ACA54 – Special Technical Fee Waiver Request for Lockdown-Related Reasons

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| Important |
| *Form to be initiated by the supervisor (at the request of the student) and, on completion, submitted by the Faculty Manager to the Fees Office with full supporting documentation/motivation for waiver of tuition fees due to COVID-19 lockdown related reasons.* * ***Part A*** *may be completed in advance to obtain confirmation that the student will be given the fee concession on submission.*
* ***Part B*** *must be completed by the Faculty Manager only when the student has submitted their work for examination. The Faculty Manager must submit the completed form to Matholwane Tala via email to:* matholwane.tala@uct.ac.za
 |
| PART A:  | A.1. Student Personal Details |
| Student Number |  |  |  |  |  |  |  |  |  | Year of Enrolment |  |
| First Name |  | Last Name |  |
| Signature  |  | Date |  |
| A.2. Tuition Fee Waiver Details |
| List any funding received, including FISB: |
|  |
| Course Code | Full Fee  | Fee WaiverRequested |
|  |  |  |
| A.3. Supervisor’s Motivation |
| Provide a separate document with a detailed indication of how the student’s progress and submission was delayed by the COVID-19 lockdown. |
| Supervisor Name (print) |  | Date |  |
| Supervisor Signature |  | Supervisor Motivation Attached | [ ]  |
| A.4. Dean or Dean’s Nominee Approval |
| Please sign below to indicate approval by Dean or Dean’s nominee.  |
| Name (print) |  | Date |  |
| Dean/Dean’s Nominee Signature |  | Approved | [ ]  |
| PART B:  | B.1: Faculty Manager (Academic Administration) Review |
| I confirm that I have reviewed this request and checked that: 1. It is in line with Council’s concession for a fee waiver.
2. All supporting documentation/motivation is attached;
3. All relevant signatories have approved the request;
4. A copy of this form has been sent to the PGC&FO.

**Please note:** The fee waiver will be made retrospectively, but approval may be obtained in advance.  |
| Comments |  |
| Name (print) |  | Date |  |
|  |
| B.2. Fees Office Use:  | Date Received |  | Item Type No. |  |
| Signature (capturer) |  | Date processed |  |

# COMPLETING A TECHNICAL FEE WAIVER REQUEST FORM (SPECIAL COUNCIL CONCESSION)

**ACA54**

## When should this form be completed?

This form is **only** for **master’s** and **PhD students** who are seeking a fee waiver in terms of the special Council concession on fees for research students affected.

* Where approved, this will be processed as a ‘technical fee waiver’.
* For delayed students expecting to submit at the end of 2020 or in the first semester of 2021, this fee waiver will be requested for 2021.
* For students starting their Master’s or PhD studies in 2020, the fee waiver may be requested in 2022 (Masters and PhD) or 2023/4 (PhD only).

## Who should initiate this request?

The **supervisor** (at the request of the student) should initiate this request.

## What is the form submission, review and approval process?

**Part A (when seeking approval)**

## Student initiates the request.

## Supervisor completes sections A.1., A.2. and A.3. of this form, attaches the motivation and sends it to the Dean/Dean’s nominee.

## Dean/Dean’s nominee reviews and approves, completing section A.4. of this form and returns the form to the student to hold temporarily (see note below).

**Note:** Once the supervisor‘s motivation has been approved by the Dean (or nominee), no further approval is needed. The form must be retained by the student, and the student must send the form to the Faculty Manager when they submit their work for examination. This will initiate the fee waiver at submission.

## Part B (only when the student submits work for examination)

## When submitting their work for examination, the student submits the form to the Faculty Manager.

## Faculty Manager (Academic Administration):

## Reviews this ACA54 form and ensures that a motivation is attached, and all the fields have been completed.

## Checks the fee account for funding awarded which may be affected by the technical fee waiver (TFW).

* 1. Completes section B.1 and sends the form to the Fees Office.

## The Fees Office checks the form and supporting documents and completes section B.2.

**Note:** A full and detailed motivation must be attached to the form.

## Where should the form be sent?

1. The completed form and supporting motivation must be sent to the Dean (or nominee) for approval.
2. The student can expect to have a response within three weeks of the supervisor completing the form.
3. When the student is finally ready to submit their work for examination, the from (previously approved) must be sent to the Faculty Manager, who will check it and send it toMatholwane Tala (matholwane.tala@uct.ac.za) in the Fees Office to process the waiver.
4. If the student has received funding awarded by the PGC&FO or SFA Office, a copy of the form should be sent to the relevant office.

**Note:** The fee will be waived retrospectively, i.e. when the student submits.