

# QUALITY MANAGEMENT SYSTEM

## PL-008A-FIN Tuition Fees policy

Document title: <b>Tuition Fees policy</b>	Formal document number	<b>PL-008A-FIN</b>
	Revision	<b>A</b>
Purpose of Document: <b>This policy covers the determination of tuition fees, when they may be refunded and the terms that may be extended for their payment.</b>	Commencement date	<b>12 April 2018</b>
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Approved by the College Council. Decision number 157, 12 April 2018		
It is directed by Council that this policy will be made available on the College web site.		

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## TUITION FEES POLICY

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### 1. PURPOSE

The purpose of this policy is to:

- a) define the terms for the determination and payment of tuition fees and the circumstances under which reimbursements of tuition fees will be made to students; and
- b) to articulate the College policy on the payment and reimbursement of tuition fees invoiced to students, and the associated processes and mechanisms.

### 2. SCOPE

This policy applies to all tuition fees invoiced to students in respect of annual programmes, semester programmes, trimester programmes or skills programmes for which they have registered.

### 3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 “Accounting Officer” – is the College Principal.
- 3.2 “Act” – means the CET Act, 2006 (No.16 of 2006),
- 3.3 “Campus Manager” – is the College campus head who provides leadership in directing the flow and support to all students, faculty, and staff at the designated campus.
- 3.4 “Council” – is the Council of the College established in terms of the Act.
- 3.5 “Department”; “DHET” – is the Department of Higher Education and Training.
- 3.6 “Deputy Principal” – is any official, employed by the College, or Department who is directly accountable to the Principal for the performance of one of the following Departments:
  - 3.6.1 Academic
  - 3.6.2 Finance
  - 3.6.3 Corporate Services
  - 3.6.4 Innovation and Development
- 3.7 “Employee” – is any official, employed by the College, or Department irrespective of grade, full-time or part-time, or basis of remuneration; whether it be on a monthly weekly, daily or hourly basis
- 3.8 “Exco” – is the Executive Committee of the College and consist of the Accounting Officer and Deputy Principals.
- 3.9 “Finco” – is the Finance Committee of Council established in terms of Section 12 of the Act.
- 3.10 “Minister” – is the Minister of Higher Education and Training.

### 4. LEGISLATIVE FRAMEWORK AND BEST PRACTICE REGULATIONS

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Act No.16 of 2006,
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations of March 2005;
- d) Draft National Treasury Regulations dated 30 November 2012; and
- e) National Credit Act No. 34 of 2005.
- f) The following College Codes and DHET recommended policies have a bearing on this policy:
- g) Code of Conduct for Employees;
- h) Code of Conduct for the College Council;
- i) Debt Management Policy; and
- j) Financial Assistance Policy

## 5. PRINCIPLES

In terms of Paragraph 13 of the Act, the Principal of a public College is responsible for the management and administration of the College. The Principal is also the Accounting Officer of the College and must ensure that the College maintains an effective, efficient and transparent system of financial management which includes income/revenue management.

The Accounting Officer has, in terms of the Colleges delegations of authorities delegated the financial management including income/revenue management to the Deputy Principal: Finance.

The delegation requires that Deputy Principal: Finance, or his/her delegate, must manage revenue efficiently and effectively by developing and implementing appropriate processes and internal controls that provide for the identification, collection, recording, reconciliation and safeguarding of revenue and information.

## 6. DETERMINATION AND PAYMENT OF COLLEGE FEES

### **6.1 Determination of Tuition Fees**

- 6.1.1 In terms of the NSF-TVET Colleges, each student enrolled in a state-funded programme must be subsidised by the state at 80% of the total programme cost. The difference of 20% of the total programme costs, which constitute College fees (tuition fees), must be recovered from the student.
- 6.1.2 The programme costs are prescribed by DHET annually and the DHET provide the Colleges with guidelines for the determination of the tuition fees to be charged to the student.
- 6.1.3 The College shall determine the minimum prescribed amount per programme to be paid by a student, in respect of the tuition fees based on these guidelines.
- 6.1.4 Tuition fees for non-state-funded programmes will be determined by the College, in consultation with the relevant stakeholders.

### **6.2 Deposit**

- 6.2.1 To secure their seat in a programme, all non-bursary students will be required to pay the registration fee and such percentage of the current year's fees as determined by Exco. No registration fee will be levied on programmes which duration do not exceed one month.
- 6.2.2 No deposit will be required from students who are successful in obtaining a NSFAS bursary.

### **6.3 Payment of Tuition Fees**

Tuition fees can be settled in the following manner

- i. Up-front bank deposit (cash deposit or electronic funds transfer);
- ii. By means of a payment arrangement by which the fees are paid in instalments as follows:
  - full-year programmes – over 10 months
  - semester and trimester programmes - over 4/3 months respectively. This is only available to full time students and does not apply to skills programmes or short courses, Refer to the Debt Management policy for further information regarding payment arrangements.
  - skills programmes or short courses must be paid in full prior to commencement.
- iii. Bursaries – College awarded or Private bursaries

- iv. Financial assistance - College financial Aid or the DHET TVET Colleges financial aid scheme administered by NSFAS.

The College Debt Management policy should be followed to ensure that tuition fees are paid timeously.

## **6.4 Cancellation and reimbursement of tuition fees**

- a) Cancellation and reimbursement of tuition fees can be approved on the following grounds:
  - i. If cancellation is done within the following prescribed periods:
    - o For semester/year programmes - within 10 working days of the commencement of classes;
    - o For trimester programmes – within 5 working days of the commencement of classes;
  - ii. Death of a student;
  - iii. Illness confirmed by a medical certificate;
  - iv. Transfer to another educational institution (confirmed by the institution);
  - v. A course or subject not offered subsequent to registration or enrolment;
  - vi. Subject clashes due to a change in the class timetable;
  - vii. Where the programme enrolled for is already full and tuition fees have been paid;
  - viii. If a student requests to enrol for fewer subjects, or wants to alter the subject he/she has enrolled for, not later than the periods as stipulated in point i above.
  - ix. the employment conditions of the student have changed in such a way that the student is unable to attend classes (The student's employer must confirm this in writing); or
  - x. any other reason that will be approved by the Council
- b) The student will be reimbursed subject to the following conditions:
  - i. The reimbursement is approved by the Campus Manager.
  - ii. The Student has returned all material issued as part of the programme registered for, including text books.
- c) Reimbursements shall only be made using electronic transfers to the authorised individual.
- d) Cash reimbursements and cheques are not permissible.

## **6.5 Management reporting**

6.5.1 The Deputy Principal: Finance shall report on a monthly basis:

- a) the information, in a format prescribed by the Accounting Officer, on actual fee income for the preceding month;
- b) a monthly forecast of fee income;
- c) an explanation of any material variances;

6.5.2 The Deputy Principal: Finance shall submit quarterly information, in the prescribed format, on actual fee income for the preceding quarter and the amounts forecast for that quarter, and the remainder of the current financial year, to Council via the Finco.

## **7. ROLES AND RESPONSIBILITIES**

Responsibility for the payment of tuition fees policy and the implementation of this policy rests with the Deputy Principal: Finance, with the support of the Campus Managers.