

## REGULATION REGARDING EXEMPTION FROM COMBINED TUITION FEES AT STELLENBOSCH UNIVERSITY

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<i>The English version of this document is the operative version, and the Afrikaans version is a translation thereof.</i>	

## Contents

1. [Introduction](#)
2. [Definitions](#)
3. [Persons eligible for exemption](#)
4. [Concessions for persons with special approval](#)
5. [Taxation of benefit](#)
6. [Appeal process](#)

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## 1. Introduction

- 1.1. This regulation sets out the basis on which Stellenbosch University (SU) employees and their qualifying family members shall be exempted from the payment of tuition fees.
- 1.2. Striving to be an employer of choice, SU values its employees and wishes to support their and their family members' learning and development. The benefits provided for in this regulation are meant to achieve this.

## 2. Definitions

- 2.1. 'Child' means the biological or legally adopted child of a parent or legal guardian, or a child attached to a caregiver other than a biological or adoptive parent or legal guardian, which caregiver takes responsibility for the physical, spiritual and financial wellness of the child. In the event of a caregiver, the University may demand proof of the relationship with the child beyond reasonable doubt. The form of proof required (including, but not limited to an affidavit or financial statements) and the University's acceptance thereof shall be at the sole discretion of the University.
- 2.2. 'Employee' means:
  - 2.2.1. either a full-time or part-time permanent employee of the University; and
  - 2.2.2. an employee appointed on a fixed-term contract of a year or more at the University.
- 2.3. 'Exemption' for the purposes of this regulation relates to 'study fees' as defined in paragraph 2.5 below. Additional tuition levies at Stellenbosch Business School, which are charged separately on the student account, are excluded from full exemption. These additional levies are partially exempted as follows:
  - Staff member: 20% rebate on the Stellenbosch Business School tuition levy
  - Staff member's spouse or child: 15% rebate on the Stellenbosch Business School tuition levyThe following example (in 2023 rand terms) is provided for illustrative purposes:
  - MBA full fees for first year of study: R160 756
    - SU tuition fee component: R46 610, which the employee is fully exempt from

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- Stellenbosch Business School tuition levy component: R114 146
    - 20% exemption for staff member: R22 829
    - 15% exemption for staff member's spouse or child: R17 121
  - 2.4. 'Spouse' means:
    - 2.4.1. a person who is recognised as legally married as described in the Civil Union Act, the Recognition of Customary Marriages Act or by any Asiatic religion; or
    - 2.4.2. a person who has been living with a partner for at least six months and (depending on the specific circumstances) may be reasonably accepted as a partner in a permanent relationship of cohabitation.
  - 2.5. 'Study fees' means the SU tuition fee component of the full student fees account. Study fees exclude additional levies, such as society fees, and the additional tuition levies of Stellenbosch Business School (see paragraph 2.3 above).
  - 2.6. 'University' means Stellenbosch University.

### 3. Persons eligible for exemption

#### 3.1. Employees

Employees shall be entitled to exemption, on the following conditions:

- 3.1.1. Part-time employees shall receive a pro-rata benefit based on their number of working hours.
- 3.1.2. Should an employee pass away in the University's employ, the spouse and children shall continue to have access to exemption, subject to the specific exemption criteria contained in this regulation.
- 3.1.3. Should an employee retire from the University, they shall qualify for exemption based on their number of years' continuous service with the University while qualifying for this benefit. For instance, an employee with ten years' continuous service with the University shall be eligible for exemption for up to ten years following retirement.
- 3.1.4. Should an employee be retrenched, they shall qualify for exemption in respect of studies already enrolled for, for the normal duration of the applicable study programme.

3.1.5. Should an employee be appointed or resign in the course of a year, they shall be eligible for only a pro-rata portion of the exemption calculated from the date of appointment or up to the date of resignation.

3.2. Spouses of employees

3.2.1. The spouse of an employee qualifies for 75% of the benefit that the employee is eligible for.

3.3. Children of employees

3.3.1. Children of an employee are eligible for exemption, subject to the following additional criteria:

3.3.1.1. A child must commence their studies at SU before they turn 21.

3.3.1.2. A child shall only be eligible for this benefit for a maximum of ten years' continuous study. Any voluntary break in the study period shall disqualify the child from receiving the benefit.

3.3.2. Should the child register as a special student for one year, the child shall continue to be eligible for exemption, provided that:

3.3.2.1. the child holds an approved degree or diploma that was obtained from SU within the normal duration of the particular study programme;

3.3.2.2. the subjects for which the child registers are supplementary to the degree or diploma referred to in 3.3.2.1;

3.3.2.3. the registration follows directly after the year in which the degree or diploma in 3.3.2.1 was obtained.

#### 4. CONCESSIONS FOR PERSONS WITH SPECIAL APPROVAL

4.1. Faculty of Military Science

Exemption from the payment of study fees shall be granted to full-time lecturers and staff of the Centre for Military Studies (CEMIS) who have permanent appointments in the Faculty of Military Science.

#### 4.2. Faculty of Medicine and Health Sciences

Staff holding joint appointments with SU and the Western Cape Department of Health (WC DoH), SU and the National Health Laboratory Service (NHLS), or SU and the Medical Research Council (MRC).

4.2.1. Permanent full-time staff who hold joint SU/WC DoH, SU/NHLS or SU/MRC appointments (excluding registrars) and who are involved in training and research on a continuous basis, as well as their dependent children who are enrolled for a degree or diploma programme at the University, shall qualify for reduced tuition fees according to the table below.

4.2.2. All staff must have academic status at the Faculty of Medicine and Health Sciences to qualify under 4.2.1 above. Requests for academic status must be initiated by the relevant executive head of department and be approved by the Joint Standing Advisory Committee of SU and WC DoH or by the Institutional Academic Pathology Committee of SU and NHLS and in the case of the MRC by the Faculty of Medicine and Health Sciences Deans Management Team.

4.2.3. The abovementioned staff members shall be permitted to use the University's library facilities.

Staff category	Staff employed on joint establishment from 1 January 2004 onwards	Staff employed on joint establishment before 1 January 2004
1. Permanent/full-time medical staff internal to Tygerberg hospital holding joint appointment with SU/WC DoH (excluding registrars)	75%	100%

2. Permanent/full-time medical staff holding joint appointment with SU/NHLS (excluding registrars)	75%	75%
3. Permanent/full-time medical staff external to Tygerberg hospital holding joint appointment with SU/WC DoH (excluding registrars)	75%	75%
4. Permanent/full-time scientists holding joint appointment with SU/DoH, SU/NHLS or SU/MRC	75%	75%

4.3. School for Oral Health Sciences staff (SU) transferred to the University of the Western Cape’s Faculty of Dentistry

Staff of the Stellenbosch University’s School for Oral Health Sciences who were transferred to the University of the Western Cape’s employ shall retain their tuition fees benefit, which will be handled in terms of the SU Council decision and the recommendations in the Joint Merger and Incorporation Task Team (JMITT) report. The costs in this regard shall be paid to the University of the Western Cape as bursaries, which will be fully taxable in the hands of the staff members concerned.

4.4. Accredited institution (Elsenburg)

SU staff with children studying at Elsenburg shall enjoy the benefit of exemption from combined tuition fees as long as the relevant agreement with the University remains valid.

4.5. SU Council members

A discount of 75% on study fees shall be granted to children of existing members of the SU Council or to Council members themselves. This benefit, however, shall be limited to the period of Council membership. A pro-rata benefit for the year shall be available in the first and last year of the member’s term.

## **5. Taxation of benefit**

- 5.1. The benefit shall be taxed in compliance with the prevailing tax legislation.
- 5.2. As per current legislation, a monthly fringe benefit tax calculated by SARS shall be deducted while the benefit is utilised.

## **6. Appeal process**

- 6.1. Any employee or qualifying family member who fails to satisfy one or more of the criteria for an exemption benefit may request that the applicable criteria be waived.
- 6.2. A waiver application cannot be brought in respect of the value of the benefit provided by the University.
- 6.3. A detailed motivation for the waiver of the applicable criteria must be submitted to the Chief Director: Human Resources.
- 6.4. The motivation will be considered by a committee comprising the Deputy Vice-Chancellor: Social Impact, Transformation and Personnel and the chief directors of Finance and Human Resources.
- 6.5. The committee will determine whether to grant the waiver, and there shall be no right of appeal against the committee's decision.