

# CAPRICORN TVET COLLEGE



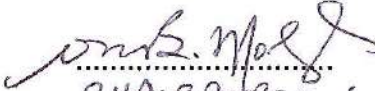
## FINANCE: PAYMENT AND REIMBURSEMENT OF TUITION FEES POLICY

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Approved by  
Management: 03/ 11/ 2022

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Council: 13/ 12/ 2022

  
CHAIRPERSON  
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## VISION OF CAPRICORN TVET COLLEGE



"To be the Leading Technical, Vocational Education and Training Institution of Excellence"

### MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

#### Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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## FINANCE DIVISION

### PAYMENT AND RE-IMBURSEMENT OF TUITION FEES POLICY

#### 1. POLICY OBJECTIVES (*Declaration of Intent*)

##### 1.1 Purpose

The purpose of this policy is to define the terms for payment of tuition fees and the circumstances under which reimbursements of tuition fees will be made to students.

##### 1.2 Objective

To articulate the College policy on the payment by and reimbursement of tuition fees to students, and the associated processes and mechanisms.

#### 2. TERMINOLOGY

2.1 **College** means Capricorn TVET College.

2.2 **Council** means the governing body of Capricorn TVET College as established in terms of FETC Act 16 of 2006.

2.3 **Accounting Officer** is the College Principal.

2.4 **Assistant Director: Finance** – is a senior Finance post as recommended on a Standard College organogram by DHET, reporting directly to the CFO.

2.5 **Act** means the FET Colleges Act No.16 of 2006, as amended.

2.6 **Campus Manager** – is the College campus head who provides leadership in directing the flow and support to all students, departments, and staff at the designated campus.

2.7 **Department** means DHET- Department of Higher Education and Training.

2.8 **Employee** is any official, employed by the College, irrespective of rank, fulltime or part-time, or Council, or Departmental appointed, or paid on a salaried or an hourly/daily individual basis.

2.9 **Minister** – is the Minister of the Department of Higher Education and Training.

2.10 **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.

2.11 **Unit Manager** – is a senior management post reporting to either the Accounting Officer, Vice Principal/s or Campus manager. Also known as Portfolio manager or Department manager

#### 3. ABBREVIATIONS:

3.1 **DHET** Department of Higher Education and Training

3.2 **FET** Further Education and Training

3.3 **CFO** Chief Financial Officer of the College

3.4 **DAF** Delegation of Authority Framework recommended by DHET

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3.5 **SRC** Student Representative Council of the College

3.6 **TVET** Technical, Vocational, Education and Training

#### 4. **THE SCOPE OF APPLICATION**

This policy applies to all College employees, in particular, the Accounting Officer, the Deputy Manager: Finance and all duly appointed Cashiers. Campus and Unit Managers have a significant role to play in the collection and management of institutional income and its associated budget. The policy encompasses all student debt.

#### 5. **GOVERNING PRESCRIPTS (*Legislative Framework and best practice*)**

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

5.1 CET Colleges Act No.16 of 2006, (as amended) (the "Act")

5.2 Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999)  
(PFMA)

5.3 National Treasury Regulations of March 2005

5.4 Draft National Treasury Regulations dated 30 November 2012

5.5 National Credit Act No. 34 of 2005.

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

5.6.1 Delegation of Authority Framework;

5.6.2 Code of Conduct for Employees;

5.6.3 Code of Conduct for the College Council; and

5.6.4 Debt Management Policy.

#### 6. **GUIDING PRINCIPLES**

The responsibility for income management is assigned, in terms of Section 22 of the PFMA, to the Accounting Officer, of the College.

6.1 The Accounting Officer has, in terms of the DAF, delegated the responsibility for managing and controlling income (stipulated in Treasury Regulations 7.2 and 7.3) to the CFO.

6.2 The DAF requires that the Accounting Officer, or his/her delegate, must manage revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information about revenue.

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## **7. PROCEDURAL GUIDELINES**

### **7.1 Registration /Enrolment Fee**

- 7.1.1 The College shall determine a minimum prescribed amount per programme, to be paid by a student, in respect of:
- 7.1.1.1 the minimum fee (enrolment fee); and
  - 7.1.1.2 the tuition fee.
- 7.1.2 Enrolment/minimum fees must be paid before students are registered for the relevant programme except for bursary beneficiary.
- 7.1.3 Registering students should make direct payments into a nominated College bank account, and retain proof of the payment when completing registration documents.
- 7.1.4 Cancellation of registration should be done in writing not later than two weeks after the registration closing date, by the student or person responsible for the payment of the account. Also on merit, that the student has attended no classes or written any assessment. Students who have not complied with the above requirement will be liable to pay the full fees due to the College except for the following instances;
- 7.1.4.1 Death of a student;
  - 7.1.4.2 Illness confirmed by a medical certificate;
  - 7.1.4.3 Transfer to another educational institution (confirmed by the institution);
  - 7.1.4.4 A course or subject not offered;
  - 7.1.4.5 Where the programme enrolled for is already full
  - 7.1.4.6 Supplementary Students
  - 7.1.4.7 Where in terms of College rules and regulations such payment should not be made.

### **7.2 Payment of Tuition Fees**

- 7.2.1 Tuition fees can be paid in the following manner:
- 7.2.1.1 Bank deposit (electronic funds transfer);
  - 7.2.1.2 Financial assistance; or
  - 7.2.1.3 Bursaries.
- 7.2.2 The College has the right to withhold student certificate but not results where fees are outstanding.
- 7.2.3 Student payments should be monitored to ensure that payments are received on time.
- 7.2.4 The Assistant Director: Finance, in consultation with the Student Support Manager and Campus Manager, shall submit to the debt collection agent a list of student fees that are excessively overdue, for debt collection.
- 7.2.5 This should only be done after all other procedures (e.g. follow up of outstanding debt with students, the withholding of certificates, etc.) to collect the outstanding amounts have failed.

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- 7.2.6 Only lists authorised by the relevant Campus Manager and the Student Support Manager shall be handed over to the debt collection agent.
- 7.2.7 Procedurally the College Debt Management policy should be followed.

### 7.3 Financial Arrangement

- 7.3.1 Credit facilities are only available to full time students. Part time students must pay the full tuition fee upon enrolment.
- 7.3.2 A standardized contract shall be used to formalise the credit facilities.
- 7.3.3 The payment agreement form needs to be filled out by prospective students making the credit application. This form shall state:
  - 7.3.3.1 the registration fee to be paid;
  - 7.3.3.2 the instalment to be paid; and
  - 7.3.3.3 the instalment payment date.
- 7.3.4 The payment agreement form should also be signed by the person guaranteeing payment of the fees (usually the parent or guardian of the student). This person must have capacity to enter into a legal contract.

### 7.4 Reimbursement of Tuition Fees

- 7.4.1 Tuition fees are reimbursed according to scales determined by the College Financial Committee, if approved, or on a merit basis.
- 7.4.2 Registration fees are not reimbursable.
- 7.4.3 Reimbursement of tuition fees can be approved on the following grounds:
  - 7.4.3.1 Death of a student;
  - 7.4.3.2 Illness confirmed by a medical certificate;
  - 7.4.3.3 Transfer to another educational institution (confirmed by the institution);
  - 7.4.3.4 A course or subject not offered;
  - 7.4.3.5 Subject clashes due to a change in the class timetable;
  - 7.4.3.6 Where the programme enrolled for is already full and tuition fees have been paid;
  - 7.4.3.7 After changes in exam results by the Department: Examinations Directorate;
  - 7.4.3.8 If a student requests to alter the subject he/she has enrolled for, it shall be permitted not later than two weeks after closing of registration, and it should be confirmed in writing by the student/person responsible for payment of the account.
- 7.4.4 Applications for reimbursement that will be dealt with on merit, include where:
  - 7.4.4.1 the student has attended no classes and notified the campus site in writing two weeks after closing of registration date;



7.4.4.2 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);

7.4.5 The student will be reimbursed after an administrative fee has been deducted.

The administrative fee is deducted from the amount paid. The administrative fee is R300.

7.4.6 The Campus manager must approve all reimbursements.

7.4.7 Reimbursements shall only be made using electronic transfers to the authorized individual.

7.4.8 Cash reimbursements and cheques are not permissible.

## **8. REPORTING REQUIREMENTS**

### **8.1 Monthly**

8.1.1 The Campus Managers shall, within 10 days of the end of each month, submit the following to the Assistant Director: Finance, who in turn shall submit to the CFO for onward submission to the Accounting Officer:

8.1.1.1 the information, in a format prescribed by the Accounting Officer, on actual fee income for the preceding month (including student debt paid);

8.1.1.2 a monthly cash flow forecast of fee income;

8.1.1.3 a projection of expected fee/debt income for the remainder of the current financial year; and 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.

8.1.2 The Accounting Officer shall submit monthly information, in the prescribed format, on actual fee income for the preceding month and the amounts forecast for that month, and the remainder of the current financial year, to the Executive Management Committee.

### **8.2 Annually**

The Accounting Officer shall:

8.2.1 Each year, before the beginning of a financial year, provide the Council, in the prescribed format, with a breakdown per month of the anticipated fee income for that financial year;

8.2.2 Keep proper records of the fee income of the College in accordance with any prescribed norms and standards.

## **9. ROLES AND RESPONSIBILITIES**

9.1.1 Responsibility for the payment and reimbursement of tuition fees, and the implementation of this policy rests with the Accounting Officer with the support of the CFO, Assistant Director: Finance, Unit and the Campus managers.



## **10. POLICY AVAILABILITY, IMPLEMENTATION AND REVIEW**

### **10.1 Availability**

A copy of this policy and other relevant documentation should be made available on the College website.

### **10.2 Implementation and Review**

10.2.1 This policy will be implemented the day on which it has been approved by the College Council

10.2.2 This policy will be subject to a bi-annual review by College Council.

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