

19 January 2016

## 2016 FINANCIAL APPEALS PROCESS (REVISED)

### 1. INTRODUCTION

Subsequent to the communique from my office dated 13 January 2016, the Director General: Higher Education and Training, released a communique dealing with the process to be followed in dealing with the registration of NSFAS qualified students for the academic year 2016. This communique has necessitated the revision of these guidelines.

### 2. BACKGROUND

On Friday 8 January 2016, Management circulated the 2016 Financial Registration Guidelines to all students and these are also available on the following links;

<http://www.cut.ac.za/enrolment-process/>

<http://www.cut.ac.za/announcements/registration-2016/>

<http://www.cut.ac.za/events/registration-2016/>

It must be noted that the Guidelines that were circulated are designed to provide a set of general rules and processes to be followed. But, where there are special and deserving cases, Management will intervene, and where necessary, via the Financial Exclusions Committee. Management and the latter committee are there to engage with anomalous and special cases that may not fit within the general guidelines.

The communiqué highlighted the required Minimum Initial Payments as well as the debt Minimum Down Payments at different income levels to be confirmed through a means test.

### 3. PROCESS FOR FIRST YEAR STUDENTS

#### 3.1. Self-Funding Students

The principle that: **“those who can afford to pay must pay”** suggests that ANY student, regardless of socio-economic status, who found means to put together the normal requisite payments will not be stopped from doing so. The concessions the University has made are for those who may claim they cannot afford to put together the requisite amounts. Thus, all 1<sup>st</sup>-year students who qualify for the concessions as per Table 1 in attached Annexure 1 need to apply for consideration for such concessions.

**In the event that the student cannot afford the determined deposit level, then the matter will be referred to the Financial Exclusions Committee accordingly.**

### 3.2. NSFAS Students

Mr G Qonde, the Director General: Higher Education and Training in his communique dated 13 January 2013 to Vice Chancellors (the Communique) advised that all university students that meet the NSFAS means test will not be required to pay upfront payments or registration fees when registering the 2016 academic year.

On that note the first year students that applied for NSFAS funding by November 2015 and met NSFAS funding criteria should proceed with registration.

**NB: Walk-ins** that have applied for NSFAS funding would still need to be assessed. Assessments will be done on a daily basis and the outcomes will be communicated to students accordingly.

## 4. PROCESS FOR RETURNING STUDENTS

### 4.1 Self-Funding Students

The process with regards to the Minimum Initial Payments is the same as that of new students.

Where the returning student has no debt, then the student can proceed with payment of the confirmed amount and registration. Where the student cannot afford the amount, then the matter will be referred to the Financial Exclusions Committee.

Where the returning student has outstanding fees, Table 2 guidelines in Annexure 1, will be implemented. If the student cannot afford the down payment, they need to submit an appeal supported by documentation as indicated in Point 2 above.

Per Point 2 above, once the documentation is received the Financial Aid Officers will process the applications and outcomes of the means test will be communicated to students accordingly.

**In the event that the student cannot afford the determined minimum initial payments (deposit level plus the debt down payment), then the matter will be referred to the Financial Exclusions Committee accordingly.**

#### **4.2. NSFAS Students**

Per the Communique, all students that meet the NSFAS means test will not be required to pay upfront payments or registration fees when registering for the 2016 academic year.

On that note, all returning students that had applied for NSFAS funding by 30 November 2015 and met the funding requirements should proceed with registration accordingly.

##### **4.2.1 Students with Prior 'NSFAS Debt'**

The Communique advised that an amount has been set aside to assist students who had previously "...qualified for NSFAS funding but were either partially or not funded at all over the past three academic years;..."

On that note, students that fall within this category will be allowed to register accordingly. The Financial Aid Office has a list of such students.

## **5. FINANCIAL EXCLUSIONS COMMITTEE**

In the past, the Financial Exclusions Committee has sat once during the registration process. To expedite the registration process, Management has taken a decision to have the Financial Exclusions Committee meetings on a weekly basis for the duration of the registration period with

the last meeting scheduled for Monday 1 February 2016. This will allow student cases to be expedited and for them to register much sooner than in the past.

## **6. LATE REGISTRATION**

It is expected that as a result of the appeals process, some students will miss their scheduled registration dates. Management will make and communicate arrangements for Late Registrations to accommodate such students.

I trust the above will give clarity to the appeals process and assist in minimising the stress associated with the registration process for both our students and staff.

Kind regards,

**Mrs Precious Dube**  
**CHIEF FINANCIAL OFFICER**

## ANNEXURE 1: TABLE 1 – DEPOSIT LEVELS 2016 and TABLE 2 – DEBT SETTLEMENT LEVELS

**Table 1: Deposit Levels: 2016**

Levels No.	Income Range		Minimum Initial Payment ( R )
	Start ( R )	End ( R )	
1	0	120 000	0 <sup>1</sup> 1000 <sup>2</sup>
2	120 001	200 000	2 700
3	200 001	300 000	3 500
4	300 001	400 000	4 500
5	400 001	and above	5 708

**Table 2: Debt Settlement  
Levels**

Levels No.	Number of Students	Debt Level		Total Owed ( R )	Down Payment ( % )	Minimum Down Payment ( R )
		Start ( R )	End ( R )			
1	3143	0	10 000	12 753 737	100	Amount Owed
2	4192	10 001	40 000	88 784 628	80	10 000
3	844	40 001	60 000	40 893 128	75	32 000
4	373	60 001	MAX	28 279 967	50	45 000
<b>Total</b>	<b>8552</b>			<b>170 711 460</b>		

<sup>1</sup> Those students who qualify and have been officially granted NSFAS loans.

<sup>2</sup> For those students who do not qualify for NSFAS and those who may qualify but have not been granted loans as a result of inadequate NSFAS funding