

Department of Higher Education and Training
Recommended
Tuition Fees Policy for Public CET Colleges



Department of Higher Education and Training
Community Education and Training College
Recommended Tuition Fees Policy
Annexure 20

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AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

Name of CETC:		
Payment of Tuition Fees policy		
Department: Finance Responsibility : Accounting Officer		
<p>_____</p> <p>Prepared and submitted by the Accounting Officer to Council</p> <p>Date: _____</p>	<p>_____</p> <p>Adopted by Council (Signed by Chairperson obo Council)</p> <p>Date: _____</p>	<p>Implementation Date:</p>

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1. Legislative framework and best practice regulations

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

- a) CET Colleges Act No.16 of 2006,
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations of March 2005;
- d) Draft National Treasury Regulations dated 30 November 2012; and
- e) National Credit Act No. 34 of 2005.

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

- a) Code of Conduct for Employees;
- b) Code of Conduct for the College Council;
- c) Debt Management Policy; and
- d) Financial Assistance Policy

2. Purpose

The purpose of this policy is to:

- a) define the terms for the determination and payment of tuition fees and the circumstances under which reimbursements of tuition fees will be made to students; and
- b) to articulate the College policy on the payment and reimbursement of tuition fees invoiced to students, and the associated processes and mechanisms.

3. Definitions, acronyms and abbreviations

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 **“Accounting Officer”** – is the College Principal.
- 3.2 **“Act”** – means the CET Colleges Act, 2006 (No.16 of 2006),
- 3.3 **“Campus Manager”** – is the College campus head who provides leadership in directing the flow and support to all students, faculty, and staff at the designated campus.
- 3.4 **“Council”** – is the Council of the College established in terms of the Act.
- 3.5 **“Debt Collection Agency”** – an agency appointed in terms of the SCM policy to handle the collection of student debt.

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- 3.6 **“Department”**; **“DHET”** – is the Department of Higher Education and Training.
- 3.7 **“Employee”** – is any official, employed by the College, or Department irrespective of grade, full-time or part-time, or basis of remuneration; whether it be on a monthly weekly, daily or hourly basis
- 3.8 **“Finco”** – is the Finance Committee of Council established in terms of Section 12 of the Act.
- 3.9 **“Minister”** – is the Minister of Higher Education and Training.
- 3.10 **“SRC”** – is the Student Representative Council of the College.
- 3.11 **“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.
- 3.12 **“Unit Manager”** – is a senior management post reporting to the Accounting Officer, Deputy Principal/s or Campus manager. Also known as Portfolio manager or Department manager.

4. Scope

This policy applies to all tuition fees invoiced to students in respect of annual programmes, semester programmes, trimester programmes or skills programmes for which they have registered.

5. Principles

- 5.1 In terms of Paragraph 13 of the Act, the Principal of a public College is responsible for the management and administration of the College. The Principal is also the Accounting Officer of the College and must ensure that the College maintains an effective, efficient and transparent system of financial management which includes income/revenue management.
- 5.2 The Accounting Officer has, in terms of the Colleges delegations of authorities delegated the financial management including income/revenue management to the Deputy Principal: Finance.
- 5.3 The delegation requires that Deputy Principal: Finance, or his/her delegate, must manage revenue efficiently and effectively by developing and implementing appropriate processes and internal controls that provide for the

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identification, collection, recording, reconciliation and safeguarding of revenue and information.

6. Determination and payment of College fees

- a. As far as possible, youth and adults attending community colleges will be fully funded by the Department or other sources
- b. The community college may charge fees for some of the programmes that they provide especially for those funded by SETAs, the NSF or private sector.
- c. A minimal fee to be payable by students for continuing education and training qualifications or part-qualifications provided by the public college, with the approval from the minister.

7. Roles and responsibilities

Responsibility for the payment of tuition fees policy and the implementation of this policy rests with the Deputy Principal: Finance, with the support of the Campus managers.

8. Adoption of policy

This policy is effective from the date on which it is adopted by the Council.

9. Availability of the tuition fees policy

A copy of this policy and other relevant documentation should be made available on the College website and it should be communicated to all incumbent staff. Arrangements should be made for communicating this policy to all new recruits.

10. Annual review of policy

This policy will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the CET branch of DHET for possible consideration during the annual review process.

Any recommended changes agreed by the CET branch of DHET to the Tuition Fees policy should be presented to the College Council for adoption.