



UNIVERSITY OF VENDA

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**POLICY ON REMISSION OF TUITION,  
BOARD AND LODGING FEES**

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**TITLE AND COPYRIGHT**

Title Policy on Remission of Tuition, Board and Lodging Fees  
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## **1. DEFINITIONS AND APPLICATION**

The Human Resources Department handles huge volumes of applications for remission of tuition, board and lodging fees for members of staff, their spouses and financially dependant children. This policy therefore provides the guidelines that must be followed when the application of tuition, board and lodging fees as processed. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### **1.1 DEFINITIONS**

“Remission of tuition fees” means financial assistance granted to a member of staff or his/her spouse or financially dependent children for study purpose at a registered tertiary institution.

“Registered tertiary institution” means institutions registered with the Department of Education or with the National Department of Education or Nursing Colleges which are registered in association with the registered tertiary institutions.

“Qualification” means a certificate programme, Diploma and Certificate programmes offered by FET colleges accredited with the relevant professional body, 3 year National Diploma, B.degree and postgraduate degree.

“Technical” means courses offered by Further Education and Training Colleges from N4 and higher.

“Professional qualification” means the qualification which is registered with the relevant professional body.

“Certificate” means programmes other than Diplomas and Degrees offered over a period of less than three years.

“Board and lodging fees” means fees payable in respect of accommodation and meals as stipulated by the institution.

“Closing date for submission of applications for remission of tuition, board and lodging fees” means the last working day on which the University closes for December holidays as determined by Council from time to time. “Satisfactory progress report” means that the applicant has passed 60% of the subjects / modules / papers registered for during the year that the remission was granted. For students who are doing postgraduate studies through research, such progress report must be submitted in writing by the supervisor or co-supervisor to the Director Human Resources.

## **1.2 APPLICATION**

This policy applies to all members of staff appointed on permanent and fixed term contract of not less than one year.

## **2. PURPOSE**

The purpose of this policy is to provide guidelines for the administration of remission of tuition, board and lodging fees to all eligible members of staff, their spouses and their financially dependent children under the age of 26 provided they are registered students at a tertiary institution registered with the National Department of Education or Nursing Colleges which are registered in association with registered Nursing Council Institution.

## **3. POLICY STATEMENT**

The University of Venda is committed to providing financial assistance to the staff members, their spouse and financially dependent children who are unemployed but under the age of 26 years to pursue qualifications at tertiary institutions, registered with the National Department of Education or Nursing Colleges which are registered in association with registered Nursing Council Institutions.

## **4. POLICY GUIDELINES**

4.1. A permanent or contract member of staff (appointed for a minimum period of one year) shall, on application, receive remission of fees at the University of Venda for a tertiary qualification (i.e. qualification for which a matric or equivalent is an entry requirement for admission in respect of:

- 4.1.1 Himself/herself
- 4.1.2 Spouse(s) provided there is a proof of marriage
- 4.1.3 Financially dependent children (provided they are under the age of 26 years)
  
- 4.2 Remission of fees in respect of staff members, spouse and financially dependent children shall only be payable to tertiary institutions that are registered with the National Department of Education or Nursing Colleges which are registered in association with the registered tertiary institutions. Applicants who are receiving stipend will be required to disclose such information to the Director Human Resources. Failure to do so shall constitute misconduct which shall be dealt with in terms of the Disciplinary Code of Conduct Manual.
  
- 4.3 Remission of fees shall be paid for applicants who are pursuing the following qualifications:
  - 4.3.1 Tertiary qualifications referred to in item 1.1 above
  
- 4.4 Remission of tuition, board and lodging fees for staff members shall be granted only for qualifications or which are related to the field of work of the applicant. Consequently, Deans and Heads of Departments will have to confirm in writing that the qualification is relevant to the applicant's field of work. Exceptions will be given to Service, Secretarial and clerical staff to acquire qualifications that will broaden their knowledge.
  
- 4.5 Sixty percent (60%) of subjects/modules/papers (in case of undergraduate and postgraduate coursework) registered for must be passed in order to qualify for remission of fees in the subsequent year. The table below shows the minimum proportion of courses/modules/paper/subjects to be passed in order to qualify for remission of fees. In order to qualify for remission of fees, students who are doing postgraduate studies through research must submit the progress report from the supervisor or co-supervisor.

No. of subject registered for	Minimum number of subjects to be passed
5	3
4	3
3	2
2	2
1	1

- 4.4.1 In case of Research Masters and Doctoral degrees, a satisfactory progress report from the supervisor/promoter must be submitted before the applicant qualifies for remission of fees in the subsequent year of study.
- 4.4.2. Failure to submit satisfactory progress reports or results that the applicant has passed 60% of the subjects/modules/papers registered for during the year that remission was granted will render the applicant not to qualify for remission of fees in the subsequent year.
- 4.4.3 Payment for remission of fees will not be backdated, but shall be paid during the financial year in which the applicant is registered for study.
- 4.4.4 Application for remission of fees shall be made on the prescribed form which is obtainable from the Department of Human Resources after registration of the courses or modules.
- 4.4.4.1 Applicants who are registering for the first time shall be required to produce documentary proof of registration in order to qualify for remission of fees.
- 4.4.4.2 Academic results for the previous year/semester shall be submitted with each application
- 4.4.4.3 Registration fees shall be payable by the member of staff
- 4.4.4.4 100% remission of tuition fees and 50% shall be paid to applicants who qualify and are registered at the University of Venda
- 4.4.4.5 **No board and lodging fees shall be paid for staff members, their spouse(s) or their dependants.**

- 4.4.4.6 Remission of tuition, board and lodging fees for semester and year courses shall be paid by not later than the 31<sup>st</sup> of December of each year
- 4.4.4.7 An employee is required to sign an agreement with the University binding him/her to remain in the university employment after successful completion of the course of study for which the employee was registered for a period equal to the length of the full course. Should the employee resign from the University before serving the university for the duration equivalent in length to the period of study, she/he shall repay all costs incurred by the University towards remission of fees on a pro-rata basis.

## **5. APPLICATION FOR REMISSION OF TUITION, BOARD AND LODGING FEES AT OTHER TERTIARY INSTITUTIONS WITHIN SOUTH AFRICA**

- 5.1 Applications must be made on the prescribed form obtainable from the Department of Human Resources.
- 5.2 The University will pay 50% of tuition fees and 50% of the lowest institutional residence fee in respect of board and lodging fees in case where a member of staff is registered with another University for a course or courses of study which is/are offered at the University of Venda.
- 5.3 The University will pay 75% of tuition fees, for a course or courses of study which are not offered at the University of Venda and 50% of the lowest institutional residence fee in respect of board and lodging fees will be payable to applicants who fulfill the requirements set out in this policy. Remission of tuition, board and lodging fees are subject to tax.
- 5.4 Remission of tuition, board and lodging fees for semester and year courses shall be paid by not later than the 31<sup>st</sup> of December of each year.
- 5.5 In cases where another bursary has already been awarded, and the tuition amount is greater than the bursary awarded, the University will only pay 75% or 50% in respect of tuition, board and lodging fees on the balance after the bursary money has been accounted for.



**6. DEPENDANTS OF MEMBERS OF STAFF STUDYING AT OTHER TERTIARY INSTITUTIONS WITHIN OR OUTSIDE SOUTH AFRICA**

- 6.1 Application must be made on the prescribed form obtainable from the Department of Human Resources
- 6.2 The University shall pay 50% of tuition fees, and 50% of the lowest tariff for institutional residence fee in respect of board and lodging fees in case where a spouse(s) or dependent children registers with another University for a course of study which is offered at the University of Venda. The amount granted shall be subject to tax.
- 6.3 The University shall pay 75% of tuition and 75% of the lowest tariff for institutional residence fee in respect of board and lodging fees for a course of study which is not offered at the University of Venda. In the case of private accommodation, the University shall pay 75% of the lowest institutional residence fee charged by the institution. The amount granted shall be subject to tax.
- 6.4 In cases where a bursary has already been awarded, the University shall only pay 50% and 75% of the balance after the bursary has been paid for courses which are offered and courses which are not offered by the University of Venda, respectively.
- 6.5 Remission of tuition, board and lodging for semester and year courses shall be paid by not later than 31<sup>st</sup> December of each year.
- 6.6 The University shall pay 75% of tuition, board and lodging fees to members of staff whose spouses and financially dependent children are studying at tertiary institutions abroad. The remission of tuition, board and lodging fees payable will be equivalent to the highest fees charged by one of the three most expensive tertiary institutions in South Africa, provided that such institutions have registered with the Departments of Education in their respective countries.

**7 CONDITIONS.**

- 7.1 All members of academic, administrative and service staff will qualify for remission of fees on condition that they submit the following documentary proof:
  - 7.1.1 Proof of registration, which clearly indicates the courses registered on a semester or yearly basis.
  - 7.1.2 Statement of account or invoices.
  - 7.1.3 Academic results/progress report of the previous semester or year.

- 7.2 Staff members appointed on a contract of less than one year will not qualify for remission of fees
- 7.3 Applicants for remission of tuition and board and lodging fees must submit their requests to the Director Human Resources for processing before the University goes on recess for the December holidays each year as determined from time to time.
- 7.4 The Human Resources Department shall confirm whether the institution is registered with the Department of Education or Nursing Colleges which are registered in association with the registered tertiary institution for remission of tuition, board and lodging fees at tertiary institutions within South Africa.
- 7.5 Should an applicant or his/her dependant not notify the Department of Human Resources of the receipt of a bursary, it will be viewed as misconduct and shall be dealt with in terms of the University of Venda Disciplinary Code of staff.
- 7.6 Remission of fees will be paid on a pro-rata basis, calculated from the date of assumption of duty.
- 7.7 The university shall recover remission of tuition, board and lodging fees on a pro-rata basis from a staff member who resigns or whose services are terminated for whatever reason, with the exception of death and disability.
- 7.8 The staff member, his/her spouse and financially dependent children shall be paid remission of fees for one qualification/certificate at a time.
- 7.10 The member of staff, his/her spouse and financially dependent children who could not sit for their examinations or make progress in their dissertations and who, as a result of circumstances mentioned below, would like to change their field of study/institution, are entitled to remission of fees provided the applicant furnishes the Director Human Resources with the following documentary proof. All such cases shall be approved by the Director of Human Resources on condition that the following requirements are met:
- 7.10.1 Illness or injury for which the applicant must submit a medical certificate.
- 7.10.2 Lack of progress report due to either resignations or unjustified abandonment by the supervisor or promoter after which no suitable replacement is available to continue with the supervision of such dissertations/thesis
- 7.11 Board and lodging fees will be paid to students registered at non-residential institution. The tariffs applicable to residential institutions in the vicinity of non-residential institutions will be paid. The amount to be paid

shall be equivalent to the lowest tariff levied by the residential institution (eg. tariffs applicable to the University of Pretoria will be used as basis to determine the board and lodging fees of students registered at UNISA and vice versa).

**8. CONDITIONS FOR REMISSION OF FEES FOR STAFF IN THE EXAMINATION SECTION**

Administrative members of staff in the Examinations Section shall not be allowed to study at the University of Venda due to conflict of interest. As a result, 100% remission of fees shall be paid to the Examination Section staff, their spouse and financially dependent children if they are studying at any tertiary institution in South Africa registered with the Department of Education. The University shall pay 100% of the lowest tariff for board and lodging fees in respect of staff members attached to the Examinations Section. In the case of private accommodation and non-resident institutions, members of staff would be paid 100% remission of board and lodging fees in accordance with the lowest rates for institutional residence applicable to other institutions in the vicinity of the institution.

**9. RELATED POLICIES AND DOCUMENTATIONS**

- 9.1 Policy on Staff Development
- 9.2 Policy on Leave
- 9.3 Policy on Indebtedness
- 9.4 Policy on Termination
- 9.5 Policy on Resignation



**10. REGULATORY FRAMEWORK**

- 10.1 Skills Development Act
- 10.2 Basic Conditions of Employment Equity Act
- 10.3 Employment Equity Act
- 10.4 Income Tax Act

**11. REVIEW DATE**

The policy will be reviewed after three years or as and when the need arises.

**12. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

**13. LIST OF ABBREVIATIONS AND ACRONYMS**

HR.....Human Resources  
 WWW.....World Wide Web  
 UNIVEN.....University of Venda



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 Vice Chancellor & Principal

01 December 2009

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 Date