

UNIVERSITY OF THE
FREE STATE
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LAW
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General Information: Advanced Diploma in Estate and Trust Administration

2018

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The School of Financial Planning Law (SFPL) takes every measure to ensure that the information provided in this document is correct and up to date. The SFPL however reserves the right to change information contained herein as prescribed by the University of the Free State or due to unforeseen circumstances.

Welcome

The School of Financial Planning Law at the University of the Free offers students the unique opportunity to attain the necessary academic qualification and skills to become fiduciary practitioners who will be able to provide advice on a multitude of platforms including administration of trusts, estate planning, administration of deceased estates, drafting of wills and legislative issues surrounding the fiduciary services industry. This programme is the only programme that is currently endorsed by the Fiduciary Institute of Southern Africa as a relevant qualification to be awarded the FPSA® designation. If a student passes this programme they will not be required to write the FPSA Board Examinations if they want to apply for FPSA® status. The passing of this programme will automatically award a candidate 2 of the 4 requirements to obtain their FPSA status namely the academic and examination requirements.

Contact Details

Please include the following information when you make an enquiry:

- your initials and surname;
- your cell phone or work number, or both of these;
- Module code, your question or your enquiry.

For enquiries on the Postgraduate Diploma in Financial Planning please contact:

If your surname starts with the letter A - H:	Jaqueline Badenhorst badenhorstje@ufs.ac.za / 051 401 2604
If your surname starts with the letter I – N	Julia Molete moletemj@ufs.ac.za / 051 401 2144
If your surname starts with the letter O – Z	Joyce Leeuw leeuwj@ufs.ac.za / 051 401 2638

Fax number:	051 401 3733
Postal address:	School of Financial Planning Law (78) University of the Free State PO Box 339 Bloemfontein 9300
Website:	www.ufs.ac.za/SFPL

**The preferred mode of contact is via e-mail.
Please feel free to contact us; we are here to assist you.**

INTERNATIONAL STUDENTS: All international students, from SADC and non-SADC regions, must please note that registration requirements, minimum payments and course fees will differ from the information contained in this document. International students must please contact the International Office.

Mrs Jeanne Niemann	niemannaja@ufs.ac.za	+27 (051) 401-3219
Mr Marlon Olckers	MaloB@ufs.ac.za	+27 (051) 401-3397
Fax:	<u>+27 (051) 401 9185</u>	

Advanced Diploma in Estate and Trust Administration

You will have to demonstrate the capability

- Explain and apply relevant legislation and the principle of ethics in the Fiduciary Services Industry
- To understand and apply all the legislative and fiduciary requirements to effectively draft all documentation relevant to the Fiduciary Services industry.
- Demonstrate an advanced understanding of the theoretical framework, key concepts and core legal rules and principles of all areas of the Fiduciary Services industry.
- Apply the theoretical legal knowledge and skills to practical administration processes to interact effectively with the public and evaluate and apply relevant information from legislation, literature and secondary data sources to specific practical scenarios.

Admission Requirements

All admissions to these modules are subjected to the General Regulations of the UFS. Prospective students have to adhere to the additional discipline-specific requirements of the academic structures concerned.

For admission to the **Advanced Diploma in Estate and Trust Administration**, one (1) of the following is required:

- (a) An applicable Bachelor's Degree, or Any B.Com degree, Law degree, Actuary, Accounting, Investments, Business Management.
- (b) An applicable Diploma or Advanced Diploma, or Advanced Diploma in Estate Planning, Tax, Trusts, Trust Administration on a NQF level 6 with minimum total credits of 360.
- (c) a student, with the consent of the Dean, at the recommendation of the Education Committee (appointed by the School for Financial Planning Law), in consultation with the Registrar, can also be admitted on the basis of a qualification they regard as equivalent or on condition that the student, in some other way, achieved a standard of competence which they regard as adequate for purposes of the study.
This is the RPL process. For students with a relevant and complete level 5 or 6 qualification, (certificates in financial planning or wealth management), with 5 and 3 years relevant (FINANCIAL PLANNING or FIDUCIARY SERVICES) experience. Please refer to the RPL centre.

Recognition of Prior Learning:

Applicants, without degrees but with 5 years relevant experience in the financial planning environment and an NQF level 5 or 6 (minimum of 120 credits) qualification, have the opportunity to enrol for the Postgraduate Diploma in Financial Planning, based on the completion of the Recognition of Prior Learning (RPL) programme. Contact the RPL office at (051) 401 7326 or slabbertcm@ufs.ac.za

Duration of studies;

Students must complete all 4 the modules in this Diploma.

Students do not have to register for all the modules simultaneously and have 2 years to complete this Diploma.

Minimum duration of the course is 1 year.

The completed Advanced Diploma in Estate and Trust Administration is on an NQF level 7.

The SAQA code is 97594.

Academic Overview

This advanced diploma is the only programme currently endorsed by the Fiduciary Institute of Southern Africa as a relevant qualification to be awarded the FPSA® designation. If a student passes these programmes, they will not be required to write the FPSA Board Examinations if they want to apply for FPSA® status. The passing of this programme will automatically award a candidate 2 of the 4 requirements to obtain their FPSA status, namely the academic and examination requirements.

	Content	Assignment	Examination
REEN1700 Regulatory Environment	Regulatory Environment will incorporate the regulatory environment and legislation that governs the Fiduciary Services industry. The learner will be familiar with the most important legislation at the end of this module to ensure that he will not act illegally, unethically or negligently. The learner will be able to explain, identify and apply all the formalities with regards to deceased estates, wills and the administration of trusts.	4 online electronic quizzes. Students must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book
ADDE1700: Administration of Deceased Estates	The student will be able to apply the theoretical principles of the administration of deceased estates to practical examples for testate as well as intestate estates. The students will be familiar with the most important legislation to ensure that they act in accordance with the laws that govern administration of deceased estates.	4 online electronic quizzes. Students must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.
TRAD1700: Trust Administration	Trust Administration will focus on the legislation that governs the administration of trusts as well as the practical implementation thereof. Students will be able to explain the practical applications of a trust for	4 online electronic quizzes. Students must receive an average of 40% for the combined assignments in order to be granted access	Open Book.

	various legal and commercial purposes. Students will be able to advise clients on the use of trusts for different estate planning purposes.	to the examination.	
EPDW1700: Estate Planning and Drafting of Wills	Students will be able to apply all the legal formalities to the drafting of a will. Students will learn to consult with clients and to acquire the correct information to draft a valid will. Students will use the knowledge they acquire to interpret clauses in a will and to rectify any problems. The student must be able to apply legal and tax solutions in all the areas of estate planning. Students will be able to explain, understand and apply the objectives of estate planning and the estate planning process. Students will understand that estate planning is a holistic study with many varying but interlinking components and that all of these components must be considered and addressed to produce an effective and practical estate plan.	4 online electronic quizzes. Students must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.

Students should receive study guides by the latest the last week of February. Assignments are scheduled to commence during March and examinations commence the first week of September.

Application and Registration Process

Step-by-Step Guide to apply for enrolment

Ensure that you are familiar with the **admission requirements** for the Postgraduate Diploma in Financial Planning. If you're uncertain, contact us at +27 (051) 401-2823.

STEP 1: APPLY ON LINE

No application fee is payable.

Click on this link and follow the steps:

<https://apply.ufs.ac.za/>

Click on **University of the Free State: Online Application - UFS**

(As this is a distance learning programme students will be expected to have an email address and thus may not apply via hard copy submission.)

You will be prompted by the UFS throughout the applications process. In the event that you do not receive any communication from the UFS within 10 days of submitting your documentation, please contact us immediately.

Please ensure that you have the following documents available for application and registration purposes:

- **Certified copy of ID / Passport** document must be attached
- **Certified copies of your qualification(s) and academic transcripts** must be attached
- **International qualifications** must also be accompanied by the SAQA verification for that specific qualification.

UFS4life@ufs.ac.za

Once the online registration process is completed the student will be issued with a UFS4life email address. All communication from this point on will be sent to your ufs4life email address.

STEP 2: MAKE PAYMENT (REGISTRATION PURPOSES)

Once the application process is complete the student will be informed accordingly. The minimum amount payable immediately after approval, before registration can take place will be confirmed.

Proof of financial aid must be submitted with application documents. Students who register for the Diploma will not be entitled to UFS Financial Aid. Students who are in need of financial aid can contact the SFPL.

Quotations are available on the website www.ufs.ac.za/SFPL - Advanced Diploma in Estate and Trust Administration Quotation - **quotations** and create your own invoice.

STEP 3: REGISTRATION

Once the application process is complete and the payment has been effected, registration can take place. Students will register online and will be prompted regarding the process via email.

It's the responsibility of the student to notify the University of any changes to his/her contact details and registration information, and to ensure that the SFPL receives proof of payment.

STEP 4: STUDY MATERIAL

Study material will be couriered to the delivery address provided on the application documents.

Should you not receive your study material within 14 days of completing the registration process, please contact us immediately.

Official Registration:

The registration of a student becomes official

- (i) once the required fees have been paid, and
- (ii) the student has completed the online registration, and
- (iii) the student has drawn the official proof of registration from the system.

The **closing date for applications is 15 January 2018**. Late applications will not be considered.

Study Resources

The study material for the Diploma comprise of a number of sources. This ranges from the textbooks, the study guides, Acts and a number of practice documents.

Textbooks

The prescribed and recommended reading books will be set out in each study guide for each module. Recommended books and publications can be obtained either from an academic bookseller, from the relevant institutes or companies, or at a library. Your employer might even be able to help you obtain such publications. Please note that insurance companies do not merely give out their training material to anyone who asks for it! **We will make order forms available on blackboard.**

Study guide

We define a study guide as a collection of notes and reinforcement exercises which are additional to the textbook, the Acts and other reference material. The authors of the study guides have developed their discussion to ensure that students are able to work through the topics with the assistance of self-assessment questions, review questions and other learning strategies, such as the use of case studies for analysis. Each module in your course comprises of one study guide. The study guide also contains all the administrative information that is important to manage your studies.

Study notes (addenda)

Because of UFS syllabus revisions or changes to legislation, and as part of our undertaking to provide you with the most up-to-date study material, the course is revised and updated. It is therefore sometimes necessary for us to send you new or additional information in the form of addenda. These addenda will also be available on our learning management system, Blackboard. Once the student is officially registered he/she will have access to the Blackboard (Learning Management System). Blackboard contains the assignments, old exam papers and other reading material and students should make optimal use thereof.

Resources Needed

- Students who enrol for the Diploma must have access to email at all times (not just during working hours, but at all times as this is the mode of official communication).
- Students must also have access to internet, as this is a distance learning programme everything will be done via a learning management system and thus students need to have access to the system at all times.
- It is suggested that students have a laptop that has at least Microsoft Word, PDF (Acrobat) Reader and Internet Explorer. The SFPL will not take any responsibility for students who do not have the resources to complete this Diploma.
- Students should be comfortable in a distance learning environment, although the SFPL tries to offer support as and where needed, the SFPL cannot assist postgraduate student in study techniques, study guidance or study schedules.

Assignments

Quizzes are compulsory. Students with a predicate mark (year mark) less than 40% will not be able to write the exams.

You are required to complete 4 online quizzes for each of the modules. The assignments comprise of multiple choice questions and are designed to encourage a lot of reading and research. Students will be given more detail in this regard in the study guides for each of the modules that they will receive upon registration.

The exam will count 70% and the assignment 30% of the final year mark. In order to gain admission to the examination a student must have an average of 40% across all assessment opportunities (4 quizzes) for each module.

Examinations

REEN1700, ADDE1700, TRAD1700 and EPDW1700 are all **open-book** exams.

Examinations take place during September and this is a compulsory examination opportunity. Any student who is not able to write the examination in September will have to apply to be granted permission due to compelling reasons to write the additional examinations which take place in November. Compelling reasons do NOT include heavy work load.

More information regarding the calculation of the final results and the content of each paper will be found in the study guide that the students will receive after registration.

Learners, who wish to qualify for extra time during the exams, must apply in writing with supporting documents (original medical certificate) before 27 June. Please see Information in Study Guide. NO late applications will be considered.

If a student passes this programme they will not be required to write the FPSA Board Examinations if they want to apply for FPSA® status. The passing of this programme will automatically award a candidate 2 of the 4 requirements to obtain their FPSA status namely the academic and examination requirements.

Course Fees

Although the information in the yearbook has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omission. All University fees are determined by the Council, but may be amended at any time. The amended fees will be payable on request.

The fees hereunder are for the 2017 academic year. For planning purposes you may use these fees and add 10%. The UFS however reserves the right to increase fees as it deems fit and thus this is only a benchmark and in no way represents the true fees for 2018.

Registration fee (compulsory each year) R 950-00

Module Fees:

Regulatory Environment (**REEN1700**) R 4 925-00

Administration of Deceased Estates (**ADDE1700**) R 4 925-00

Trust Administration (**TRAD1700**) R 4 925-00

Estate Planning and Drafting of Wills (**EPDW1700**) R 4 925-00

Payment Procedures and Consequences

Bank Details

1. ABSA Bank

Name of account: UFS Bloemfontein (Tuition fees)

Branch code: 632005

Account number: 1570 151 688

Reference number: 100 and student number (13 characters)

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

2. Electronic Transfers

To ensure that the information appears in the correct format, registration of the University as a beneficiary at any bank is essential. **100 & student number** must be used in the reference box. **"Enter your account number with the institution"** as this information appears on the bank statement of the University.

Please use the same ABSA bank details as indicated above.

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

3. Credit Cards

Students can make online credit card payments www.ufs.ac.za - **students - tuition fees - online credit card payment**. Please note that no automatic second payments on credit cards can be made. Students are expected to resend all payment information

Dates for payment:

Tuition fees are calculated per semester. All fees must be paid as follows, whether an account has been received or not. (It is the responsibility of the student to supply the University with the correct postal address, and to make enquiries if he/she does not receive an account.)

- Minimum amount with registration for **(2017 was R5 875.00), (2018 amount to be confirmed).**
- **50%** of the module fees payable **before 31 March.**
- **Balance** must be settled **before 31 August.**
- International students have to settle the balance on/before 30 June.

If payments are not made by the due dates:

- Interest at prime rate as charged by ABSA + 2% will be levied on all accounts in arrears.
- All academic records will be withheld.
- International students with outstanding fees on the 1st of July will not be allowed to continue with their studies for their academic year.

Official registration

The registration of a student becomes official once the required fees have been paid and the registration has been completed online by the student.

Correction of module codes

If an incorrect module code was used, e.g. REEN1700 instead of ADDE1700, an additional fee per module will be added to your student account for the correction thereof.

Fees in arrears

If a student is in arrears with the payment of any account of the University, the University has the right to, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, refuse to mark any examination papers and to retain statements of results, study records, certified examination timetables and examination results until the amount in arrears has been paid to the University.

Certificates of conduct, certified statements and certificates for degrees/diplomas will only be issued after all outstanding fees have been paid to the University.

Re-registration

If a student did not settle his/her account with the University for the previous year (excluding a study loan account) in full, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration. Such an account shall be paid by means of a bank guaranteed cheque, cash or postal order.

Prescribed debt: fees for the academic year are payable in advance

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Erroneous Registration

Should the University admit a student to or register a student for any degree or course, and it appears later that the student does not qualify for it, the student shall remain responsible for all amounts (including but not limited to registration fees, tuition fees and residence fees) that are payable, as in the case of a student who cancelled his/her studies, and the rules and regulations that apply in that case shall apply *mutatis mutandis*.

Default of payment

If a student fails to settle his/her account with the University, the University shall, notwithstanding any other rights be entitled to hand the account to an attorney for collection.

Conferment of degree:

Unless a student's account with the University (with the exception of a study-loan account) has been settled in full at least 21 days before a graduation ceremony, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse to confer the degree/diploma at such ceremony. Such student's degree/diploma certificate may be withheld until the account is settled in full.

Disciplinary measures:

A student will be responsible for the outstanding balance on their student account even if they are prohibited, in terms of the rules and regulations of the University, to continue their studies for that year or any other year.

Disruption of studies:

Students are liable for fees, even if any service that the University provides, are disrupted by conditions outside the control of the University, e.g. student boycotts, strikes, public disturbances or any other disruptions on campus.

Refunding of credit:

The refund process takes at least **10 working days**.

Credit balances will only be paid out to the person confirming on the application for admission that he/she is responsible for the payment of the student's fees (the payer). Credit balances will not be paid out to any other person without the written permission of the payer.

Access to personal tuition fees account

Students can gain access to their personal tuition fees account via the UFS Self-help Service. Please see www.ufs.ac.za, and follow the links: Students-Tuition Fees- My Account. The username is the student number of the student. The initial password is provided by the UFS Information and Communication Technology Services. For security reasons, students are advised to change their passwords as soon as possible.

Bursaries and Loans

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursars have to provide their sponsors with details of their accounts.

If a sponsor does not pay a student's account in time, interest will be charged and debited to the account, and the student or his parents or guardian will be responsible for the payment of such interest.

Cancellation of studies

- Cancellation of a module must be done by the student personally, in writing on the dates indicated in this document.
- The date on which the notice will be received by our office, will be considered the date of notification for the purposes of calculating the amount due.
- Cancellation of studies may NOT be done by email notification.

Please follow the following process:

Step 1: Log in on the PeopleSoft self-service site <http://www.ufs.ac.za/kovsielife/student-self-service>

Step 2: a) Click on [Student Self Service](#); or
b) Log in with your User ID and Password.
If you do not have a **password**, please contact the Help Desk on 051 401 2442.

Step 3: On the [Student Service Center](#).
Select [Enrolment](#)
Select [Semester 1](#)
Select Drop Modules
Select the modules that you would like to drop
Select Continue

Once you have completed steps 1 – 3 please send a written notice by **registered mail** to the SFPL to confirm request for cancellation.

If you do not receive an email from our office regarding the refund request then please follow up with your contact person to confirm that the request is received.

Students, who cancel their studies, must do so by registered mail. The date on which notice of cancellation of study is received will be used as the official cancellation date in calculating the owed amount. *It is the **student's responsibility** to ensure that the cancellation is received by our office.*