

Department of Higher Education and Training
Recommended
Tuition Fees Policy for Public TVET Colleges




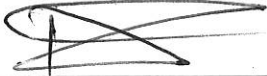
Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

TABLE OF CONTENTS		PAGE
1.	Legislative framework and best practice regulations	4
2.	Purpose	4
3.	Definitions, acronyms and abbreviations	4
4.	Scope	5
5.	Principles	5
6.	Determination and payment of College fees	6
7.	Roles and responsibilities	8
8.	Adoption of policy	8
9.	Availability of the tuition fees policy	8
10.	Annual review of policy	8

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

Name of TVETC: <u>Mhangala</u>		
Payment of Tuition Fees policy		
Department: Finance Responsibility : Accounting Officer		
 Prepared and submitted by the Accounting Officer to Council Date: <u>03/12/2015</u>	 Adopted by Council (Signed by Chairperson obo Council) Date: <u>09/02/2016</u>	Implementation Date: <u>01/01/2016</u>

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

1. Legislative framework and best practice regulations

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

- a) CET Colleges 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.

The following College Codes and DHET recommended policies have a bearing on this policy:

- a) Code of Conduct for Employees;
- b) Code of Conduct for the College Council;
- c) Debt Management Policy; and
- d) Financial Assistance Policy

2. 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.

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 Colleges 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 **“Debt Collection Agency”** – an agency appointed in terms of the SCM policy to handle the collection of student debt.

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

- 3.6 **“Department”**; **“DHET”** – is the Department of Higher Education and Training.
- 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 **“Finco”** – is the Finance Committee of Council established in terms of Section 12 of the Act.
- 3.9 **“Minister”** – is the Minister of Higher Education and Training.
- 3.10 **“SRC”** – is the Student Representative Council of the College.
- 3.11 **“Student Support Manager”** – is a senior student support post as recommended on a Standard College organogram by DHET, reporting directly to the Deputy Principal: Academic.
- 3.12 **“TVET”** – is Technical and Vocational Education and Training.
- 3.13 **“Unit Manager”** – is a senior management post reporting to the Accounting Officer, Deputy Principal/s or Campus manager. Also known as Portfolio manager or Department manager.

4. 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.

5. Principles

- 5.1 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.
- 5.2 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.
- 5.3 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.

6.2 Refundable Application Deposit

- 6.2.1 To secure their seat in the programme of their choice, all students will be required to pay a refundable application deposit of R500 at date of application.
- 6.2.2 Should the student successfully register in a programme, the application deposit will be set off against the tuition fees.
- 6.2.3 The application deposit will be refunded to students who are successful in obtaining a NSFAS bursary.

6.3 Payment of Tuition Fees

- a) Tuition fees can be settled in the following manner
 - i. Upfront bank deposit (cash deposit or electronic funds transfer);
 - ii. By means of a payment arrangement by which the fees are paid in installments as follows:
 - full year programmes – over 7 months
 - semester and trimester programmes - over 3 months. 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.
 - iii. Bursaries – College awarded or Private bursaries
 - iv. Financial assistance - College financial Aid or the DHET TVET Colleges financial aid scheme administered by NSFAS.

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

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

6.4 Reimbursement of tuition fees

- a) Tuition fees are reimbursed according to scales determined by the College Financial Committee, if approved, or on a merit basis.
- b) Reimbursement of tuition fees can be approved on the following grounds:
 - i. Death of a student;
 - ii. Illness confirmed by a medical certificate;
 - iii. Transfer to another educational institution (confirmed by the institution);
 - iv. A course or subject not offered subsequent to registration or enrolment;
 - v. Subject clashes due to a change in the class timetable;
 - vi. Where the programme enrolled for is already full and tuition fees have been paid;
 - vii. If a student requests to enroll for fewer subjects, or wants to alter the subject he/she has enrolled for, not later than the second Friday of the year, semester or trimester after registration, and confirmed in writing by the person responsible for the payment of the account; or
 - viii. any other reason that will be approved by the Council
- c) Applications for reimbursement that will be dealt with on merit, include where:
 - i. the student has attended no classes and notified the campus manager in writing with valid reasons/motivation before the classes have commenced; and
 - ii. 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);
- d) 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.
- e) Reimbursements shall only be made using electronic transfers to the authorized individual.
- f) 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 (including student debt paid);

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy

- b) a monthly forecast of fee income;
- c) a projection of expected fee income for the remainder of the current financial year; and
- d) an explanation of any material variances, and a summary of the steps that are to be taken to ensure that the projected fee income remains within budget

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.

8. Adoption of policy

This policy is effective from the date on which it is adopted by the Council.

9. Availability of the tuition fees policy

A copy of this policy and other relevant documentation should be made available on the College website and it should be communicated to all incumbent staff. Arrangements should be made for communicating this policy to all new recruits.

10. Annual review of policy

This policy will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the VCET branch of DHET for possible consideration during the annual review process.

Any recommended changes agreed by the VCET branch of DHET to the Tuition Fees policy should be presented to the College Council for adoption.

Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Tuition Fees Policy



CHAIRPERSON OF COUNCIL
MR MI TIBANE



ACTING PRINCIPAL
MR C MAIMELA

09/02/2016

DATE

03/12/2015

DATE