



# Student Tuition Fee Waivers Policy

[REV003]

Department	: Finance
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## Acronyms

<b>CFO</b>	Chief Financial Officer
<b>HOD</b>	Head of Department
<b>IAPO</b>	International Academic Programmes Office
<b>ITF</b>	International Term Fee
<b>LOA</b>	Leave of Absence
<b>SADC</b>	Southern African Development Community
<b>SSA</b>	Semester Study Abroad

## 1. Objective

The objective of this policy is to:

- provide a framework for Tuition Fee waivers;
- ensure consistency and fairness of Tuition Fee waivers;
- communicate the Tuition Fee waiver processes clearly and concisely; and
- clarify roles and responsibilities in managing Tuition Fee waivers.

## 2. Scope

This policy is applicable to past and current students, who have Tuition Fee charges.

All waivers are applied to Student Tuition Fees, whether given to an individual or group of students.



*Tuition Fee waivers can be initiated by the student or the University.*

## 3. Applicable to

Past and current students, including SADC and International students, who have Tuition Fee charges.

## 4. Definitions

Term	Description
Administrative/ Technical registration	Offered to students to submit their thesis/dissertation before the start of the academic year, after 2 (two) years (masters) or 3 (three) years (doctorate).
Cancellation	Where a student cancels a course registration, or an academic year of study.
Delegation of Authorities	UCT Council approved policy where authorities are delegated to individuals and committees within the University.
Enrichment Fee Relief waiver	Offered to students who registered for additional courses for enrichment purposes, over and above the prescribed academic load.

Term	Description
Exchange agreements	<p>Agreements where students visit and register with UCT for one or several courses,</p> <ul style="list-style-type: none"> <li>• but are either required to pay fees at the primary institution, or</li> <li>• there are agreements in place with the primary institutions for UCT to host the SSA students.</li> </ul>
Fee waiver	Any approved adjustment to the Tuition Fee of the student.
Leave of Absence	Applications related to a break requested in academic studies as supported by the required motivations and independent reports.
PeopleSoft	UCT Student Administration system, which includes the Student Fee account.
Registered students	Students who have an active academic term.
SADC students	Students from designated SADC countries, where economic development is supported through regional integration.
Student Fee account	The UCT PeopleSoft Fee account which accumulates all charges (e.g. Academic Fees, Student Housing Fees, UCT Clubs and Societies) as well as payments and fee adjustments.
Submission of thesis/dissertation waiver	Offered to students who submit their thesis/dissertation after 2 (two) years (masters) or 3 (three) years (doctorate), but do not require a full 12 (twelve) months before submitting.
Technical waiver	Where the registration is valid, but the fee charged needs to be adjusted due to approved reasons e.g. compassionate grounds, administrative reasons.
Tuition Fee	Charge for courses registered for on PeopleSoft in an academic year of study.

## 5. Policy

- The Registrar is accountable for all Student Tuition Fee waivers, except for Technical waivers, which are submitted to the CFO for final approval.
- The Registrar is responsible for ensuring that all students complete their courses within the regulated time.
- All approved deviations and exceptions have financial consequences, which is administered by Tuition Fee waivers.
- The Registrar is annually responsible for:
  - approving the various types of Fee waivers available to faculties, and
  - ensuring that there is consistency in the application of the Tuition Fee waivers across faculties.
- Once the decision to waive Tuition Fees has been made, the Fees Office adjusts the Student Fee account accordingly.
- A Fee waiver cannot be issued for greater than the value of the Tuition Fee.
- A Fee waiver is not a substitution for alleviating financial difficulties in settling the outstanding debt.
- If after receiving a Fee waiver, the student withdraws from a class or from the University, the waived amount must be adjusted accordingly.
- The International Term Fee (ITF) cannot be waived independently and can only be waived where the underlying Tuition fee has been adjusted.

## 6. Procedure

### 6.1 Tuition Fee waivers requiring approval



*Tuition Fee waivers requiring approval include Cancellations and LOA, as supported by detailed motivations and independent reports.*

- The student lodges an appeal with the Faculty Office, who will investigate the matter further.
- Where deemed a valid waiver request, or where initiated by the Faculty Office, a Technical Fee Waiver form (FEE10) is completed on behalf of the student, together with the required supporting documentation.

- These are applicable where, in the absence of policy, the faculties are in support of a reduction in Tuition Fees for a variety of reasons.



*Requests for Tuition Fee waivers could originate from the faculty committees, Senate or any other committees.*

- The FEE10 is submitted for recommendation to the HOD, Dean and the Faculty Manager.



*Faculties/departments must consider potential precedents in approving the waiver request.*

- The faculty approved FEE10 is then forwarded to the Manager: Student Fees for initial review, after which it is sent for final approval to the CFO or nominee.
- Once approved by the CFO or nominee, the waiver is captured on PeopleSoft and communicated back to the faculty.
- If the waiver is not approved by the CFO or nominee, the Manager: Student Fees returns the FEE10 waiver back to faculty administration with a reason/s for the rejection, so that the student/s can be informed.

## 6.2 Tuition Fee waivers per policy



*Tuition Fee waivers not requiring additional CFO or nominee approval include waivers related to Exchange agreements, Administrative/Technical registrations and waivers related to the timing of Masters and Doctoral student registrations.*

- The student completes the relevant form and submits this to the Faculty Office for review.
- The Faculty Office ensures that the request is within the relevant policies and rules.
- Once reviewed and accepted by the Faculty Manager, the waiver is forwarded to the Fees Office for capturing on PeopleSoft.
- Once processed, the Fees Offices communicates back to the faculty, so that the student can be informed.

## 6. Related Legislation, Policies, Guidelines and Practices

This includes but is not limited to:

- Delegation of Authorities [[GEN002](#)]
- Student Fee Debt Management Policy
- Student Fee Refund Policy [REV002]
- [Fees Handbook](#)
- [Fees FAQ: Sundry fees and credit balances](#)
- [National Credit Act](#)
- [Guidelines: Consumer Protection Act](#)

## 7. Implementation Responsibility

The Fees office is responsible for the implementation of the Student Tuition Fee Waiver policy via the Deans and faculty managers and ensuring that the policy is publicly available.

## 8. Contact

UCT Fees Office

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