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Human Resource Policy: Exemption from Combined Tuition Fees at Stellenbosch University

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Approved by:	SU Council
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Policy Curator²:	Chief Director: Strategic Initiatives and Human Resources
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Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

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¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy



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REGULATION REGARDING EXEMPTION FROM COMBINED TUITION FEES AT STELLENBOSCH UNIVERSITY

1. CONCESSION GRANTED TO CHILDREN OF EMPLOYEES OF STELLENBOSCH UNIVERSITY

1.1 In this regulation the term “children” means the following: A legitimate or legally adopted child, as well as a stepchild of a caregiver in other words a person other than the parent or legal guardian of the child, who takes responsibility for the physical, spiritual and financial wellness of the child and, in the case of a caregiver, can provide SU with proof beyond reasonable doubt to that effect. The form of proof, for example, an affidavit or financial statements, but not limited to these, as well as the acceptance of such proof by SU, will be at the sole discretion of SU.

1.1.1 A child must commence his/her studies at SU before or up to the age of 21 years, and

1.1.2 if such a child gets married during his/her studies, the exemption continues, subject to the provisions of paragraph 1.2.

1.2 That exemption from combined tuition fees is granted to:

1.2.1 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University;

1.2.2 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and who die while in the service of the University;

- 1.2.3 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and who qualify for retirement with pension (including early pension) and who then retire with pension, or who had to retire from the University's service as a result of total disability;
- 1.2.4 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and who die after retirement with pension (including early pension);
- 1.2.5 children of members of staff of Stellenbosch University who are appointed on a term contract according to their service conditions but who have the benefits of a permanent appointment; and
- 1.2.6 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and who, for some or other reason, accepted a severance package, subject to the following limitation:
- i) although the service relationship is coming to an end due to staff retrenchment, the University is prepared to allow the employee's children who are studying at Stellenbosch University at that time to retain the full benefit with regard to exemption from combined tuition fees.
- 1.2.7 children of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and where the dependent child registers as a special student for one year, provided that:
- i) The student is in possession of an approved degree or diploma that was obtained from Stellenbosch University in the normal duration of the degree course concerned.
 - ii) The subjects for which the student registers are supplementary to the degree or diploma course in (i).
 - iii) The registration must follow directly after the year in which the degree or diploma in (i) was obtained.
- 1.2.8 Please note that the exemption of combined tuition fees will only be granted on the tuition fees component of the total study fees.

No exemption will be granted for any other additional levies for example program costs, material fees, travelling costs, laboratory fees and society fees.

Staff and applicants must also note that any additional components in terms of study fees (for example University of Stellenbosch Business School fees) for students who register at the Bellville Park Campus for any of the following programmes for example MBA, MPA, MDiv, all MPhil degrees, Post Graduate diplomas en all Honours degrees are not exempted from tuition fees for these components and the student is responsible for the payment thereof.

* It should be noted that tuition fees are calculated on a pro rata basis with regards to part-time members of staff.

1.3 In the interpretation and application of the term “children”, a legal or legally adopted child is regarded as a child and he/she must begin with his/her studies at the US before or up to the age of 21 years. If such child marries during his/her studies, the exemption continues subject to the conditions in paragraph 1.1.

The concession of exemption from combined tuition fees will only be applicable for the normal duration of one course (degree or diploma) that is followed at a time plus one year. If two or more courses are followed simultaneously, the concession will only be applicable to the main course.

If a student should decide to change courses after he/she has already made use of the concession, the concession will be continued without interruption on condition that the total number of years for which exemption from tuition fees has already been granted plus the number of years of study that are dedicated to the new course do not exceed the number of years of study for the normal duration of the new course plus one additional year.

If a student interrupts his/her studies and is older than 21 years on readmission to the US, he/she will not again qualify for exemption from class fees.

1.4 That the concession mentioned in 1.2 will not be granted in the following cases:
children of an employer who left the service of the University before the employer

qualified for retirement (excluding early retirement) and whose retirement was not caused by total disability.

2. **CONCESSION FOR MEMBERS OF STAFF OF STELLENBOSCH UNIVERSITY**

2.1 That exemption from combined tuition fees is granted to:

2.1.1 Full-time/part-time permanent members of staff of Stellenbosch University who are on the University's payroll and who, with the approval of the Council, are given permission to register for a full-time degree or diploma, or as a special student of the University.

2.1.2 Full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University and who accepted a severance package for some or other reason, subject to the following limitation:

i) although the service relationship is coming to an end due to staff retrenchment, the University is prepared to allow the employee who is studying at Stellenbosch University at that time to retain the full benefit with regard to exemption from combined tuition fees.

2.1.3 Please note that the exemption of combined tuition fees will only be granted on the tuition fees component of the total study fees.

No exemption will be granted for any other additional levies for example program costs, material fees, travelling costs, laboratory fees and society fees.

Staff and applicants must also note that any additional components in terms of study fees (for example University of Stellenbosch Business School fees) for students who register at the Bellville Park Campus for any of the following programmes for example MBA, MPA, MDiv, all MPhil degrees, Post Graduate diplomas en all Honours degrees are not exempted from tuition fees for these components and the student is responsible for the payment thereof.

* It should be noted that tuition fees are calculated on a pro rata basis with regards to part-time members of staff.

3. **CONCESSION FOR SPOUSES OF MEMBERS OF STAFF OF STELLENBOSCH UNIVERSITY**

- 3.1 That a discount of 75% of the combined tuition fees will be granted to the spouses of full-time/part-time permanent members of staff of Stellenbosch University who are on the payroll of the University if they register for a degree or diploma course, otherwise subject to all the conditions that are applicable to the concession for children of members of staff.
- 3.2 Please note that the exemption of combined tuition fees will only be granted on the tuition fees component of the total study fees.

No exemption will be granted for any other additional levies for example program costs, material fees, travelling costs, laboratory fees and society fees.

Staff and applicants must also note that any additional components in terms of study fees (for example University of Stellenbosch Business School fees) for students who register at the Bellville Park Campus for any of the following programmes for example MBA, MPA, MDiv, all MPhil degrees, Post Graduate diplomas en all Honours degrees are not exempted from tuition fees for these components and the student is responsible for the payment thereof.

- * It should be noted that tuition fees are calculated on a pro rata basis with regards to part-time members of staff.

4. **CONCESSION FOR PEOPLE WITH SPECIAL APPROVAL**

4.1 Paul Roos Gymnasium: Partial exemption from combined tuition fees

That, in the light of the special agreement between the University and Paul Roos Gymnasium, a discount of 75% of the combined tuition fees will be granted to dependent children (excluding stepchildren) of teachers who are employed by Paul Roos Gymnasium on a full-time basis should such children register at the University for a degree or diploma course, provided that:

- i) This concession is not granted with regard to fees from which the staff members of the University (or their children) are not exempt.

- ii) It will not be applicable to any subject or subjects followed at the Conservatorium that do not form part of a full-time degree or diploma course.
- iii) That the discount on combined tuition fees for the staff of the above-mentioned institution and their children expires as from 1 January 1995 for all new staff who entered into service there on or after the aforementioned date, on the understanding that the discount will still be granted with regard to current staff and their children.

4.2 Faculty of Military Science: Exemption from combined tuition fees

That exemption from combined tuition fees is granted to full-time lecturers and staff of CEMIS who have permanent appointments in the Faculty of Military Science.

4.3 Staff in the joint employ of the US, WCPG and the Department of Health at the Faculty of Health Sciences: Library facilities and exemption from combined tuition fees

- i) That approval is given for the above-mentioned staff members of the University and their children to make use of the library facilities.
- ii) That existing full-time lecturers who are in the joint employ of Stellenbosch University, the Western Cape Provincial Government (WCPG) and the Department of Health, as well as their children, who are following a degree, diploma or certificate course at this University will be granted the usual exemption from tuition fees that is applicable to the staff of the University, providing that the exemption is not granted with regard to fees from which the University's own members of staff or their children are not exempt.

New appointments in the joint employ of the US and the WCPG must be handled formally by the Appointments Committee of the Senate. Only staff in the FULL-TIME employ of the WCPG who are involved with training on a continuous basis, as well as their children, will qualify for exemption from tuition fees in a pro rata ratio to his/her involvement in training and research. The onus to determine the person's involvement rests with the relevant dean.

The current scientists in the employ of the WCPG and their children also qualify fully, but future appointments must also be handled formally by the Appointments Committee of the Senate and will also qualify on a pro rata basis with regard to their involvement with the university.

4.4 Staff in the employ of the WCPG at the School for Oral Health Sciences: Exemption from combined tuition fees

That, in terms of paragraph 5.4.1 of the Agreement between the Department of Health and Welfare and the University, the University undertakes to grant exemption from the combined tuition fees to existing members of staff, both lecturing and non-lecturing, of the Faculty of Dentistry who transferred to the employ of the Department on the effective date (1 January 1984), for as long as they provide service to the Faculty and the Hospital while in the employ of the Department, and specifically on the same basis as the exemption to which they would be entitled if they had remained in the employ of the University.

In terms of paragraph 5.4.2 of the Agreement between the Department of Health and Welfare and the University, new lecturing staff who are appointed jointly will also enjoy the same privileges as existing staff with regard to the exemption from combined tuition fees.

4.5 Staff of the School for Oral Health Sciences of Stellenbosch University who are transferred to the employ of the University of the Western Cape

That staff of the School for Oral Health Sciences of Stellenbosch University who are transferred to the employ of the University of the Western Cape will retain their tuition fees benefit and that this will be handled with reference to the Council decision and the recommendations in the JMITT report.

4.6 Staff of Stellenbosch University with children who are following a Dentistry programme at the US

That staff of Stellenbosch University who currently have children following any Dentistry programme will retain the benefit of exemption from combined tuition fees for as long as such child is involved academically. This will also apply to children of such staff who would have registered for any course in the School for Oral Health Sciences of the Faculty in 2004. The above stipulations are subject to the conditions as set out in paragraphs 1.1 and 1.2 of this document.

The costs hereof will be paid to the University of the Western Cape as bursaries which will be fully taxable in the hands of the staff members concerned.

4.7 Accredited institutions (Cornerstone Christian College and Elsenburg)

That personnel at the University of Stellenbosch with children studying at accredited institutions (nowadays Cornerstone Christian College and Elsenburg), will enjoy the benefit of exemption from combined tuition fees as long as the concerned agreement is valid with the University of Stellenbosch.

The above stipulations are subject to the conditions set out in paragraphs 1.1 and 1.2 of this document.

The costs hereof will be paid to the University of the Western Cape as bursaries which will be fully taxable in the hands of the staff members concerned.

4.8 US Council: Partial exemption from combined tuition fees

That a discount of 75% on the combined tuition fees is granted to children of existing members of the Council of Stellenbosch University or Council members themselves, subject to the conditions as set out in paragraphs 1.1 and 1.2 of this document.

4.9 Special cases

That the discount on tuition fees (some of which is in the form of special bursaries) for the staff of the outside institutions mentioned below and their children will expire as from 1 January 1995 for all new staff of such institutions who enter into service there on or after the above-mentioned date, on the understanding that the discount will still be granted with regard to current staff and their children:

- i) NG Studentekerk (NG Student Church) (ministers)
- ii) Woordeboek van die Afrikaanse Taal (Dictionary of the Afrikaans Language)

4.10 Lecturers Extraordinary who are appointed in terms of the University's policy on Lecturers Extraordinary and their children do not qualify for a discount.