

D - SUBSIDISATION AND REBATES OF FEES IN
RESPECT OF STAFF AND THEIR FAMILIES

D10 SUBSIDISATION AND REBATES OF FEES IN RESPECT OF STAFF AND THEIR FAMILIES

D10.1 Definition of Terms within the Policy

UWC	University of the Western Cape
US	University of Stellenbosch
UNISA	University of South Africa
UCT	University of Cape Town
Racially designated	UWC intended only for admission of “coloured” students
Dependent children	Unmarried and unemployed children (includes legally adopted children, this will include children placed in the staff member’s care through a legal process ie. You are the legal guardian and have complete financial responsibility of the child).
Rebate	Discount that UWC give on tuition fees to staff, dependents and spouse
Subsidy	This is the amount that is paid to another university for the studies of dependent children and staff member
Current Average of UWC residences	A calculation done by UWC to determine the amount applicable for staff who qualifies for an accommodation rebate at another SA University.
Joint Merger and Incorporation Task Team (JMITT)	A committee establish to coordinate the merger process of the University of Stellenbosch staff with the UWC Dentistry faculty.

D10.1.1 A major benefit to staff of a university is the study subsidisation of the staff member and the member's immediate family defined as spouse and dependent children. The purpose of this policy is to detail the extent of that subsidisation.

D10.1.2 In the period when UWC was officially a racially designated university with accompanying admissions barriers it was agreed that the dependent children of staff could enjoy subsidised university education at other South African universities.

D10.1.3 The University of the Western Cape Act No 78 of 1983 provided for the admission of students regardless of race. Consequently the University Council resolved in September 1985 to phase out the subsidisation of the studies of dependent children who attend other universities.

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D10.1.4 Staff appointed up to the 30 September 1985 will still be able to make use of these benefits (in order not to jeopardise perceived contractual arrangements with the university) although in light of the university's financial situation staff in the position are requested, wherever possible to enrol their children at UWC.

D10.2 SUBSIDISATION AT UWC

D10.2.1 Staff are entitled to following rebates, subject to the provisions of sections D below which deals with subsidisation limits, in respect of studies undertaken at UWC:

Tuition fees (excluding registration fees)

- Staff member : 100%
- Spouse : 50%
- Children : 100%

Accommodation

- No subsidisation

D10.3 SUBSIDISATION AT OTHER SOUTH AFRICAN UNIVERSITIES

D10.3.1 Subsidisation of studies at other universities within the internationally recognised boundaries of South Africa is limited to subsidisation of the children of staff members.

D10.3.2 Spouses are not subsidised.

D10.3.3 Staff members are expected to apply to the Finance Committee (in respect of academic staff), and to the Human Resources Committee (in respect of non-academic staff), together with detailed motivations, if they wish their studies at other universities (including UNISA) to be subsidised.

CRITERIA

D10.3.3.1 **Non-academic staff**

Financial assistance for staff will only be considered when the courses they intend doing in the case of non-academic staff are:

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**D10.3.3.2 In respect of staff members appointed prior to 01 October 1985
(children only)**

D10.3.3.2.1 The tuition fees (excluding other costs such as levies and registration) shall be subsidised at 75% of the actual fee paid. This should include any rebate given by another university.

D10.3.3.2.2 50% of residence fees or fees for private accommodation (excluding the parents' home), with the understanding that the amount paid by the University shall not exceed 50% of the current average of UWC residence fees.

**D10.3.3.3 In respect of staff members appointed after 01 October 1985
(children only)**

D10.3.3.3.1 The tuition fees (excluding other costs such as levies and registration) shall be subsidised at 75% of the actual fee up to 31 December 1993. This should include any rebate given by another university.

D10.3.3.3.2 As from 01 January 1994 UWC shall only subsidise tuition fees (excluding other costs such as levies and registration) at 75% of the actual fee if the degree for which the children are registered are not offered at UWC. This should include any rebate given by another university.

Note : This is not applicable in cases where a degree is offered at UWC but where a specific subject choice is not available.

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D10.4 SUBSIDISATION LIMITS

D10.4.1 Staff members are not normally restricted in terms of the length of their studies or the nature of their studies undertaken at UWC in respect of the subsidisation of fees.

However subsidisation in respect of repeats of courses failed will only be granted if authorisation is obtained from the Finance Committee (in respect of academic staff members) or the Human Resources Committee (in respect of non-academic staff members).

Non-academic members of staff may not attend class during normal working hours unless special permission has been granted by the Human Resources Committee. [See the specific policy in this regard]

D10.4.2 The maximum time period that children and spouses will be subsidised at **UWC** is as follows:

Undergraduate degrees : 2 years longer than the minimum duration of the courses.

Honours (once only) : One year

Post graduate professional qualifications (eg Masters, Phd, LLB, B.Th, HDE, etc)
: Minimum duration of the course

D10.4.3 The maximum time period that children will be subsidised at **other universities** is as follow:

Undergraduate degrees : Minimum duration of the course

Honours (once only) : One year

Post graduate professional qualifications (eg Masters, PhD, LLB, B.Th., HDE etc.)
: Minimum duration of the course

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D10.5 PROCEDURE TO BE FOLLOWED

- D10.5.1 All claims in respect of children studying at other universities must be submitted, together with proof of payment, together with a copy of the applicable university's fees structure, to the head of the Finance Department.
- D10.5.2 Applications for rebates in respect of studies undertaken by staff members and their families at UWC should be made to the Personnel Department where a rebate authorisation takes place and fees are required.

D10.6 REBATE FROM THE UNIVERSITY OF CAPE TOWN

In terms of an agreement between UWC and the University of Cape Town a rebate of 75% of tuition fees (excluding registration, levies, etc) is applicable in respect of fulltime staff members and their dependent children studying at each other's universities. This agreement is subject to review and may be terminated or amended as re-negotiated and agreed between the two universities from time to time. Rebated fees paid to UCT are subject to subsidisation as detailed in section D10.4 above.

D10.7 Subsidisation for Child Dependents in instances when:

Staff who retires due to ill-health (until normal retirement age) = 100%

Staff who passed away whilst in the employ of UWC (until normal retirement age) = 100%

Staff who retires with Pension = none

D10.8 Rebate on class fees for fixed-term Contract staff:

Contract appointments in the continuous employ of UWC for longer than one year, qualify for 50% rebate for studies at UWC - staff member only;

Contract appointments in the continuous employ of the University for two years and longer qualify for 50% rebate for studies at UWC - staff member and dependent child/ren;

Contract appointments in the continuous employ of the University for five years and longer qualify for the same study rebate benefits as a permanent staff member.

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| [CONSOLIDATED DOCUMENT REFLECTING VARIOUS COUNCIL
| DECISIONS (RUK 83/80,RF 85/36A, RUK 91/4)]

Amendments applicable from 1 January 2011:

HR Policy: Subsidisation and Rebates of fees in respect of Staff and their families:

1. Previous executive minutes re this matter which confirms recent decision that rebates should in future only be given where *UWC has a reciprocal rebate agreement with an institution and that rebate arrangement must be limited to UCT.*
2. The Executive decided *to allow staff members to enroll for diploma and certificate courses at UWC, only if* the course generate state subsidy.

*(The official list of qualifications that are subsidy bearing is reflected in the general Yearbook. This is all the diplomas degrees and certificates that generates subsidy by Faculty. If it is not reflected on the list it is not subsidy bearing. The only two programmes that **are not subsidy bearing** and will not appear in the list is the MDP and the Advanced diploma in Economic Development which is both in EMS Faculty. This list excludes certificates offered by the DLL. This list should be your guiding list since it could change as new programmes are added or deleted on an annual basis. – Clarity from Mr V Morta)*

(Extracts from Minutes EMC 10 May 2010)

Amendments applicable from 1 January 2013:

In terms of the amended policy (for new staff members from 1 January 2013) rebates are only applicable for studies at UWC or UCT. The UCT rebate is contingent on the continued reciprocal agreement in place (between UWC and UCT). No subsidy/rebate will apply even if:

- The course is not offered at UWC or UCT
- The course is available at UWC or UCT, but variations/different modules are offered at other universities
- The staff member applied to and were unsuccessful at UWC or UCT

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- The course is only offered on a fulltime basis at UWC or UCT, but is available on a part-time basis at another university.

Students enrolling for CE courses will not be subsidized and the policy is limited to formal credit-bearing programmes only.

It was also resolved that benefits should be extended to staff on contracts of one year or more.
(Exec Minutes: 26 March 2012)