

POLICY ON TARIFF LIST



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Title	POLICY ON TARIFF LIST
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1. Purpose

It is the policy of the University of Venda that only the tariff as approved by EMC be levied by the University.

2. DEFINITIONS

Tariff list relates to standard prices, charged by/to the University for various services rendered or received.

3. RULES

3.1 Tuition and Residence Fees

The annual adjustments are approved by Council. Thereafter, fees per subject and per residence are published in the rules and regulations booklet.

This includes the following:

3.1.1 Student Fees

- Application fees;
- Confirmation deposit;
- Examination fees;
- Class fees;
- Residence/Accommodation/Guests house fees;
- Registration fee;
- Electronic Resource Centre (ERC) and Internet Centres;
- International students levy;
- Experiential training;
- Other administrative charges as per the annual approved UNIVEN tariff list; and
- SRC levies.

Refunds/credits for cancellation are handled in the rules and regulations booklet.

3.2 Remuneration and Allowances paid by the University

The tariffs are determined internally by the specialist section and tabled before the Executive Management Committee (EMC) for approval.

The following tariffs have been determined:

3.2.1 Remuneration



- First and Assistant Examiners;
- Second Examiner (Internal);
- Part-time/Temporary remuneration;
- Moderator:
 - Project;
- Advanced and postgraduate studies:
 - M degree (paper) and D degree (thesis)
 - For M degree (lectured);
- Invigilators;
- Student Assistants;
- Overtime;
- Stand-by allowance;
- Long-service awards; and
- Benefits to student leaders:
 - Executive Student Representative Assembly;
 - Allowances;
 - Student Representative Assemblies; and
 - House Committee allowances.

3.2.2 Travel and accommodation costs

- Tariff per kilometre for private vehicles and University transport:
 - Fleet tariff
 - Private tariff (without motor-vehicle allowance)
 - Private tariff (with motor-vehicle allowance)
 - Rental – trailer;
- Overnight allowance;
- Overseas traveling allowance; and
- Neighbouring States travelling allowance.

3.3 Fees Payable to the University

The tariffs are determined by the specialist section and tabled before the EMC for approval.

The following tariffs have been determined:

3.3.1 Rentals

- Rent for facilities:
 - Outside organisations
 - Staff/Students (for private use)
 - Departments/Divisions/Students;
- Housing staff;



- Parking;
- Telephone costs;
- Rent for sport fields:
 - All campuses
 - Clubhouses; and
- Rent for facilities and training service:
 - Accommodation
 - Day visitors.

3.3.2 Decorations

- Decorations on University property:
 - Decoration (minimum tariff)
 - Office plants
 - Freshly cut flowers
 - Synthetic/Growing office plants; and
- Decoration outside University

As a result of the continuous revision and adaptation of the tariffs, the list is centrally maintained by the Directorate of Financial Control.

If necessary, a tariff amendment is communicated by circular.

4. PROCEDURE

4.1 Applications for a new tariff or for the amendment of an existing tariff must be directed to the Director Finance.

4.2 The complete and latest tariff list may be examined at:

Category

Tuition fees
Residence fees
Remuneration
Travel and Accommodation Costs
Rentals
Decorations

Section

Debtors
Accommodation and Catering
Human Resources/Salaries
Creditors
Physical Planning
Physical Planning

5 FORMS

- 5.1 Normal claim form
- 5.2 Tariff List



6 **RELATED POLICIES AND DOCUMENTATIONS**
Payment of tuition and residence fees

7 **REGULATORY FRAMEWORK**
GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

8 **REVIEW DATE**
This policy will be reviewed after three years or as and when the need arises.

9 **RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

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APPROVAL

Registrar (Secretary of Council)