00.

STEP NUMBER	ACTION
	Note: The Account Balance screen is displayed.
4.	Click on the Prior Year Payment Plan tab to access the DUT Online Payment Application page.

6.

5.

Page 1 of 6: Welcome and Agreement

Dear Student,

You have accessed the Durban University of Technology's (DUT) Online Payment Plan Application. This application is for students with prior year debt who need to make a payment arrangement before being able to register for the current year.

This payment plan agreement is used to determine the monthly instalments you need to pay to settle your outstanding balance. You will need to accept the agreement which would become legally binding.

In addition to this agreement the minimum registration fees must be paid for tuition and residence if you intend applying for residence accommodation at the DUT (see the fee booklet for more information).

The below list of documents will be required for uploading to this agreement, please collate them before proceeding:

1. Receipt of the minimum amount payable towards the prior year outstanding balance.
2. Receipt of the tuition registration fee and residence application fees.
3. A certified copy of your identify document.
4. A certified copy of the surety's salary slip or if self employed a C.K certificate and certified 3 months bank statement.
5. Certified copies of the surety's latest 3 months bank statement.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Page 1 of 6: Welcome and Agreement screen is displayed. Review this page carefully, it contains a list of documents required for uploading as part of the agreement. Ensure you have collected all these documents before proceeding with the application.</p>
5.	Click and drag the vertical scroll bar down to navigate through the page.
6.	Click on the Next button to navigate to the Online Payment Plan Application step.

DUT Online Payment Plan Application

Page 2 of 6: DUT Online Payment Plan Application

Business Unit DUT00
Term 2025
Student ID 20001096
DARIAN SMITH

Account balance as at the end of 31 December 2024 42,950.00
Tuition 42,950.00
Residence 0.00

I intend to reside at a DUT residence for the academic year

Minimum Payment: Portion of Arrear Fee Payable 2,400.00
Plus: Current Year Registration Fees: Tuition 4,610.00

1. Welcome and Agreement
Visited

2. Online Payment Plan
Visited

3. Instalments
Not Started

4. Documents
Not Started

5. Agreement
Not Started

6. Finish
Not Started

9.

7.

8.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Page 2 of 6: DUT Online Payment Plan Application screen is displayed. This page provides an overview of your financial details related to registration. It shows the Account Balance, Minimum Payment: Portion of arrear fees payable, Current Year Registration Fees for tuition and residence, as well as the Total Due on Registration and Total Payments Outstanding.</p>
7.	Click and drag the vertical scroll bar down to navigate through the page.
8.	Click the ' I intend to reside at a DUT residence for the academic year ' toggle switch to change its status from ' No ' to ' Yes '.
9.	Click on the Next button to navigate to the Instalments step.

13.

12.

11.

10.

STEP NUMBER	ACTION
	<p>Note: The Page 3 of 6: DUT Online Payment Plan Application screen is displayed. You can select and enter the number of instalments you prefer for your payment plan. Please note that the application cannot be submitted unless the minimum payable amount has been settled. If this requirement is not met, the action buttons on the page will remain disabled and cannot be selected.</p>
10.	Click and drag the vertical scroll bar down to navigate through the page.
11.	Click on the Enter no. of Instalments drop-down list button and select the relevant Instalment number .
	<p>Note: You can enter directly the number of instalments you prefer in the input field.</p>
12.	Click the OK button to proceed.

13.

Click on the **Next** button to navigate to the **Documents** step.

X Exit

DUT Online Payment Plan Application

Page 4 of 6: Document Upload

Please upload all the required documents below. You will not be able to complete your application without having uploaded all the required documents.

See required documents needed to upload

Description	View	View Attachment
1 DU_RPT014_20250425.pdf	View	View Attachment
2 DDDAUDIT_83566_-_Copy.pdf	View	View Attachment
3 CMT_TST_Making_an_Award__v3.0.pdf	View	View Attachment

14.

Please upload relative documents here

Attached File	Add Attachment
1	Add Attachment

3 rows

1 row

javascript:submitAction_winf6(document.winf6,'DU_ATTFILE_WRK_ATTACHVIE...

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Page 4 of 6: Document Upload screen is displayed. In this step, you are required to download, complete and upload all the necessary documents. The application cannot be completed until all required documents have been successfully uploaded.</p>
14.	Click on the View button on the relevant attachment to download the document to be completed.

This file has limited permissions. You may not have access to some features. [View permissions](#)

16. 

15. 

Student Name :	Student Number :	Campus: Durban	Year: 2024
Academic Program : B3407	Bachelor Sport Science Mgmt	SAPSE Code:	
Academic Plan : BASSMI	Sport Science and Mgmt		
Student Administration Levy : Annual R3104.00	Semester R1557.00	(PMB: Annual R3474.00, Semester R1742.00)	
Study Period :	Qualification Block :	Qualification Offering Type:	

TO BE COMPLETED BY ACADEMIC ENROLLING OFFICER :

WILL THE STUDENT BE APPLYING FOR EXEMPTIONS ? (Y / N) _____

A = Initial applicable subject/s
B = Insert subject class group (A-Z)

		Subject Type, Code & Description (NS=Normal Subject, MM=Mother Subject, SM=Submodule) Co and Prerequisites	Fees	P/T	Off	Type	Block
<input type="checkbox"/>	<input type="checkbox"/>	<SO>*23DS1532*<SI>	NS 23DS1532 Course Fee Testing	R0000.00	R0000.00		
<input type="checkbox"/>	<input type="checkbox"/>	<SO>*3DD5101*<SI>	NS 3DD5101 3-Dimensional Design Studies	R0820.00	R4999.00		
<input type="checkbox"/>	<input type="checkbox"/>	<SO>*3DST122*<SI>	NS 3DST122 3-Dimensional Studie I (Yr2)	R6790.00	R0000.00		

Please draw a line through subjects for which student is not registering

Will the student be completing the qualification this year? YES NO (tick appropriate block)

I hereby confirm that this student complies with all necessary academic requirements in order to register for _____ (no of subjects)

STEP NUMBER	ACTION
	<p>Note:</p> <p>This step will open a new window where you can review the attachment. Afterward, you can navigate back to the previous screen to proceed.</p>
15.	Click and drag the vertical scroll bar down to navigate through the page.
16.	Click on the Close button to return to the previous screen.

X Exit ...

DUT Online Payment Plan Application

< Previous Next >

1 Welcome and Agreement Visited	Page 4 of 6: Document Upload Please upload all the required documents below. You will not be able to complete your application without having uploaded all the required documents.
2 Online Payment Plan Visited	See required documents needed to upload
3 Instalments Visited	Description View
4 Documents Visited	1 DU_RPT014_20250425.pdf View
5 Agreement Not Started	2 DDDAUDIT_83566_-_Copy.pdf View
6 Finish Not Started	3 CMT_TST_Making_an_Award_v3.0.pdf View

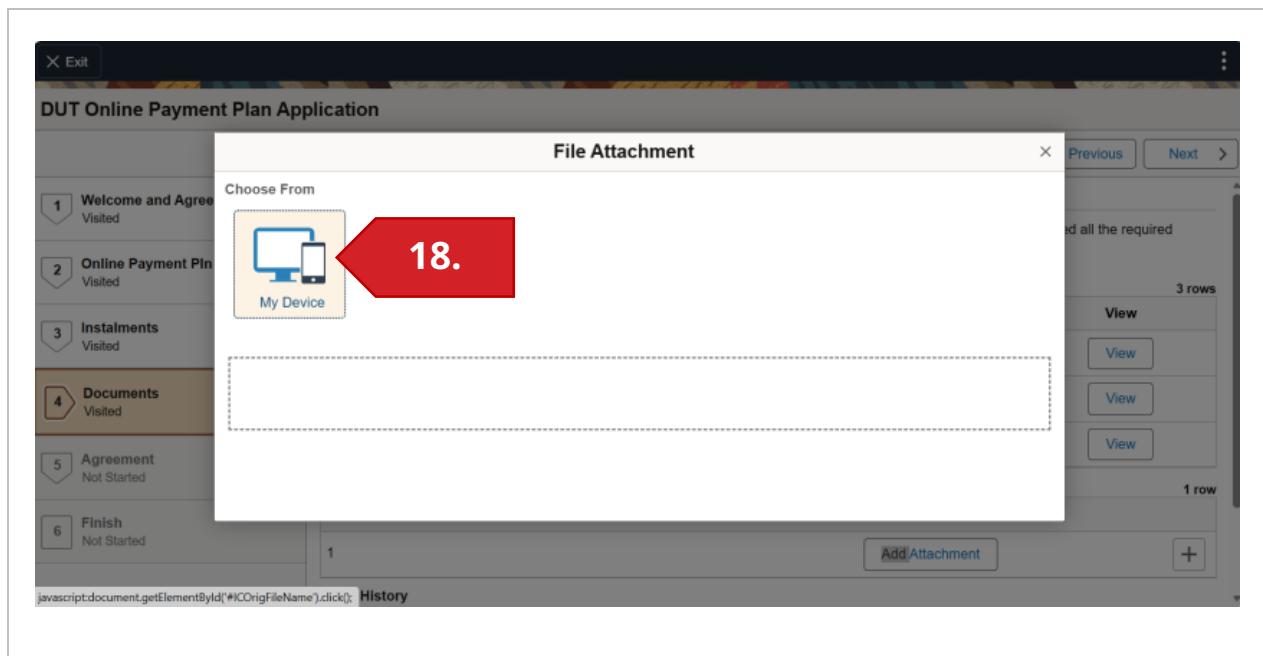
Please upload relative documents here

Attached File	Add Attachment
1	17. Add Attachment +

Please upload relative documents here

`javascript:submitAction_win6(document.win6,'DU.OPP.DOC.WRK.ATTACHA...')`

STEP NUMBER	ACTION
17.	Click on the Add Attachment button to upload additional/relative documents.



DUT Online Payment Plan Application

File Attachment

Choose From

18.

My Device

1

Add Attachment

View

View

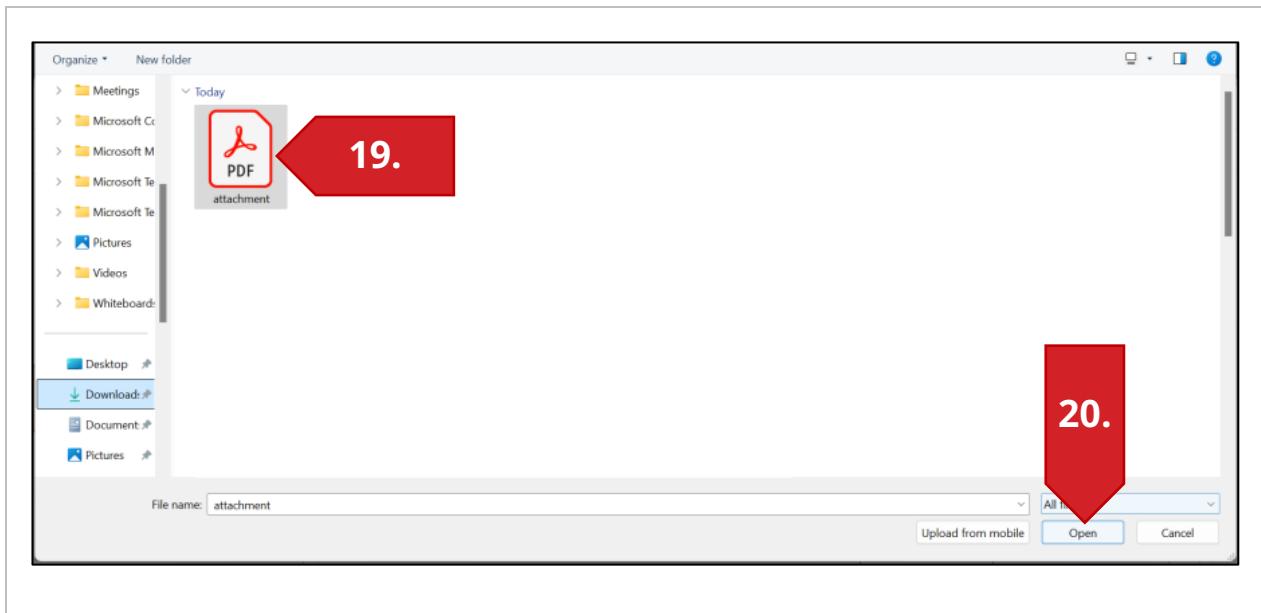
View

3 rows

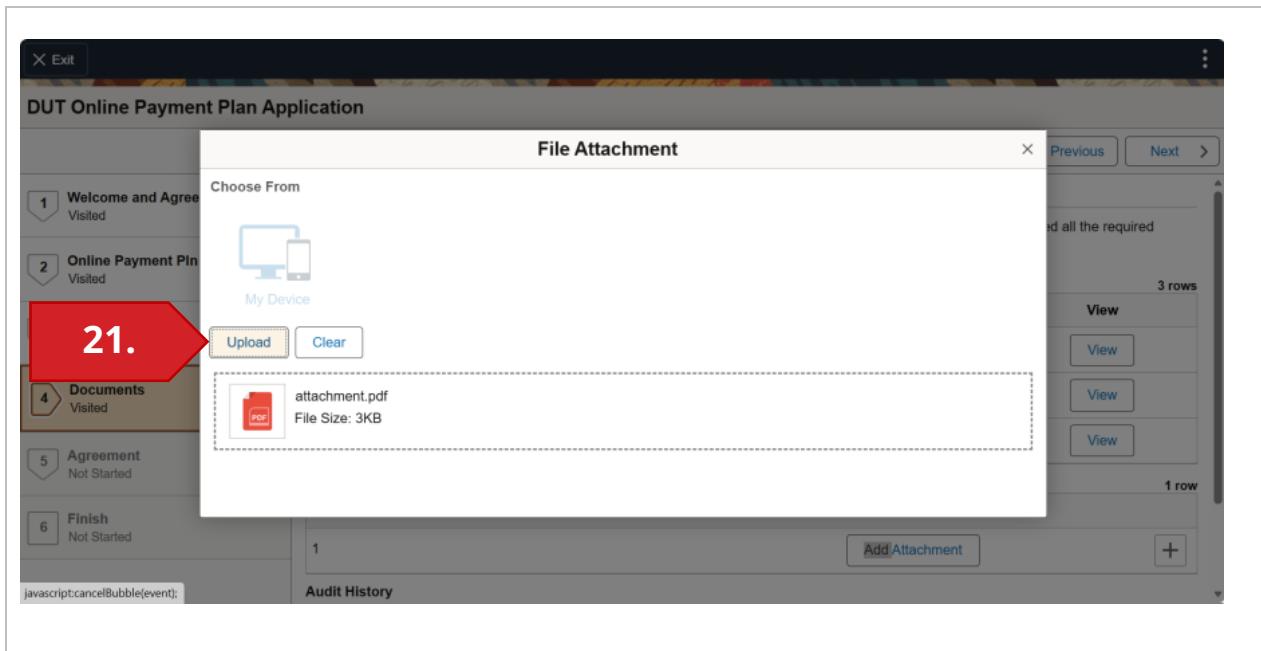
1 row

javascript:document.getElementById("#COrigFileName").click(); History

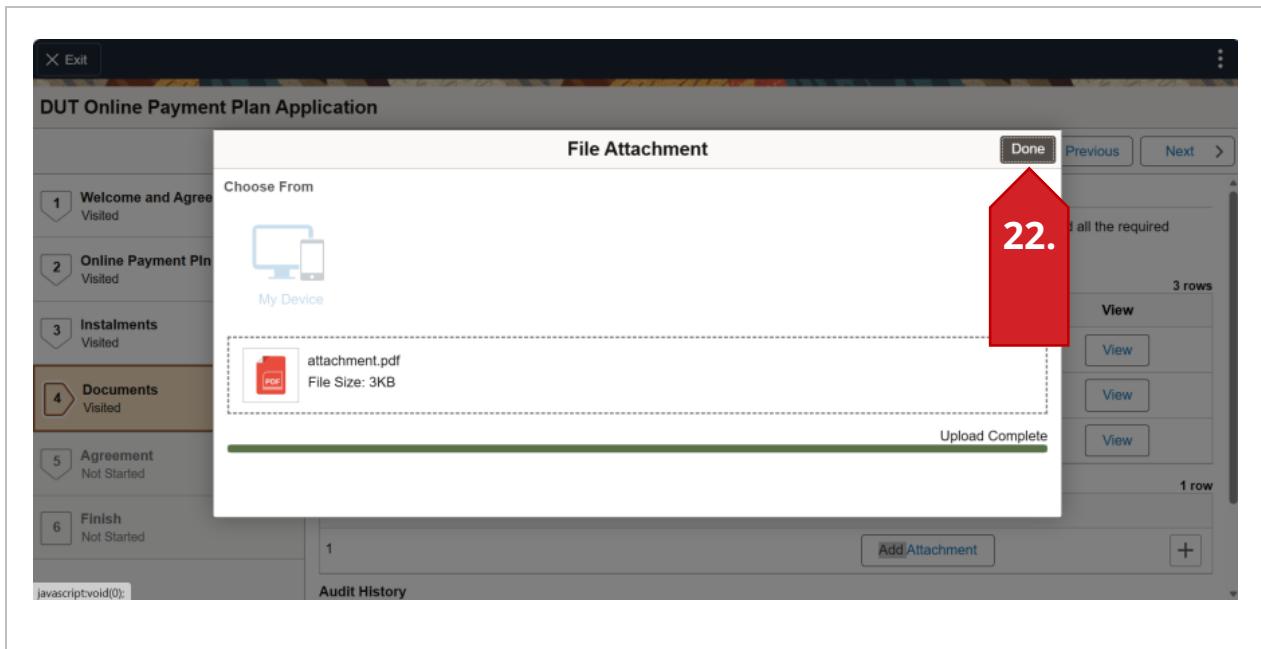
STEP NUMBER	ACTION
	<p>Note:</p> <p>The File Attachment window will appear.</p>
18.	Click on the My Device button to access and upload files stored on your personal device.



STEP NUMBER	ACTION
	Note: Navigate to the designated folder containing the required file, then select and upload the relevant file.
19.	Click on the relevant file to select it.
20.	Click on the Open button to attach the relevant file.



STEP NUMBER	ACTION
21.	Click on the Upload button to upload the relevant file in the system.



STEP NUMBER	ACTION
	<p>Note:</p> <p>Once the attached file has finished uploading, the Done button will be enabled and allowing you to proceed to the next step.</p>
22.	Click on the Done button to proceed.

DUT Online Payment Plan Application

Page 4 of 6: Document Upload

Please upload all the required documents below. You will not be able to complete your application without having uploaded all the required documents.

See required documents needed to upload

Description	View
1 DU_RPT014_20250425.pdf	View
2 DDDAUDIT_83566_-_Copy.pdf	View
3 CMT_TST_Making_an_Award_v3.0.pdf	View

Please upload relative documents here

Attached File	View	Delete	Add
1 attachment.pdf	View	Delete	+

Audit History

STEP NUMBER	ACTION
23.	Click and drag the vertical scroll bar down to navigate through the page.
24.	Click on the Next button to navigate to the Agreement step.

26.
25.

DUT Online Payment Plan Application

Page 5 of 6: Agreement

Online Payment Plan Application

I hereby agree to pay my previous years debt to the Durban University of Technology by instalment to be paid before the agreed date.

Dear Student

You have accessed the Durban University of Technology's (DUT) Online Payment Plan Application

NOTE: YOU WILL NOT BE ABLE TO CLICK THE 'READ and ACCEPT' BUTTON AND SUBMIT THE APPLICATION IF THE MONEY AMOUNT PAYABLE HAS NOT BEEN PAID. AND WILL FIND THAT THE BUTTONS ON THE PAGE IS GREYED OUT FOR SECURITY PURPOSES.

Read and Accept

1 Welcome and Agreement
Visited

2 Online Payment Pln
Visited

3 Instalments
Visited

4 Documents
Visited

5 Agreement
Visited

6 Finish
Not Started

`javascript:submitAction_win6(document.win6,'SCC_TMADM_WRK,SCC_TM_ACCEPT');`

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Page 5 of 6: Agreement screen is displayed, showing the terms and conditions related to your application. Ensure that you understand and accept the terms before proceeding.</p>
25.	Click on the Read and Accept button to acknowledge the agreement.
26.	Click on the Next button to navigate to the Finish step.

27.

DUT Online Payment Plan Application

Page 6 of 6: Finish

Finish Submit Button

You have reached the final step in the Online Payment Plan Application.

When you click the finish button this application will be submitted to the Student Debtors office for verification and approval.

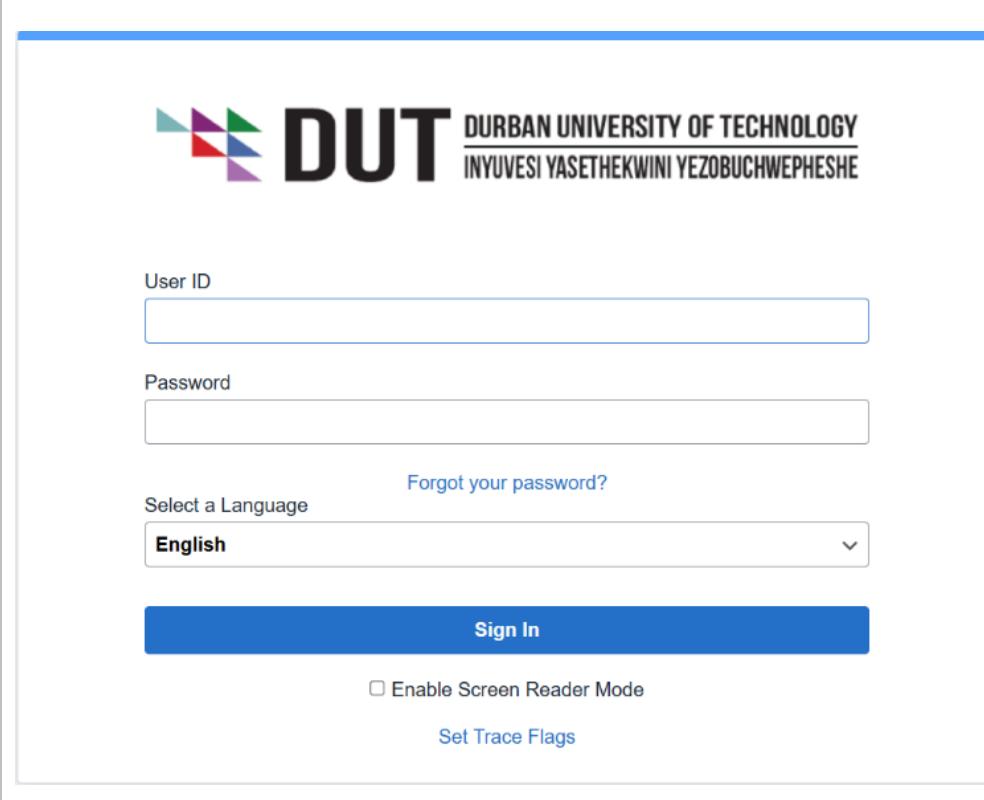
NOTE: YOU WILL NOT BE ABLE TO SUBMIT THE APPLICATION IF THE MINIMUM AMOUNT PAYABLE HAS NOT BEEN PAID, AND WILL FIND THE BUTTONS ON THE PAGE GREYED OUT FOR SELECTION.

`javascript:submitAction_win6(document.win6.'DU_OPP_WRK_SUBMIT_BTN');`

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Page 6 of 6: Finish screen appears, indicating the last step and the application is now ready to be submitted for verification and approval.</p>
27.	<p>Click on the Finish button to submit the application.</p>
	<p>Note:</p> <p>Once you click the Finish button, you will be directed to the Homepage.</p>

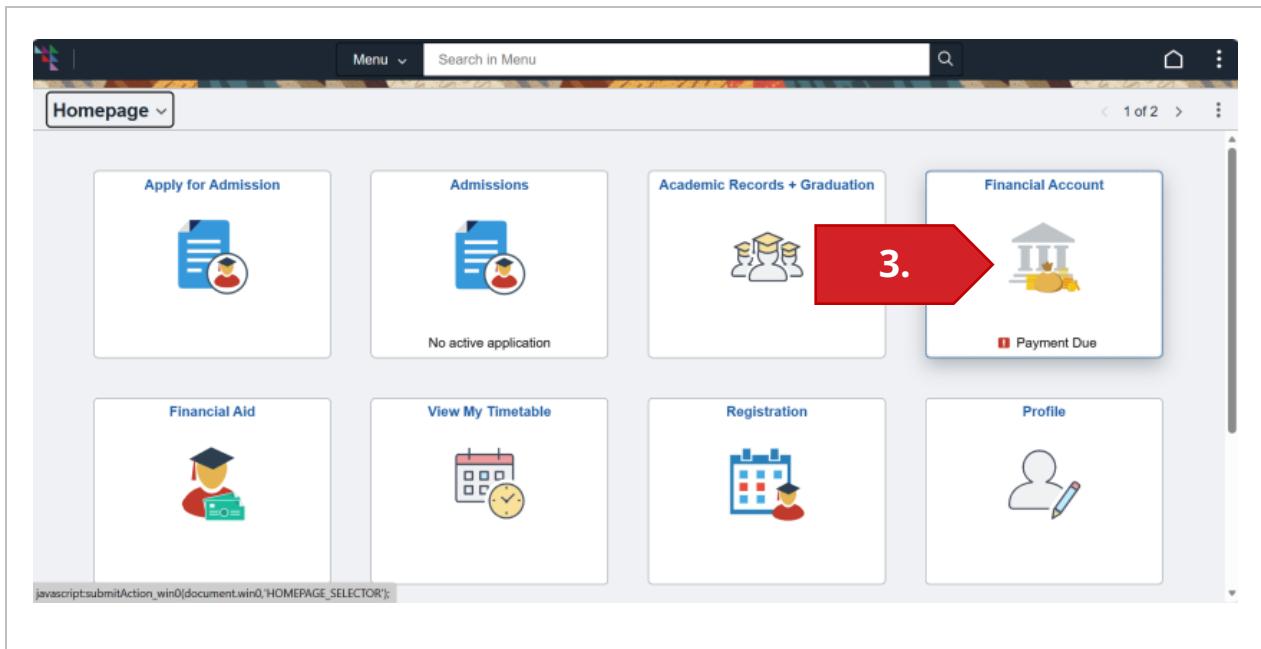
3. HOW TO VIEW YOUR CURRENT YEAR PAYMENT PLAN

Planning for your current academic year fees is essential for financial stability. Oracle PeopleSoft Campus Solutions makes it simple for you to view your current year instalments that aligns with the universities deadlines. This section will guide you through the process of viewing your current year payment plan.



The image shows the Durban University of Technology (DUT) sign-in page. At the top is the DUT logo and the text 'DURBAN UNIVERSITY OF TECHNOLOGY' and 'INYUVE SI YASETHEKWINI YEZO BUCHWE PHE SHE'. Below the logo are fields for 'User ID' and 'Password'. To the right of the 'User ID' field is a red arrow pointing left with the number '1.' To the right of the 'Password' field is a red arrow pointing left with the number '2.'. Below the password field is a 'Forgot your password?' link. Underneath the password field is a 'Select a Language' dropdown menu set to 'English'. At the bottom of the form are 'Sign In' and 'Enable Screen Reader Mode' buttons, and a 'Set Trace Flags' link.

STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



STEP NUMBER	ACTION
	<p>Note: The Homepage screen is displayed.</p>
3.	Click on the Financial Account tile to access the Account Balance page.

Account Balance

Account Balance
Due Now 201.00
Currency used is Rand

Student Online Payment

Payment History

Current Year Payment Plan

Prior Year Payment Plan

Student Refund

What I Owe

Term	Charges & Deposits	Pending Financial Aid	Total Due
2025 Academic Year	26,651.00	0.00	26,651.00
	26,651.00	0.00	26,651.00

STEP NUMBER	ACTION
	Note: The Account Balance screen is displayed.
4.	Click on the Current Year Payment Plan to view detailed information about your payment options for the current academic year.

[X Homepage](#)

Current Year Payment Plan

Current Year Payment Plan

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Account Balance Due Now 201.00 <small>Currency used is Rand</small> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Student Online Payment </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Payment History </div> <div style="border: 1px solid #009640; background-color: #009640; color: white; padding: 5px; margin-bottom: 5px;"> Current Year Payment Plan </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Prior Year Payment Plan </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Student Refund </div>	<p>Term 2025 Session Full Year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Tuition Instalment</th> <th style="text-align: right;">3 rows</th> </tr> <tr> <th style="text-align: left;">Instalment ↑↓</th> <th style="text-align: left;">Amount Paid ↑↓</th> <th style="text-align: right;">Amount Payable ↑↓ Due Date ↑↓</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">1</td> <td style="text-align: left;">15,032.50</td> <td style="text-align: right;">04/30/2025</td> </tr> <tr> <td style="text-align: left;">2</td> <td style="text-align: left;">1,467.50</td> <td style="text-align: right;">15,032.50 07/31/2025</td> </tr> <tr> <td style="text-align: left;">3</td> <td style="text-align: left;">28,118.50</td> <td style="text-align: right;">09/30/2025</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Residence Instalment</th> <th style="text-align: right;">3 rows</th> </tr> <tr> <th style="text-align: left;">Instalment ↑↓</th> <th style="text-align: left;">Amount Paid ↑↓</th> <th style="text-align: right;">Amount Payable ↑↓ Due Date ↑↓</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">1</td> <td style="text-align: left;">1</td> <td style="text-align: right;">04/30/2025</td> </tr> <tr> <td style="text-align: left;">2</td> <td style="text-align: left;">2</td> <td style="text-align: right;">07/31/2025</td> </tr> <tr> <td style="text-align: left;">3</td> <td style="text-align: left;">3</td> <td style="text-align: right;">12/31/2025</td> </tr> </tbody> </table>	Tuition Instalment		3 rows	Instalment ↑↓	Amount Paid ↑↓	Amount Payable ↑↓ Due Date ↑↓	1	15,032.50	04/30/2025	2	1,467.50	15,032.50 07/31/2025	3	28,118.50	09/30/2025	Residence Instalment		3 rows	Instalment ↑↓	Amount Paid ↑↓	Amount Payable ↑↓ Due Date ↑↓	1	1	04/30/2025	2	2	07/31/2025	3	3	12/31/2025
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1	1	04/30/2025																													
2	2	07/31/2025																													
3	3	12/31/2025																													

TEP NUMBER	ACTION
	<p>Note:</p> <p>The Current Year Payment Plan screen displays your financial obligations for the academic year, including tuition and residence instalments. It shows total amounts due, payment schedules, and outstanding balances. Review each section to understand your responsibilities and deadlines.</p>