

UCT STAFF TUITION RATES POLICY

UCT ONLINE HIGH SCHOOL



OVERVIEW

Purpose	The UCT Staff Tuition Rates Policy outlines the policy and procedure relating to the UCT Online High School tuition rates for staff employed by the University of Cape Town.
Custodian	Registrar (Valenture Institute), UCT Director Staff Wellbeing and Reward
Approval Authority	Director Staff Wellbeing and Reward
Version History	Version 1, Effective 21 July 2021



1. Introduction

The University of Cape Town affords the benefit of discounted tuition rates to part-time and full-time staff members employed by the university. This provides the opportunity for eligible direct dependents of staff members to benefit from quality secondary school education at an increased affordability level.

2. Applicable to

- 2.1. Dependents of staff who fulfil the conditions listed in the policy.
- 2.2. This policy applies to full-time study for dependents at UCT Online High School
- 2.3. Staff members themselves are not eligible to apply for admission to complete their own high school education, and therefore are not eligible.

3. Definitions

- 3.1. **Child:** refers to biological children, stepchildren or legally adopted children who are between the ages of 12 and 20, are financially dependent on the staff member and normally reside with them.
- 3.2. **Financial dependence:** Financial dependence is where one relies on another person's income to the extent that they would not survive on their own income. By definition, a person in employment is not a dependent upon another.
- 3.3. **Proof of income:** Original or certified copies of bank statements for the first two months after registration.



4. Policy summary

Each eligible staff member qualifies for staff tuition rates for their child(ren), if the child(ren) is/are financially dependent on the staff member. The staff tuition rate varies from 70% to 80% of the normal fee.

5. Policy principles

- 5.1. Staff tuition rates for dependent children are for full-time study at UCT Online High School.
- 5.2. Children of eligible staff qualify for a staff tuition rate. The child must be financially-dependent on the staff member.
- 5.3. The relationship as a child is the dominant and necessary condition, and if this is fulfilled, the further necessary condition is that the child be financially dependent on the staff member.
- 5.4. The staff tuition rate applies for all school year grades offered by UCT Online High School.
- 5.5. The staff tuition rate is applicable only to the tuition fees and not to any additional costs which are levied over-and-above.
- 5.6. The staff tuition rates are applicable only while the listed conditions outlined below apply.
- 5.7. Aside from the adjustment in tuition fees, all other rules relating to fees as outlined in the UCT Online High School Fees Handbook apply.
- 5.8. Should these conditions cease to exist during a year, the staff member must inform the relevant UCT Human Resources HR Practitioner for assessment. Failure to comply will result in breach of contract. If the rate no longer applies it will fall away and the pro-rata full fee will be payable.

6. Policy details and scope

Staff tuition rates apply where the conditions are met in Table 1: Conditions for Staff Tuition Rate eligibility.

7. Procedure

- 7.1. The staff member must complete the online application form on the website for the dependent (the applicant) to study at UCT Online High School.
- 7.2. When selecting the payment method, the staff member **must select the monthly payment option.**
- 7.3. The staff member must make the placement fee payment.
- 7.4. Once the placement fee payment has been made, the staff member must forward the proof of payment to finance@valentureinstitute.com with their UCT staff number.
- 7.5. Once proof of payment has been forwarded on, the staff member must complete the application form ([UCTOHSR01](#)), providing staff and learner particulars.
- 7.6. During the Onboarding phase of the learning experience the staff member will be required to complete an identity verification process of the learner and this will require the staff member to present the learner's birth certificate or passport. Should this information not reconcile with the information provided in the [UCTOHSR01](#) form, this can lead to the termination of the staff tuition rate, and potentially the termination of the enrolment contract if information has been falsified.
- 7.7. The completed application form will be shared with UCT HR who will validate the information.
- 7.8. Any fees owing to UCT Online High School will be levied by Valenture Institute and payable into Valenture Institute's stipulated account.
- 7.9. Should a staff member's employment contract terminate, and consequently the condition which entitled them to a particular staff tuition rate during the current year, they must inform UCT Human Resources who must in turn inform the Finance team at Valenture Institute. The period to which the staff tuition rate is applicable will be



adjusted and the fees amended through adjustment to the tuition account. Monthly tuition fees post termination will be adjusted to exclude the staff tuition rate.

8. Deadlines for proof of payment and form submission

Proof of payment for the placement fee must be forwarded onto the Valenture Institute Finance team, and the ([UCTOHSR01](#)) form submitted as soon as the placement fee has been paid and no later than the first day of Orientation. UCT Online High School cannot guarantee that the staff tuition fee will be applied where this deadline has lapsed.

9. Conditions of staff tuition rate eligibility

Table 1

1. Full-time UCT staff member		
Category of staff	Dependant enrolled full-time with UCT OHS	
	children	UCT Studies Rate (% of full fee charged)
Permanent staff pay classes 2 - 6	yes	70%
Permanent staff pay classes 7 – 13 and Academic staff	yes	80%
Staff on fixed term contracts (PASS and Academic) (pro-rated per quarter)	yes	80%
2. Part-time UCT staff members		
Category of staff (as above)	Dependant enrolled full-time with UCT OHS	



	children	UCT Studies Rate (% of full fee charged)
Part-time staff (permanent and fixed term contracts) working at least 20 hours each week	yes	80%
Permanent part-time staff working at least 20 hours each week who were previously permanent full-time staff for an uninterrupted continuous period of 10 years	yes	80%
3. Full-time and part-time joint/tripartite medical staff members not on UCT conditions of service (i.e. UCT/WCG and UCT/NHLS)		
Category of staff	Dependant enrolled full-time with UCT OHS	
	children	UCT Studies Rate (% of full fee charged)
Permanent full-time joint staff	yes	80%
Full-time joint staff on fixed term contracts of one year or more but have not completed two years of continuous service.	no	80%



Full time joint staff on fixed term contracts who have completed two or more years of continuous service.	yes	80%
Part-time joint staff who teach at least five sessions per week and have completed three or more years of continuous service	yes	80%
4. Full-time non-University staff		
Category of staff	Dependant enrolled full-time with UCT OHS	
	children	UCT Studies Rate (% of full fee charged)
Members of the University Council	yes	80%
5. Pensioners, widows and widowers		
Category of staff	Dependant enrolled full-time with UCT OHS	
	children	UCT Studies Rate (% of full fee charged)
Pensioners who served as permanent UCT / joint / tripartite staff members	yes	70%
Widows and widowers of deceased staff members and pensioners who served as permanent UCT/ joint/ tripartite staff members	yes	70%



For all information on fee structure, administration fees, fees for additional subjects and payment options for UCT Online High School offerings facilitated in collaboration with Valenture Institute, please refer to the “Fee structure” link on the UCT Online High School website. In addition to the information/terms and conditions contained on the website, please familiarise yourself with the UCT Online High School Fees Handbook which are applicable.

UCT Online High School has made every effort to ensure the accuracy of the information in our handbooks and policies. However, we reserve the right at any time, if circumstances dictate, to:

(i) make alterations or changes to any of the published details of the substance and opportunities on offer or;

(ii) add to or withdraw any of the provisions, and opportunities on offer.

Staff and their dependants are given every assurance that changes will only be made as and when appropriate and you will be fully informed as soon as possible.