

## **ANNEXURE B**

### **SPECIAL CASES COMMITTEES GUIDELINES**

Special Cases Committees are set up on each Campus to assist academically deserving students who are unable to register due to financial reasons. MIPs will be waived for students approved by the Special Cases Committee subject to maximum number of students to be allowed to register under special cases approved by Council.

#### **Background**

When students begin their first year at university they receive funding from various donors; and, as they progress, they sometimes fail to meet the required performance standards. There are also self-paying students who cannot fully pay their fees. This results in a situation where academically performing students are unable to register for succeeding academic years due to financial reasons.

This document is meant to provide guidelines on how such students can be assisted. It proposes that each campus must establish a Campus Special Cases Committee, with proper terms of reference.

#### **Membership to the Special Cases Committee**

##### **The Committee will be constituted as follows:**

1. Campus DD Finance - Chair
2. Campus Deputy Directors Student Affairs
3. 1 person from the FAB Department/ Designate Staff (also responsible for minutes)
4. 2 SRC members
5. 1 person from the Finance Department, Student Debtors.

#### **Terms of Reference**

1. Evaluate and determine individual student situations submitted.
2. Consider student memorandums explaining their situation and their commitment on how they intend paying their outstanding debts.
3. Interview students, where applicable.
4. Keep credential lists of all students seen during a particular session.
5. Follow-up on students who signed acknowledgement of debt forms but reneged on their payment.
6. Refer cases to Campus Rectors for determination where consensus cannot be reached.

## Categories of Students

**NOTE: For students approved through Special Cases Committee, no accommodation will be provided.**

**No students will be allowed to register through special cases registration (Council approved or SRC funded) for a second year without having honoured the prior year payment agreements. Students who register through special cases to be required to pay 10% of prior year debt if the outstanding debt is less than R50 000 and 25% off prior year debt if the outstanding debt more than R50 000 (if they registered through special cases the previous year).**

### **Category 1(a) – Academically performing students**

Students who are self-paying and who are progressing well academically passing 60% and more of their registered modules, who are owing from R0 to R80 000 or R0 to R200 000 in the case of MBCHB students.

**The MIP will be waived. The students must sign a Debt Acknowledgement form as a commitment on how they will pay the rest of their fees.**

### **Category 1(b) - Academically performing students**

Students who are self-paying and who are progressing well academically passing 50% - 59% their registered modules, who are owing from R0 to R50 000.

**The MIP will be waived. The students must sign a Debt Acknowledgement form as a commitment on how they will pay the rest of their fees.**

### **Category 2 (a) – Post graduate students**

Postgraduate students, who were partially funded by sponsors, and subsequently have accumulated a debt. The MIP will be waived, the students must reduce their debt by at least 10% and sign the Debt Acknowledgement Form.

### **Category 2(b) Masters and Doctoral Students**

Masters and Doctoral students who only have research or thesis outstanding will be allowed to register without paying MIP. The students must reduce their outstanding debt by at least 10% and sign the Debt Acknowledgement Form.

### **Category 3 – Final year students**

Final Year Students for the First Time who have 3 or less modules to qualify for their degree/ diploma. The MIP of R5 500 will be waived. They have to sign the Debt Acknowledgement Form. Such students MUST produce proof from their Faculties that they are indeed completing their studies in 2021.

### **Category 4 – Students who are converting to Btech and Honours**

Students converting from Nat Dip to B Tech or from B Tech to Honours do not have to pay MIP. The students must reduce their outstanding debt by at least 10% and sign the Debt Acknowledgement Form.

**Category 5 – Students who are not performing well**

Students who are not funded, who are not performing well academically (with less than 50% pass mark on their registered subjects), and owing less than R30 000.

**This group will be assisted last (after category 1 to 4) and subject to the number of students being within the quota allocated. The MIP of R5 500 will be waived, and the students must sign a Debt Acknowledgment form and they must be put in a particular academic support program to improve their academic performance and their progress should be monitored by HOD.**

**Category 6 – Students assisted by the SRC**

Students assisted by the SRC do not have to pay MIP provided the SRC contributes the MIP from its funds. The number of students to be assisted from SRC funds will be limited to 50% of the Council approved quota. Students in excess of the limit will be required to pay the MIP and a percentage of the outstanding debt as per the MIP from the SRC funds.

**Appeals:**

Students who cannot be covered or captured in the six categories will be referred to the Campus Rectors for determination. The Campus Rector will consider such cases, bearing in mind any quotas designated for particular categories.

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