Cape Peninsula University of Technology

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TERMS AND CONDITIONS OF STUDENT WORKSTUDY PROGRAMME AT CPUT

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The primary purpose of the Workstudy Programme is to provide students with job-related experience, while also enabling them to pay for their student fees.

Please read the following regulations carefully and sign below:

1. Only registered students will be considered for job-related opportunities on the Workstudy Programme.
2. The Workstudy Programme ONLY provides opportunity for Tutors, Mentors, Lab Assistants, Admin Assistants, Library Assistants and Registration Assistants. **Invigilators and In-Service Students do not form part of the Workstudy Programme.**
3. Students, who apply for the positions of Tutors and Laboratory Assistants, should have a record of above-average academic performance.
4. **TUTORS/MENTORS: All Tutors and Mentors MUST attend Tutor/Mentor Training Workshops as arranged by FUNDANI before commencement of duties. No Tutor/Mentor will be appointed and/or paid for any period before training workshop was attended.**
5. **NO STUDENT IS ALLOWED TO ASSIST IN MORE THAN ONE DEPARTMENT ON CAMPUS AT THE SAME TIME/PERIOD.**
6. Students will be allowed to assist for a <u>maximum of 40 hours per month</u>. (Tutors, Lab Assistants within faculties and Admin assistants)
7. **THE RATIO OF PAYMENT WILL BE AS FOLLOWS:**
   7.1. 60% of the claim will be credited to the student's fee account, should the student have outstanding fees.
   7.2. 40% of the claim will be paid directly into the student's bank account.
   7.3 If the student has settled his/her fee account, 100% of the claim amount is payable to the student.
8. **NSFAS STUDENTS**:
   8.1 The 60/40% ratio will apply until the fee account is settled.
   8.2 No refunds will be processed to NSFAS recipients. All credit balances at the end of each academic year will be sent back to NSFAS as 1st payment on the loan.
9. **FULL COST BURSARY HOLDERS**: Excluded from **60% - 40%** ratio provided that fees are settled before **2ND SEMESTER** commence (*60/40% split will apply if fees are not settled in the 2nd semester*). Proof of bursary essential.
10. Due dates for claims should be strictly adhered to. Late claims will be processed the following month. **THE WORKSTUDY PAYMENT DATES WILL APPLY.**
11. Claim forms not fully and correctly completed by the student, and/or the relevant supervisor, will be returned to the department and deemed to be a late claim.
    - All claims to be submitted to the Workstudy Office, **NOT** to HR or Salaries.
    - Claims must be submitted on a **MONTHLY** basis and submitted by the due date each month. *(Claims submitted in bulk and held back is not allowed: You will only be remunerated up to a Maximum of 2 Months)*

12. **ONLY STUDENTS WHO HAVE COMPLETED THE FOLLOWING PROCESS WILL BE ALLOWED TO SUBMIT CLAIMS:**
    12.1) Completed and submitted an Appointment Form.
    12.2) Approval of appointment by the Head of the Department.
    12.3) Completed and submitted the Terms and Conditions of the Workstudy Programme form.
    12.4) Completed and signed the Banking Details form (**not older than 3 months**)
    12.5) Completed and date signed the Tax Declaration
    12.6) Certified copy of their Identity Document
    12.7) Proof of Registration for the current academic year.
    12.8) Attached highest Qualification (e.g. Matric Certificate, National Diploma, etc.)
    12.9) Attached Updated Curriculum Vitae (CV)

12.10) All students on the programme **MUST** have an **INCOME TAX NUMBER (SARS Tax certificate to be attached as confirmation)**

12.11) All Tutors MUST attach Confirmation of Tutor Training or Tutor Certificate.

PLEASE DO NOT ALLOW STUDENTS TO WORK WITHOUT HAVING BEEN APPOINTED

13. Disciplinary action will be taken against students who alter the claim form after the supervisor has signed:

14. Student assistants will only be paid for actual hours worked. (Student assistants will not be paid for hours claimed during lunch breaks if they did not work during that period.)

15. Students are only allowed to work up to 7 hours per day (excluding their lunch).

16. Declaring hours that have not been worked is a disciplinary offence.

17. Major offences, such as insubordination, assault or theft are grounds for immediate discharge/ disciplinary action.

18. University material, resources and equipment (e.g. telephones, photocopiers, etc.) present at the worksite, are for business purposes only and are not to be used for personal matters.

19. The following are not permitted at the Workplace:
   - Social visits from friends
   - Doing homework assignments
   - Any other personal work

20. **IT CENTRE, E-LEARNING LABS & LIBRARIES**
   19.1. All Supervisors and Lab assistants in the It Centre and E-Learning labs are allowed to work a maximum of 80 hours per month.
   19.2. All Library Assistants are allowed to work a maximum of 80 hours per month.

21. **FOREIGN STUDENTS**
   21.1) Certified copies of a VALID Study/Refugee permit, as well as the passport should accompany the appointment documents.
   21.2) The contract termination date will be in accordance with the expiry date on the permit.
   21.3) NO STUDENT IS ALLOWED TO CONTINUE WORKING AFTER THE EXPIRY DATE ON THE PERMIT. Students should submit a new permit to the Workstudy office before he/she will be re-appointed. (A new appointment form together with the extended permit should be sent to the Workstudy office for re-activation of the contract.)

   NB!! Allowing foreign students to continue working after the expiry date of the permit, is against the law. <u>The University will be held liable and fined, in accordance with SARS and Home Affairs regulations.</u>

   <u>The submission of a fraudulent permit is illegal and the guilty party will be handed over to the Judicial Officer for a disciplinary hearing and will be suspended from CPUT!!</u>

   STAFF MEMBERS SUPERVISING STUDENT ASSISTANTS WILL BE HELD RESPONSIBLE FOR ANY TRANSGRESSIONS IN THIS REGARD.

SIGNED AT CPUT………………………………….., ON THIS ……… DAY OF ………..………………

FULL NAME (STUDENT)…………………..………………………. SIGNATURE……………………….....

FULL NAME (SUPERVISOR ……………………………………. SIGNATURE……………………………

STUDENT NUMBER: | | | | | | | | | |