Cape Peninsula University of Technology

Symphony Way, Admin Building, Ground Floor, Bellville, 7535
P O Box 1906, Bellville, 7535

STAFF/DEPENDANT/SPOUSE/PARTNER UWC REBATE PROCESS 2026:

Staff members intending to apply for the UWC study benefit (rebate) for 2026, must follow the following processes:

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

- The application due date is advertised via Newsflash during October of the previous year. Communication is also sent to the Staff Skills Development (SDC) Committee members to inform the relevant employees.
- The employee 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 employee 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 employee must complete **the external studies application form along with the relevant supporting documents. (the rebate form will be available in January 2026 only)**
- For studies of dependent children or of the spouse/partner, the employee completes only the **rebate agreement form. (rebate form available in January 2026 only)**
- The rebate for **employees, their dependent children or spouse/partner** to study at UWC is 95% (excluding the registration fee and 5% of the tuition fee). No rebate applies to studies at other universities or educational institutions.
- **Employee**: the completed external studies application form and supporting documents must be emailed to Nadine Waterwitch at waterwitchn@cput.ac.za
- **Dependent children or spouse/partner:** the employee 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 – *Applied Sciences; Fundani CHE; Institutional Planning; Marketing; Human Capital*
  Marina Louis - louism@cput.ac.za – *Engineering & The Built Environment; Quality Management*

Manager: Shahieda Bebe Hendricks
Cell: 082 759 2197
Fax: +27 (0)21 959 6065

Tel: +27 (0)21 959 6919
Email: Hendrickssh@cput.ac.za
Tel: +27 (0)21 959 6064 / 959 5847

Lamees Jamal - jamall@cput.ac.za – *Business & Management Sciences*
Liyabona Ginya - ginyal@cput.ac.za – *Informatics & Design; IDFM – Maintenance & Property Services*
Wardah Peck - peckw@cput.ac.za – *Education; Finance*
Busisiwe Soldaat - mazwaib@cput.ac.za – *Health & Wellness Sciences; CIET; Advancement; CPGS; Research Directorate; SIP; CTS*
Zerina Abrahams - abrahamsze@cput.ac.za - *CPUT Libraries; Governance & Central Admin; Deputy Registrar; Student Affairs; Transformation & Cohesion*
Siyasanga Makaluza - 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 at UWC for further processing.

3. Please also note the following:

- Staff applying for studies at UWC must pay the registration fee **(amount to be confirmed)** 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 2026**.

- No rebates will be processed for 2026 if the remaining 5% or above of the UWC tuition fees is still outstanding. Contact Vanessa Anthony at vanthony@uwc.ac.za / Bevan Wabanie at 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.

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