

## **POLICY AND PROCEDURES**

### **STUDY BENEFITS**

OP04

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## 1. POLICY PREAMBLE

It is the policy of The Institute to grant study benefits to staff members (hereafter defined and specified) to assist them regarding the tuition fees for study and the study of their spouses and/or children at The Institute. The categories of persons that qualify for study benefits and the applicable tariffs were approved by Council and are set out below.

The granting of a study benefit is wholly at the discretion of The Institute, whether at a general level or in any individual case, and the benefit becomes utilisable subject the rules of The Institute.

## 2. DEFINITIONS

**For the purposes of this document, the following definitions will apply:**

**Study benefit** refers to the study benefit that can be granted to a member of staff, or to his/her spouse or child, by way of exemption from tuition fees for study at The Da Vinci Institute for Technology Management.

**Child** includes own, legally adopted child or legally adopted stepchild who is not older than 25 years of age. A study benefit can therefore be granted for the year in which the child turns 25 years of age.

**Spouse** means the legal marriage partner of the staff member.

**Staff members** in the context of this document, means permanent full-time members of The Institute as outlined in the staff members employment contract.

**Tuition fees** means the tuition fees (class fees) payable to The Institute by a registered student and excludes additional costs such as that of accommodation, cancellations, exemptions, re-examination or special and additional examinations, travel, the issuing of certificates, costs for the use of equipment and materials, money for the purchase of materials and deposits for breakages. **However, the study benefit**

**will include application and registration fees for staff members, but not for their spouses or children.**

### **3. GENERAL PRINCIPLES**

#### **3.1 Staff members, spouses and children of staff members**

The starting point is that the study benefit is for study at The Da Vinci Institute.

The study benefit is applicable to staff members of The Institute, and their spouses and/or children, who are employed on a permanent full-time. There are also certain groups with close ties to The Institute that qualify for study benefits, subject to certain conditions (see Appendix A).

If a staff member retires, dies or receives a separation package the study benefits will be discontinued.

The duration of a study benefit granted to a staff member, his/her child or spouse is linked to the staff member's service at The Institute and should he/she resign during the programme, the study benefit is forfeited. The staff member will then be liable for the tuition fees from the date of retirement and, should the benefit have been paid out to him/her already or credited against an account, the proportional amount for which he/she has now become liable will be recovered from him/her.

Study benefits will only be granted in respect of students who follow prescribed curricula and programmes which are registered by The Institute.

Study benefits are granted for one academic year only and applications for study benefits for the next year must be submitted annually.

- The study benefit will only be granted once for a specific module. Should the receiver therefore fail a module, the benefit will not be granted again for that module.

- The maximum period for which a spouse of a staff member qualifies for study benefits (undergraduate and postgraduate study in total) is equal to the minimum number of years to complete a specific programme/qualification. The maximum study limitation does not apply to staff members. Children of staff members will only qualify for study benefits up to the age of 25 years (see Definitions – child).
- The statement of results or progress report in respect of the previous year's study will be sent to the Human Resources department before any further allocation will be made with regard to the next year's study.
- Should a bursary recipient, wish to postpone their studies and continue at a later stage the bursary shall be forfeited and the recipient would need to re-apply for the bursary. A written request must be submitted by the bursary recipient to The Institute to postpone their studies and their request will be considered under exceptional circumstances.

The Human Resources Department is responsible for the administration of the study benefit scheme.

### **3.2 Staff members**

Staff members who receive study benefits for their own study at The Institute will be requested to sign a contract with The Institute. For each year for which the study benefit is granted, the staff member will have to render one year's service.

The service will start in the year that follows the granting of the study benefit. Should staff members leave Da Vinci during their study, or after completing their qualification, but before having rendered one year of service to The Institute, they will be expected to repay the cost of the benefit pro rata.

The contract must be completed and handed in together with the application for study benefits.

In terms of this policy, the study benefits will not be granted to staff members for study at other universities.

Only two Da Vinci staff members qualify per intake for the absolution of class fees for BCom, MSc and PhD.

**3.3 Spouses and children of staff members**

Study benefits will be granted to spouses and children of staff members for study at The Institute.

**3.4 Taxation**

All necessary taxes will be paid by the individual receiving the study benefit. These taxes will be determined by the tax laws prevailing at the time.

Should the study benefit be granted to an employee of The Institute, The Institute will deduct such taxes from the employee's monthly salary as calculated by the payroll system.

However, depending on the nature of the bursary, the bursary may be exempt from taxation.

(Cooper, 2012)

<http://www.moneywebtax.co.za/moneywebtax/view/moneywebtax/en/page259?oid=67058&sn=Detail>.

**4. POLICY GOVERNANCE**

**Committee Acceptance and Approval:**

[Insert name of Committee]		

[Insert name of Chairperson]	[Signature]	[Date]
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<b>Management Committee:</b>		
[Insert name of Chairperson]	[Signature]	[Date]

<b>Academic Board</b>		
[Insert name of Chairperson]	[Signature]	[Date]

<b>Council Ratification:</b>		
<b>Council</b>		
[Insert name of Chairperson]	[Signature]	[Date]

**5. VERSION CONTROL**

Marizanne Burger		30/01/2015
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