

## UNIVERSITY OF THE FREE STATE

### Centre for Graduate Support

TERMS AND CONDITIONS APPLICABLE TO TUITION FEES BURSARY GRANTED BY THE UNIVERSITY OF THE FREE STATE FOR POSTGRADUATE STUDENTS ENROLLED FOR MASTER'S OR DOCTORAL DEGREE

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#### **IMPORTANT: PLEASE TAKE THOROUGH COGNISANCE OF THE INFORMATION SET OUT BELOW**

**Carefully read through these terms and conditions applicable to tuition fee bursaries granted by the University of the Free State ("UFS")**

### 1. Scope and eligibility

- 1.1. The tuition fee bursary referred to in this document (the "Bursary") only applies to registered postgraduate students of the University of the Free State (the "UFS") and who are undertaking studies on a master's or doctoral level.
- 1.2. Part-time and full-time South African and international students are eligible to apply for the Bursary.
- 1.3. Only students who do not have any other source of tuition fee funding are eligible.
- 1.4. Incomplete applications or progress reports will not be considered for funding.
- 1.5. The allowable study period for qualifying candidates to complete their qualification and receive a tuition fee bursary in relation thereto, is as follows:
  - 1.5.1. The research and structured master's degree bursaries are awarded for the first 2 (TWO) years of postgraduate master's studies.
  - 1.5.2. The doctoral bursaries are awarded for the first 3 (THREE) years of doctoral studies.
- 1.6. Students who hold other government funding are not eligible.
- 1.7. Students who hold other tuition fee funding are not eligible.
- 1.8. Successful award holders are notified via their official UFS email address and are required to accept their funding terms and conditions online.
- 1.9. Successful award holders are required to attend a minimum of 7 (SEVEN) Research Capacity Development workshops offered by the Centre for Graduate Support (CGS) within the academic year of funding.
- 1.10. Funding applications must be submitted annually.

### 2. Application

The above tuition fee Bursary conditions apply to all students who receive tuition fee Bursaries from the UFS.

### **3. Award**

- 3.1. It is herewith recorded for the avoidance of any doubt that the awarding of a Bursary to a student shall be at the discretion of the UFS and that a decision by the UFS, as communicated to the relevant student, is final.

### **4. New students**

- 4.1. All applications will only be processed following the submission of the online form, and the following documents for the indicated study levels:
  - 4.1.1. FRM form for research masters.
  - 4.1.2. FDO form for doctoral.
- 4.2. Upon approval of the application, the Bursary will be captured on the PeopleSoft financial system and the student's student account will be credited with the relevant amount after successful registration as a postgraduate student at the UFS.

### **5. Returning students**

- 5.1. All applications will only be processed following the submission of the online form, and the following document for the indicated study level:
  - 5.1.1. SSM form for structured masters.
- 5.2. The continuation of funding depends on the student's completion of the annual postgraduate student progress report on the Graduate Research Management System (GRM).
- 5.3. The Bursary will be captured on the PeopleSoft financial system upon approval of the application by the UFS, and the student's student account will be credited with the relevant amount after successful registration subject to the following:
  - 5.3.1. the student must still be within the prescribed period of study as indicated in paragraph 1.5 above, and
  - 5.3.2. the students' academic progress should be at the expected standard and in accordance with UFS policies and directives.
- 5.4. The allocation of a Bursary to a student may not be used to settle previous outstanding debts or tuition fees.

### **6. Payment terms**

- 6.1. During the Bursary period only the CGS approved tuition fees will be paid into the student accounts.

- 6.2. Registration fees and the international admin levies (hereinafter referred to as “**international levies**”) are payable prior to registration as a postgraduate student with the UFS.
- 6.3. Pre-payments

Students qualifying for the Bursary have to pay the required pre-registration amount at least FIVE (5) business days prior to registration as a master’s or doctoral student with the UFS. These amounts must reflect as a credit on the students’ tuition fee account before registration may take place.
- 6.3.1. South African students are liable to pay the relevant registration fee referred to in paragraph 6.3 above (“**Registration Fee**”).
- 6.3.2. SADC students have to pay the Registration Fee and international levies.
- 6.3.3. Non-SADC international students have to pay the Registration Fee, international levies and 33% (THIRTY THREE PERCENT) of the module fees.
- 6.4. Students remain liable for payment of all other fees, levies and ad hoc charges levied to their student accounts. These charges may include but are not limited to, for example, part of the tuition fee, lecture notes fees, residence fees, compulsory research modules or any additional modules as required.
- 6.5. The student in his/her personal capacity is liable for the fees as outlined above.

## **7. Accommodation**

- 7.1. Students who make use of UFS student accommodation, have to pay the relevant deposit in accordance with UFS policies and procedures for student accommodation with the relevant registration fees payable.
- 7.2. Students who make use of UFS student accommodation also have to pay a prepayment/deposit for such student accommodation. (For the exact amounts payable prior to registration, please contact the Student Finance Department at [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)/Tel 051 401 9537/Fax 051 401 3579).

## **8. Disqualification from eligibility**

The student and his/her dependents will NOT qualify for the master’s or doctoral Bursary in the event that the student his/her dependents are in receipt of or eligible to qualify for staff study benefits or remission on tuition fees. (Any queries pertaining to study benefits enquiries can be directed to the UFS Human Resources department).

## **9. Cancellation of Bursary**

- 9.1. Bursaries will be cancelled and all fees (remission on tuition fees/scholarships/grants awarded to the relevant student by the UFS) will become due and payable by the student in the event that the student:
  - 9.1.1. cancels his/her postgraduate studies;
  - 9.1.2. is excluded from the academic program due to misconduct;



- 9.1.3. fail to re-register before the final date for registration in any subsequent academic year/semester;
  - 9.1.4. fail to attend a minimum of 7 (SEVEN) Research Capacity Development workshops offered by the Centre for Graduate Support (CGS) within the academic year of funding;
  - 9.1.5. receives other government funding;
  - 9.1.6. received other tuition fee funding.
- 9.2. Any student who terminates his/her studies has to notify the CGS with immediate effect.
- 9.3. Should the student fail to fulfil any of the aforesaid conditions, or should it transpire that a Bursary has been awarded on the basis of false information supplied, the UFS reserves the right to forthwith cancel and withdraw the Bursary, in which event the student will be liable to refund the full amount of the Bursary received by him/her.

## 10. Appeal Process

- 10.1. Applicants may appeal against the outcome of an evaluation, with the support of the supervisor or Head of Department; all appeals must be submitted to the CGS.
- 10.2. The appeal must be lodged by the student in writing within 1 (ONE) month of the date of the official letter providing the applicant with the outcome and feedback from the CGS.
- 10.3. The appeal documentation must indicate the extent to which the particular outcome was seriously incongruent with the assessment of the applicant or the applicant's own assessment and must substantiate why the applicant's assessment is considered to be more appropriate than that of the Assessment Panel.
- 10.4. Applicants are encouraged to seriously consider whether there is a ground for an appeal that can be substantiated.
- 10.5. The letter of appeal should detail each ground of appeal with appropriate substantiation. The document should not exceed two pages in length.
- 10.6. The letter of appeal must be signed by the supervisor or head of department.
- 10.7. Repeat appeals (i.e., where an appeal has already been considered and the outcome communicated), will not be considered.

These terms and conditions are subject to change without prior notification.

