

PROTOCOL FOR REMISSION OF TUITION FEES

1. INTRODUCTION

Protocol name	Remission of Tuition Fees
Effective date	01 February 2021
Process holder	Learning and Development: People and Culture Division
Applicable area	All staff
Reference	Staff Development Policy
Documentation	Approved remission application form and relevant documentation

2. PURPOSE AND TERMS OF REFERENCE OF THE PROTOCOL

To outline the conditions related to the benefit of Remission of Tuition Fees for eligible staff members and their dependents who study a formal or towards a National Qualification Framework (NQF) qualification at Rhodes University.

The remission of fees does not apply to the Rhodes Business School or any short courses available at the Business School or the University.

3. ADMINISTRATION FOR FEE REMISSION

Remission of Fees is administered by the Finance and Human Resources Divisions.

- 3.1 The People and Culture Division (P&C) is responsible for determining the framework for eligibility to qualify for remission of fees, the principles governing remission of fees, and those eligible for fee remission.
- 3.2 The Finance Division (FD) is the remission of fees budget custodian and is responsible for the financial administration of fee remissions.

4. APPLICABILITY

Remission of fees only applies to formal National Qualification Framework (NQF) qualifications at Rhodes University. Other funding models exist for **staff** who wish to study outside of Rhodes University. Except for staff grades 1 to 5, who are eligible to apply for 75th Anniversary funding, no funding is available to **dependents** of eligible staff members to study elsewhere.

5. PRINCIPLES AND GUIDELINES FOR FEE REMISSION FOR STAFF AND THEIR DEPENDENTS

The following principles are applicable in respect of tuition fee remission: -

5.1 TUITION FEES

- The remission of fees applies to tuition fees only. Should a staff member or their qualifying dependents receive any additional funding that covers tuition fees, the remission of fees shall not be applicable unless there is a shortfall regarding the

funding related to the cost of tuition fees for the particular year. In such instances, the university shall cover the shortfall.

- Staff members' dependents must declare **any other funding** received, including National Student Financial Aid Scheme (NSFAS) funding. The amount and type of funding must be declared. Any funding received, except for funding awarded solely based on academic merit, will be deducted from the fee remission, and the balance will be covered through tuition fee remission. Such bursaries, grants, and sponsorships will result in a pro-rata reduction or no remission if they exceed the 100% tuition fee remission value.
- Failure to declare other funding will disqualify the staff member from any fee remission in the future, and the fee remission already granted will need to be refunded by the staff member.

5.2 STAFF ELIGIBILITY

- All staff in Council-funded and externally funded posts where a minimum of 1000 hours per calendar year or more (or 83 33 hours per month or more) is worked.
- Staff in Council-funded contract posts and externally funded posts of a year or longer are eligible on a pro rata basis, provided the minimum number of hours indicated above is worked.
- Staff members who have retired, or have been medically boarded from Rhodes University and have more than 10 years of continued service, will qualify for remission of fees.
- The dependents of deceased, retired and medically boarded staff members are eligible for the remission of tuition fees, provided that the staff member has more than 10 years' continuous service.
- No staff member will be permitted to have more than two individuals (i.e. staff member plus one dependent/spouse/partner or two dependents) receiving remission of fees in any academic year, including a spouse or partner receiving such a remission.

5.3 DEPENDENT ELIGIBILITY

- Spouses and life partners of eligible staff members. (Spouse and life partners are legally married and/or unions recognised by Customary law or other religious rites.) An affidavit is required in instances where there is no proof of a marriage or union.
- Biological children and legally adopted children under the age of 27.
- Child dependents under the age of 27 placed under the staff member's guardianship by a court of law and are the staff member's responsibility.
- Dependents over the age of 27 who are still financially dependent on the staff member and who are studying Master's and PhDs. Proof of financial dependency is required.

5.4 QUALIFYING PERIODS

- There is no 'waiting period' and eligible staff and/or their dependent may apply for remission of fees from the first day of employment, provided that they will be employed for 6 months or more of the year in which fee remission is applied.
- If a staff member and/or their dependent, whose application for remission of fees was approved, leaves the University's employ before 01 July, the staff member will be required to make a pro-rata repayment for the months where the staff member is no longer in the employ of the University.

- Similarly, if an individual joins the University staff after 30 June, the staff member and/or their dependent qualifies for remission of fees on a pro-rata basis for the remainder of the year unless they leave the employ of Rhodes University during this period, in which case the fees will be recovered on a pro-rata basis.

5.5 PERCENTAGE OF FEE REMISSION

Eligible staff and their eligible dependents are eligible for 100% tuition fee remission, subject to the specified eligibility criteria. Staff members should note that 75% of the remission is tax-free, but the remaining 25% is subject to fringe benefits tax.

5.6 PRESCRIBED PERIODS OF STUDY FOR STAFF AND DEPENDENTS

Remission of fees is applicable only for the period during which the staff member and/or their dependent must complete the enrolled studies.

The following maximum study periods are permitted for **staff**: -

- Undergraduate Degree - 5 years' maximum
- Honours Degree - 2 years' maximum
- Master's Degree - 3 years' maximum
- PhD Degree - 6 years' maximum

The following maximum study periods are permitted for dependents: -

- Undergraduate Degree - 3 years' maximum
- Honours Degree - 1-year maximum
- Master's Degree - 2 years' maximum
- PhD Degree - 3 years' maximum

Where a staff member or their dependent does not complete their studies within the permitted remission periods, a letter of motivation must be submitted to the Director of HR to extend the remission period.

Should a dependent undertake studies at another university and come to Rhodes to complete their studies, the maximum period will apply for the remission of tuition fees to complete the qualification at Rhodes University. Should the dependent require more than the maximum period to complete their studies, they must apply for an extension to remit the fees.

The decision to extend the period of remission for staff and/or their dependents will be made by the Directors of Finance and People and Culture in consultation with the relevant Line Manager and/or HoD/Director, and is entirely at the discretion of the University.

The granting of an extension and thus a further remission of fees is entirely at the discretion of the University. There can be no reasonable expectation that an extension will be granted. The University reserves its right to reduce the percentage of the fee remission to less than 100%.

If a staff member or dependent changes studies, the maximum study period for the qualification level will still apply.

5.7 REGISTRATION PROCESS

Eligible staff and/or their dependents must register with student fees and obtain approval from their Line Manager or the HoD/Director before submitting the Application Form for the Remission of Fees to the Human Resources Division.

5.8 STUDY LEAVE

The University Leave Policy outlines study leave that is permitted for staff who are pursuing studies.

6. RESPONSIBILITY FOR THE APPLICATION OF THE PROTOCOL

Human Resources is responsible for making decisions regarding the application of the protocol within the above principles and guidelines. Any queries in this regard should be directed to the Learning and Organisational Development at staffdev@ru.ac.za.

Revised in 2020 following a substantive agreement and a change from 75% remission of tuition fees to 100% remission of tuition fees

Last updated: 01 February 2021 by the Acting HR Director and Manager: Learning and Development.

Last updated: editorial and formatting only – 29 October 2025