**Further information related to remission of fees**

**for study at Rhodes University**

**STAFF ELIGIBILITY**

All staff on recognised Rhodes University contracts, including those that are externally funded, qualify for concessions for study at Rhodes University:

* Full-time, contract, temporary and part-time staff, Hall and House Wardens and Teaching Assistants. This is on condition that the contract hours average 83.33hrs per month (1000hrs per annum) or more.

In addition, the following qualify for remission of spouse/partner and/or dependents:

* Spouse or life partner and dependants of deceased members of staff who were employed on a full-time basis and who retired , or who died prior to retirement and who had completed at least 10 years service;
* With the exception of studies towards Masters and PhD qualifications, dependents must be under the age of 27;
* In the case of Masters and PhD studies, for those aged 27 and older, the qualifying member of staff needs to confirm that the child is still financially dependent upon him/her.

**CONDITIONS LINKED TO TIME AT RHODES**

Authorisation will be granted upon condition that the applicant is on the University’s staff, as defined above, for 6 months or more of the year in which fee remission is applied. If a staff member whose application for remission was approved, leaves the University’s employ prior to 1 July, s/he will be required to make a pro-rata repayment for the months in which s/he will not be a member of staff. Similarly if an individual joins the University staff after 30 June, s/he would qualify for remission on a pro-rata basis for completed months in which s/he is a member of staff. This means that if your contract commences 1 July then you will receive 50% (6/12ths) of the usual remission, eg 50% x 75%.

**AMOUNT OF REMISSION OF TUITION FEES**

Short Courses, as well as the MBA programme, are not included within the remission of fees framework. However, when applying to attend such a course, please indicate that you are a staff member, in the event that a discount may be applied at the discretion of the academic department hosting the course.

**The following remission is available for the staff member:**

* 75% for post-graduate degrees for full-time staff
* Please note that remission for the MBA is different and your HR Generalist should be asked for information related to this
* 40% for part-time staff who are doing undergraduate degrees
* 100% for a single course.

In addition, staff who are registered for research degrees are considered for the remission of the remaining 25%. This further rebate does not have to be applied for separately and is administered by the Research Office.

**The following remission is available to the spouse/life partner and dependents of eligible staff:**

* 75% for the spouse/life partner and dependents\* of full-time staff registered for undergraduate or postgraduate degrees . This does not apply in the case of the MBA.
* 40% in the case of part-time staff whose spouse/life partner and dependents are registered for an undergraduate or post-graduate degree.
* 100% for a single course.
* \* Where a family has more than one eligible dependent attending the University at the same time as full-time students, an application may be made to the Director of Finance for a further remission over and above the 75% remission. This further remission shall be 30% of the balance of fees still owing.

**PRESCRIBED PERIOD OF COURSE STUDY FOR STAFF**

Honours- 2 years maximum

Master’s Degree- 4 years maximum

PhD Degree- 6 years maximum

Where a staff member does not complete his/her degree within these remission periods, a letter of motivation may be submitted to the Director of HR. The decision to extend the period of remission will be made in consultation with the Director of Finance, where necessary.

**PRESCRIBED PERIOD OF COURSE STUDY FOR DEPENDANTS, SPOUSE OR LIFE PARTNER**

The regulations associated with the prescribed period of the courses are as follows:

1. The prescribed period for the courses are:

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| --- | --- |
| Undergraduate diplomas | Either two or three years |
| Bachelor's degrees | Either three or four years as the case may be |
| Postgraduate diplomas | One year |
| Postgraduate Bachelor's degrees | Either one or two years |
| Honours degrees | One year |
| Master's degrees | Two years |
| PhD degrees | Three years if taken after masters or four years in other cases |

1. If a student requires one year more than the minimum period required as indicated in 1 above, to complete a degree, diploma or certificate, the amount of the normal tuition fee remitted in respect of that extra year will be one-half of that remissible under the appropriate provisions above, as the case may be. Any further remission of fees will be at the discretion of the Vice-Chancellor;
2. If a student has taken part of a degree, diploma or certificate course at another university and has come to Rhodes to complete the course, fees will be remissible on the basis indicated above, as the case may be, for the minimum period required to complete the degree at Rhodes. If the student requires more than the minimum period to complete the degree, the rules in 2 above will apply.
3. The Vice-Chancellor will only provide his permission for single course remissions if s/he is satisfied that:

(i) the amenities for the chosen course will not be unduly strained, and

(ii) the head of department offering the course is in agreement;

A 5% discount may be claimed where a member of staff pays all fees due (for tuition and residence if applicable) in full prior to registration i.e., before the MIP date.

**Last updated: February 2013**