

## GUIDELINES FOR THE GRANTING OF AN ACADEMIC GRACE PERIOD TO PARTICIPATE IN COURSES WITHOUT REGISTRATION WHILE FEES BLOCK APPLIES FOR THE 2023 ACADEMIC YEAR

The purpose of an academic grace period is to ensure that unregistered students are identified early in the year, and where appropriate given access to attend classes, and participate fully (Vula/Amathuba, library access etc.) in the course and course assessment for a specific period. Due consideration will be given to the financial circumstances in each case before a grace period is granted. **A grace period will only be granted if it appears that in time the outstanding and current year fees can be paid. UCT as a registered credit provider has an obligation to ensure that students/fee payers are not over indebted.**

Decisions on how to treat students with fee blocks are made on a coordinated basis, to ensure consistency across faculties and prevent abuse. Offering a grace period ensures a coordinated, fair, and consistent approach for all eligible students. **No faculty or department is allowed to provide third-party access to a student still owing fees from the previous academic year without the written confirmation from the Chief Financial Officer or nominee.**

### Applicable Guidelines (Also refer to rules G4.3 and GB4a/GH5/GM8c in Handbook 3):

1. A grace period is granted on financial grounds to academically eligible students for the 2023 academic period: it is offered for a short period for students with a **temporary cash flow difficulty** to participate in courses where they expect to register late, owing to a fee block. It is not intended for those unable to settle their debt/pay their fees.
2. A grace period is intended only for access to classes and academic support services (Vula/Amathuba, the library, computer and other labs, etc). **Access to student accommodation is explicitly excluded from this agreement.**
3. A grace period may be considered for *returning* undergraduate and postgraduate students who are SA citizens or permanent residents and were registered in 2022. It is **not for SADC, Graduate School of Business (GSB) and other International students** who have a fee block and have not met the initial upfront payment or have a balance from the previous year.
4. Students with outstanding debt from previously granted Council financial concessions will not be considered for a grace period.
5. Grace period durations are agreed by the Executive and are typically five/six weeks long in any given year.
6. Students must apply for a grace period not later than 27 January 2023. This is to ensure all applications are considered before the academic year commences
7. Students must register as soon as the fee block is cleared. They should not wait until the end of the grace period if they can register sooner.
8. When a grace period is granted, the student must provide a completed (and signed) curriculum form to the Faculty Manager. This indicates which courses the student will be attending, but also ensures that once the fees are cleared the student is registered for the full complement of courses.
9. No results may be released during the grace period. (Students who have been granted a grace period should not be given the opportunity to manipulate the academic record, i.e., register late only if the final course result is a pass.)

10. Students who are readmitted by the Faculty Examinations Committee (FEC) or Readmissions Appeal Committee (RAC) on probation and granted a grace period must be reminded that they will be considered by the FEC in mid-year, and if they did not meet the probationary conditions, they may not be able to continue in the second semester even if the fees have been settled.
11. Students who have been granted a grace period must remain subject to the same rules and disciplinary codes as apply to registered students, for example, plagiarism etc.
12. Faculties will advise departments of students to whom a grace period has been granted so that the departments allow third-party Vula/Amathuba access and participation in classes and assessment, without releasing results.
13. All departments are required to report to the faculty office any participation by a student who is not registered and does not have a grace period. Departments may not mark or return marked work to students not registered. The granting of the grace period removes from departments the pressure to allow an unregistered student academic access (including class attendance and taking tests etc).
14. The Finance Department will monitor third-party access. Where it becomes known retrospectively that a department has allowed unregistered students who have not been granted a grace period to attend and participate in class activities and assessment, the department may be penalised the equivalent of the course fee if such a student, then seeks retrospective registration. In addition, there will be consequence management for the responsible university officials.

Applications are evaluated on their financial merits by the institutional Finance Department and authority to grant a grace period lies with the Chief Financial Officer (or nominee).

Applications must be made by completing an application via PeopleSoft student self-service: <https://studentonline.uct.ac.za/psp/students/> ([click here](#)) and uploading supporting or substantiating documentation as required. The Grace Period Administrator will inform the student of the outcome of their application for a grace period. **Please do not engage the Fees Office as the grace period is managed outside the Fees Office. All correspondence must be sent to the Grace Period Administrator using the email: [graceperiodapplications@uct.ac.za](mailto:graceperiodapplications@uct.ac.za)**

Once granted, faculties are responsible for

- facilitating curriculum advice and obtaining a signed curriculum form from the student to determine which courses they will participate in through third-party access (and which courses will be entered into their record when they register);
- issuing a notification to students which they can use to gain third-party access for the library and courses in the departments concerned;
- registering the student once the fee block is lifted and entering all the courses into their academic record (even if academic performance in the course is poor) OR
- informing Heads of Department that a student has not registered by the close of the grace period and that third-party access should be removed.

## IMPORTANT INFORMATION AND TIMELINES FOR 2023 GRACE PERIOD APPLICATIONS

The 2023 applications will open for all eligible students on 9 January 2023 (08h00):

- All applications must be completed electronically. The form is available on PeopleSoft for all eligible students.
- The applications close on 27 January 2023. **No late applications will be considered.**
- All completed applications with the supporting documents will receive an outcome within 48 working hours.
- All payments for outstanding debt must be made on or 24 March 2023.
- Grace period access will be rescinded after 27 March 2023 (all grace period students must have been paid and registered by then).

All enquiries should be directed to the Grace Period Administrator: [graceperiodapplications@uct.ac.za](mailto:graceperiodapplications@uct.ac.za)

**Updated in November 2022 for 2023 Academic Year**

**Approved by UCT Executive on 08 December 2022**