



UNIVERSITY OF VENDA

STUDENT FUNERAL POLICY

APPROVED POLICY

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Date stamp and signature by the Vice - Chancellor and Principal

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1. PURPOSE

The purpose of this policy is to enable the University to respond in a timely and sensitive manner when advised of the death of a student, minimizing the possibility of causing further distress to the student's family.

Further, it provides a consistent policy and procedure for the administration of student records for the deceased student, both current and past.

2. POLICY STATEMENT

This policy replaces the existing interim funeral policy in respect to the action taken to ensure that all necessary areas of the university community are informed of the death of a student.

The policy has been developed and reviewed so that it provides clarity and transparency to the families of students and the university community about arrangements for deceased students. The policy encourages a culture which is respectful and considerate to the needs of the relatives of a deceased student. This policy aims to ensure that, when notified of the death of a student, officers of the University act swiftly and in a sensitive manner, minimizing the possibility of causing further distress to relatives.

This policy recognises the University's culturally diverse student population and aspires to be culturally sensitive to the needs of all students. Advice to the University about the death of a student may come via a number of sources. These processes aim to ensure a consistent University approach, outlining the steps to be taken when notified of the death of a student. The policy clearly identifies areas of the University to be contacted and action to be taken.

3. PROCEDURES

Once the university is notified of the death of a student the following actions must be taken by the staff member or the information and external affairs officer who first become aware of the death:

- Contact the Office of the Director of Student affairs with details of the student and, where possible, the circumstances of the death. The Director of student affairs will ensure that the SRC, relevant office of the school administrator are notified.
- Depending on the student and the nature of the circumstances surrounding the death, the minister of information and external affairs will advise about the contact from the University to the family and the expressing of condolences in a suitable form.

The minister of information and external affairs will ensure that where appropriate, counselling or related assistance is extended to students and/or staff. All such actions are required to occur within one working day.

- The Director of student affairs must satisfy himself with evidence of the student death for University records. Death of a student can be verified through either:

- Copy of Death Certificate

- Affidavit

- The Director, of student affairs must, within one working day of notification of the student's death:

- Ensure the student record on the student system is changed to reflect a deceased status which will cancel the enrolment.

- Advise finance department to commence procedures in relation to any outstanding monies or refunds due. If a University debt exists for the deceased student, it is removed from the student system.

- Advise the University Library to prevent automatic requests for return of library materials. Communication to recover such items must be performed in a sensitive way through the appropriate relative.

- Advise the Director, ITS to make necessary arrangements in respect information technology access.

- Verify that the deceased was indeed a student;

- Inform the relevant persons and institutions;

- Express condolences in cooperation with the minister of information and external affairs of the family of the deceased on behalf of the University;

- Arrange for a memorial service to be held on campus in cooperation with the family of the deceased and the SRC.

4. TRANSPORT

Transport should be made available in relation to the number of students who have registered their names. The cost of the transport will be to the account of the SRC.

Transport will only available within the borders of South Africa

5. REPRESENTATION

The students of the University will be represented at the funerals by SRC members.

6. APPLICATION

This policy shall apply to full-time students only. and shall be payable before or after the funeral.

7. COSTS

The SRC will pay R5000 to the deceased student's family as condolences, with a projected 10% annual inflation related increase and shall be payable before or after the funeral

Neither the University nor the SRC will be responsible for any costs of meals or accommodation incurred by students attending a funeral.