



TUITION REMISSION POLICY

DESCRIPTION	
TITLE:	TUITION REMISSION POLICY
POLICY NUMBER :	HRE/05/08/CO
COMPILED BY:	DIVISION OF HUMAN RESOURCES & EQUITY
EFFECTIVE DATE:	20 October 2008
REVIEW YEAR:	2011/2012
APPROVED BY:	Staffing Committee: 10 September 2008 Council: 17 October 2008
POLICIES REPEALED OR VARIED:	Fee Remission Policy

1. PREAMBLE

The University of KwaZulu-Natal is committed to excellence in all aspects of its operations. It is therefore important to have a qualified workforce to enhance individual performance, maximize productivity and achieve strategic priorities. The University also aspires to become an employer of choice and therefore is committed to facilitating policies which contribute to the enhancement of an employee's work experience and quality of life.

The Conditions of Service provide for employees, spouses/domestic partners and dependent children to be granted tuition remission to cover up to one hundred percent of tuition fees for approved courses of study at this University. Exceptionally, staff or their dependent children may be granted tuition bursaries and assistance with accommodation and meal costs for study towards a degree at another University. This policy must therefore be read together with the Conditions of Service.

2. DEFINITION OF TERMS

Dependent Children refers to biological children or legally adopted children of a permanent staff member who are under the age of 28 years, are financially dependent on the staff member, normally reside with him/her and do not earn an annual income in excess of the minimum salary on the University full-time, permanent staff remuneration scales. The following, apart from a sworn affidavit, shall serve as proof of a dependent child a) birth certificate which lists names and identity numbers of both parents b) proof of income of the child/three month's recent bank statements.

Spouse refers to a person legally married to another person or registered to another person in terms of a customary union.

Domestic partner refers to a spousal equivalent that lives together, in the same residence, indefinitely with a staff member, with whom s/he shares a common domestic life. Whilst not being a legal marriage the relationship encompasses most or all of the obligations that would normally arise out of a legal marriage including responsibility for each others welfare. For the purposes of this policy, in addition to a sworn affidavit, the following, *inter alia*, serves as proof of a domestic partner relationship a) a joint mortgage or lease; b) designation of the domestic partner as beneficiary for life insurance; c) designation of the domestic partner as primary beneficiary in the employee's will; d) domestic partnership agreement; e) powers of attorney for property and/or health care; and f) joint ownership of either a motor vehicle, cheque account or credit account.

Retired staff refers to permanent staff who have retired or taken early retirement as well as members of staff who retire as a result of medical disability and qualify for total disability benefits.

University refers to the University of KwaZulu-Natal.

In this policy, unless inconsistent with the context, words referring to any one gender shall include a reference to the other gender; the singular shall include the plural and *vice versa*; and natural persons shall include artificial persons and *vice versa*.

3. PURPOSE

The purpose of this policy is to set out the University's intent with regard to tuition remission and bursaries as well as detail the circumstances under which tuition remission is granted.

4. SCOPE OF APPLICATION

The following are eligible for tuition remission in terms of this policy.

- 4.1 Permanent University of KwaZulu-Natal staff, their spouses/ domestic partners and dependent children.
- 4.2 Permanent Joint Health Establishment and Joint Staff Establishment staff in the College of Health Sciences, their spouses/ domestic partners and dependent children.
- 4.3 Retired permanent staff of the University, Joint Health Establishment and Joint Staff Establishment, their spouses/ domestic partners and dependent children.
- 4.4 Spouses/domestic partners and dependent children of deceased permanent staff.
- 4.5 University staff on a fixed-term contract of two years and longer (restricted to tuition remission at this University).
- 4.6 Full-time staff in research or other associated units provided there is a formal agreement with the University in regard to tuition remission. See Appendix 1 for current list.
- 4.7 Tuition Remission is not available to spouses/domestic partners and dependent children of staff in research/associated units unless stipulated in the formal agreement referred to 4.6 above.

5. POLICY STATEMENT

The University of KwaZulu-Natal is committed to supporting and promoting staff development whilst offering competitive benefits that position it as an employer of choice. It accordingly offers tuition remission to eligible staff, their spouses or domestic partners and dependent children.

6. PRINCIPLES

This policy shall be based on the following principles

- 6.1 The University shall grant tuition remission or bursaries to all eligible staff through a fair and transparent process;
- 6.2 There shall be efficient utilization of limited resources for tuition remission and bursaries;
- 6.3 The policy shall be implemented in a manner that minimises the outflow of resources to other Universities whilst engendering pride in the University of KwaZulu-Natal as an employer and as a university of excellence

7. POLICY PROVISIONS

7.1. GENERAL

The following general provisions apply

- 7.1.1 Eligible staff may opt to study towards any approved qualification at the University of KwaZulu-Natal, including degrees, diplomas and certificates, linked to their current position or a position to which they may aspire in terms of their own personal development.
- 7.1.2 Eligible staff may only study towards an approved degree, per 7.3.1 at another South African university, if it is directly linked to enhancing performance or progression in their *current* position.
- 7.1.3 Eligible staff on a fixed term contract of two years and longer shall only be granted tuition remission for study at this University. The qualification must be directly linked to enhancing performance or progression in their current contract position. The benefit is not extended to spouses, domestic partners or dependent children of staff on fixed term contracts.
- 7.1.4 Where an employee is not employed for a full calendar year, the bursary/tuition remission shall be awarded proportionate to length of service.
- 7.1.5 Tuition remission and bursaries for retired staff their spouses/domestic partners and dependent children and the spouses/domestic partners and dependent children of deceased staff for study at other universities may be withdrawn in the discretion of the University Council depending on availability of funds.
- 7.1.6 The tuition remission for study at this University shall be payable for a maximum of the minimum number of years to complete the qualification plus 1 (one) year. If the student has not completed a qualification within this period, the bursary/tuition remission shall cease. The bursary or tuition remission ceases automatically if the staff member's services are terminated or the nature of their employment changes and they no longer qualify in terms of this policy.
- 7.1.7 Where an employee's services are terminated, except through normal retirement, during the course of an academic year, the employee shall reimburse the University pro rata for the balance of the academic year in respect of both their own studies as well as that of their spouse or domestic partner and dependents as applicable.
- 7.1.8. A bursary for study at another university in terms of 7.3 shall be payable for the minimum number of years to complete the degree.
- 7.1.9 Except in exceptional circumstances, approved by the Executive Director Human Resources and Equity and subject to restrictions contained in this policy in terms of 7.3, tuition remission and bursaries shall be granted for one each of the following:
 - Undergraduate degree,
 - Honours degree,
 - Masters degree,

- Doctoral degree
per staff member and dependent child for study at another University.
- 7.1.10 Staff shall be granted time off, in terms of the Conditions of Service, to attend lectures during working hours provided this does not adversely interfere with operational efficiency and the time-off is worked in at a later stage or the equivalent amount of annual leave is forfeited.
- 7.1.11 Permission to attend lectures during working hours must be obtained prior to registering for any course of study as the University accepts no responsibility for poor academic performance as a result of not being able to attend lectures for operational reasons.

STUDY AT THE UNIVERSITY OF KWAZULU-NATAL

- 7.2.1. Employees, spouses/ domestic partners and dependent children shall be granted tuition remission to cover up to 100% of tuition fees for approved, courses of study at this University. Tuition remission for part-time study is not available to spouses/domestic partners or dependent children.
- 7.2.2. Tuition remission may be granted to eligible employees for government subsidized NDP (non degree purposes) courses provided the course is in terms of the employee's approved Personal Development Plan.
- 7.2.3. Tuition remission may be granted for Access courses on motivation and subject to approval by the relevant Executive member.
- 7.2.4. Tuition remission may be granted to spouses/domestic partners and dependent children for NDP (non degree purposes) courses if the course is a prerequisite for study at a higher level or is an enhancement to a current degree or diploma. Verification shall be required from the Dean of the relevant faculty.
- 7.2.5. Tuition remission for self-funded courses at the University of KwaZulu-Natal shall be granted only if the course has direct relevance to the staff member's current position
- 7.2.6. The percentage of tuition remission depends on the nature of employment as follows:
- 7.2.6.1. Full Time: 100%
 - 7.2.6.2. Mornings only: 67%
 - 7.2.6.3. Half Day: 50%
 - 7.2.6.4. Afternoons only: 33%

7.3. STUDY AT ANOTHER UNIVERSITY

A bursary up to 100% of tuition fees for study towards a degree at another South African University may be granted exceptionally to permanent staff or their dependent children. The University does not grant tuition remission for study at private universities, Further Education and Training (FET) Colleges or Universities of Technology.

7.3.1. Staff Members

Eligible staff members may be granted a bursary that covers tuition costs for part-time study at another University where:

- 7.3.1.1 the degree being sought is not offered at the University and there is no comparable or similar degree at the University under a different name, structure, curriculum or choice of major;
- 7.3.1.2 the employee is unable to attend lectures at the University due to operational exigencies;
- 7.3.1.3 there is a conflict of interest and alternative arrangements for study at the University of KwaZulu-Natal are not practical;
- 7.3.1.4 the bursary shall only be granted if the degree is relevant to enhancement of performance or progression in the employee's current position at the University of KwaZulu-Natal.

7.3.2. Dependent Children

Dependent children of an eligible staff member may exceptionally, be granted a bursary to cover up to one hundred percent(100%) of tuition costs for a full-time degree at another residential South African university(excluding distance education degrees) as follows.

- 7.3.2.1 The degree being sought is not offered at the University of KwaZulu-Natal and there is no comparable or similar degree at the University of KwaZulu-Natal under a different name, structure, curriculum or choice of major.
- 7.3.2.2 The dependent child meets acceptance criteria, as defined by the Senate, for a particular degree at this University but is denied admission due to circumstances outside his/her control.
- 7.3.2.3 There is a conflict of interest and it is not practical to make alternative arrangements
- 7.3.2.4 The bursary shall not be granted where the student is accepted at the University of KwaZulu-Natal for another degree that s/he has also applied for.

7.4. ACCOMMODATION AND MEAL COSTS

7.4.1. Accommodation Costs

Where a dependent child of an employee is given permission to study at another University or where a dependent child of a staff member is granted fee remission for a qualification that is not available at the Centre of their ordinary domicile, the dependent child shall in addition to remission of tuition fees/bursary be granted a bursary for actual accommodation expenses not exceeding 75% of the average cost of accommodation at a University of KwaZulu-Natal residence. Accommodation bursaries shall be renewed annually subject to proof being provided.

7.4.2. Meals

Where a dependent child of a staff member on Peromnes grades 14 - 18 is granted permission to study at another University or is granted fee remission for a qualification that is not available at the Centre of their ordinary domicile the dependent child shall in addition to the tuition remission/bursary and accommodation bursary, be granted a bursary for meal expenses equivalent to 75% of the average cost of meals determined annually by the University Student Funding Centre.

8. TAXATION

This benefit is subject to taxation in terms of prevailing legislation.

9. EFFECTIVE DATE

This policy takes effect on 20 October 2008.

10. REVIEW DATE

This policy shall be reviewed every three years from the effective date.

Appendix 1

(Subject to verification of formal agreements with Office of the Registrar)

INSTITUTE FOR DISEASES IN A TROPICAL ENVIRONMENT
NATAL INSTITUTE OF IMMUNOLOGY
OCEANOGRAPHIC RESEARCH INSTITUTE
SUGAR MILLING RESEARCH INSTITUTE
NATAL MUSEUM
CAPRISA
UKZN FOUNDATION
AFRICA CENTRE
INSTITUTE OF NURSING