

## STAFF/DEPENDANT/SPOUSE/PARTNER UWC REBATE PROCESS 2024:

Staff members intending to apply for the UWC study benefit (rebate) for 2024, must follow the following processes:

### 1. Consultation with the line manager regarding the application to study (Studies of staff member only):

- The application due date is advertised via Newsflash during the month of November of the previous year, communication is also send to the Staff Skills Development (SDC) Committee members to notify the relevant staff.
- The staff member must, in consultation with the line manager, complete the External Studies Application form as soon as possible or by the due date. (no late and incomplete applications will be considered)
- The line manager must assess the application form in line with the operational requirements of the relevant department/relevance of the study.
- The Dean/Director must approve the application on the recommendation of the HoD/Line Manager.
- Once the above processes are completed the staff member must submit the application together with the relevant supporting documents to the Human Capital: Learning and Development department. (all documents with fully completed form must be submitted)

### 2. Application to study at UWC (if eligible, as per policy):

- For their own studies the staff member completes **both the external studies application form and the rebate agreement form. (rebate form available in January 2024 only)**
- For studies of dependent children or of the spouse/partner, the staff member completes only the **rebate agreement form. (rebate form attached)**
- The rebate for **staff, dependent children or spouse/partner** to study at UWC is 95%. No rebate is applicable for studies at other universities or educational institutions.
- **Staff member:** the completed external studies application form and rebate agreement form must be emailed to Nadine Waterwitch at [waterwitchn@cput.ac.za](mailto:waterwitchn@cput.ac.za)
- **Dependent children or spouse/partner:** the staff member is responsible to ensure that the form is duly completed and signed by all relevant parties. This is an interactive form that will allow an automated signature. The completed rebate agreement form must be emailed to your HC: Administrator responsible for your faculty/department for verification of details:

**Ruwaida Jarley** - [jarleyr@cput.ac.za](mailto:jarleyr@cput.ac.za) – Applied Sciences; Fundani CHE; Institutional Planning; Marketing; Human Capital

**Marina Louis** - [louism@cput.ac.za](mailto:louism@cput.ac.za) – Engineering & The Built Environment; Quality Management

**Lamees Jamal** - [jamall@cput.ac.za](mailto:jamall@cput.ac.za) – Business & Management Sciences

**Viwe Lalela** - [lalelav@cput.ac.za](mailto:lalelav@cput.ac.za) – Informatics & Design; IDFM – Maintenance & Property Services

**Nomaphelo Maki** - [makin@cput.ac.za](mailto:makin@cput.ac.za) – Education; Finance

**Busisiwe Soldaat** - [mazwaib@cput.ac.za](mailto:mazwaib@cput.ac.za) – Health & Wellness Sciences; CIET; Advancement; CPGS; Research Directorate; SIP

**Vacant** - [boyleg@cput.ac.za](mailto:boyleg@cput.ac.za) - CPUT Libraries; CTS; Governance & Central Admin; Deputy Registrar; Student Affairs; Transformation & Cohesion

**Siyasanga Makaluza** - [makaluzas@cput.ac.za](mailto:makaluzas@cput.ac.za) – IDFM – Protection Services; Community Engagement; Technology Transfer; CPPD

After approval the HC: Administrator will email the form to Ms Gail Williams at [galexander@uwc.ac.za](mailto:galexander@uwc.ac.za) at UWC for further processing.

### 3. Please also note the following:

- Staff applying for studies at UWC must pay the registration fee (tbc) into the UWC bank Account:  
**Bank: ABSA**  
**Account number: 4050893930**  
**Account Type: CHEQUE**  
**Branch code: 632005**
- All tuition fee rebate applications must be finalised in the year of study. The cut-off date for **ALL** applications will be **30 September**.
- Ensure that the course that you intend studying for qualifies for a fee rebate. Attached is an updated list of exclusions from UWC. These courses have limitations on the eligibility of a staff rebate and some are entirely for your own account.
- No rebates will be processed for 2024 if the remaining 5% or above of the UWC tuition fees is still outstanding. Contact Vanessa Anthony at [vanthony@uwc.ac.za](mailto:vanthony@uwc.ac.za) / Bevan Wabanie at [bwabanie@uwc.ac.za](mailto:bwabanie@uwc.ac.za) at UWC to make the appropriate financial arrangements.
- The UWC rebate on the tuition fees will be adjusted if the staff member resigns within the year of study. The benefits shall terminate with effect from the first day of the month following the date of termination of employment.