



## Fee Assistance Plan 2026

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## Glossary of Terms

Term	Definition
The Institution/We/Us	The Independent Institute of Education (PTY) LTD T/A Emeris, as the case might be.
Applicant/Fee Assistance Plan Applicant	A prospective student who has: <ul style="list-style-type: none"> <li>Completed an interview with a Student Advisor and completed their application to study with us for full-time, in person/ contact mode studies.</li> <li>paid the associated application to study fee in full and;</li> <li>submitted a Fee Assistance Plan application, together with the required information and documentation, to the Institution.</li> </ul>
Fee Assistance	Concessionary fees awarded to a successful applicant resulting in a reduced tuition fee cost
Continuing student	A student who has completed any academic year, was awarded fee assistance in the form of concessionary fees in the prior year of studies with us and is returning on the same qualification to continue with their studies
Household income	Refers to the total combined annual income, after applicable taxes and salary deductions of the applicant's parent(s)/ legal guardian(s). It includes all forms of income and inflows including but not limited to salaries, wages, retirement income, grants, business income, and investment gains.
Legal guardian	The applicant's parent, or a person who is appointed: <p>(a) By a decision of the High Court in relation to an applicant who is unable to manage their own affairs, typically due to age or disability.</p> <p>(b) In terms of a legitimate will that was written by a sole parent or sole caregiver who passed away.</p>
Account payer/s	The natural or juristic person(s) responsible for paying the contract amount and any other party who by acceptance of terms and conditions related to the contract to study at the institution, is individually, jointly and/or severally liable for payment of the account. This includes but is not limited to the applicant and/or the applicants' parents or legal guardians, (whichever is applicable).
Eligibility assessment	The process by which we review and verify all applicable information and documentation submitted by the applicant during the Fee Assistance plan application process. By which we use our own means as well as 3 <sup>rd</sup> party services, to determine whether a student is eligible to receive or continue receiving financial aid
South African Citizen	As defined by the South African Citizenship Amendment Act (1 of 2010) and in possession of a South African ID card

Student Advisor	Our staff representative who is the point of contact and information for the applicant and aids from enquiry, qualification offerings, admissions requirements, study application and Fee Assistance Plan application processes
Maximum completion time	The maximum allowed time in which the qualification can be completed, and as confirmed by the campus. This is usually twice the minimum completion time of the qualification (e.g., 6 years for a 3-year degree)
Transfer	To move a student's academic record and registration from one campus to another within the Institution

## Background:

As part of our commitment to play a meaningful role in educational development and in transformation of the South African higher education landscape, we have introduced a concessionary fee plan to make our educational offering more accessible lower income households.

By broadening access to quality higher education, we are confident that studying with us will pave the way to achieving your goals.

Prospective new students/applicants who meet the eligibility criteria can apply for fee assistance (concessionary fees) electronically via our Fee Assistance Plan portal.

Compulsory supporting documentation, as outlined on the Fee Assistance Plan portal, will need to be provided for independent verification. The total number of Fee Assistance Plan awards are limited, and terms and conditions will apply.

## Purpose:

The purpose of this document is to provide:

1. The eligibility conditions and criteria which must be met by applicants to be considered for Fee Assistance (concessionary fees).
2. The general process, rules, terms and conditions applicable to the Fee Assistance Plan application process and awarding of concessionary fees

## Eligibility criteria:

The following criteria need to be met by applicants to be eligible for the Fee Assistance Plan:

1. The applicant is a South African citizen with a South African ID card/document
2. The applicant has successfully applied to study with us, including having paid the application fee and the offer to study has not expired. (The application and offer to study with us is a separate application process to the Fee Assistance Plan application)
3. The Fee Assistance Plan application is considered in respect of a first-time, full-time contact, undergraduate qualification (including current Higher Certificate students articulating into an undergraduate degree qualification in 2026)

4. The combined annual household income (income after applicable taxes and/or salary deductions) of the applicant's parents/legal guardians is below R700 000 per annum and has been verified as such by the institution.
5. The account payer(s) is not under debt review, is not insolvent (whether by sequestration or liquidation) and is not subject to any ongoing insolvency proceedings, subject to judicial review and/or has not begun the process or subject to any business rescue proceedings, as contemplated in the Companies Act, 2008.

## Exclusions:

The following students are not eligible for the Fee Assistance Plan:

1. Applicants applying to study a distance and/or part-time and/or post graduate qualification.
2. Applicants who qualify for an institution offered staff discount.
3. Applicants who are recipients of an institution issued major bursary and/or scholarship
4. Applicants who are successful/eligible recipients of external bursaries.
5. Returning students who were not previously awarded financial assistance in the form of concessionary fees during their first year of study of full-time/in-person undergraduate studies.

## Rules:

1. Applications must be submitted electronically online via the designated Fee Assistance Plan portal. No manual or in-person applications will be accepted or considered.
2. In successfully completing and applying for the Fee Assistance Plan the applicant, the applicant's parents or legal guardians, (whichever is applicable) consent to their information being shared with 3<sup>rd</sup> parties affiliated with us solely for the purposes of verifying the information provided, conducting credit and affordability checks and assisting the applicant to investigate financing options.
3. Applications for which incorrect or insufficient supporting documentation are submitted will be rejected and a new application with the correct documentation and information will need to be resubmitted for consideration.
4. The submission of misrepresented or falsified information will render the application invalid, and the applicant will be ineligible to apply for financial assistance going forward and may be excluded from the institution.
5. The applicant must accept the offer letter to study and pay the pre-registration fee in full prior to the expiry date outlined in the relevant correspondence (offer to study letter).
6. Final acceptance to study with us requires all entrance and admissions criteria to be met, regardless of Fee Assistance Plan criteria. Where a candidate has been awarded Fee Assistance and has been provisionally admitted but does not meet the final criteria for registration acceptance, the Fee Assistance will be withdrawn.
7. Students receiving financial assistance through the Fee Assistance Plan must be formally registered to study in the year for which financial assistance has been provided. Failure to register with us will result in financial assistance being forfeited.

8. We may for each subsequent academic year reassess the eligibility of any funded student and reserve the right to withdraw funding if the student no longer meets the eligibility criteria.
9. The financial need and status of the applicant will be assessed at the point of first application and subsequent study towards the completion of the same qualification will not require annual reapplication but will be subject to annual credit checks to confirm continued eligibility.
10. Should there be a change in family/ household income that may result in the student no longer being eligible for financial assistance in the form of the Fee Assistance Plan, notice will be given in writing, prior to registration for the next academic year, of the withdrawal of the financial assistance Fee Assistance.
11. If an applicant/ student receives a bursary from any other funder, the student/applicant must immediately advise us in writing of the bursary awarded and conditions thereto via Assist. This may result in the financial assistance amount being reduced/revised accordingly
12. Students who transfer between qualifications and from contact to distance studies will no longer be eligible for financial assistance in the form of the Fee Assistance Plan.
13. Students who transfer to another ADVTECH tertiary brand, not associated with the Fee Assistance Plan, will no longer be eligible for financial assistance via the Fee Assistance Plan.
14. Students who de-register or drop out during an academic year and wish to resume their studies in future academic years, must re-apply for financial assistance via the Fee Assistance portal during the normal application period.
15. Applicants/ students who receive financial assistance in the form of fee assistance and whose accounts fall into arrears may not be eligible for financial assistance in the form of the Fee Assistance Plan for subsequent years of studies and may have their accounts handed over for collection.
16. We do not make any guarantee, promise or representation about the student's success, failure, or performance in any student's chosen study qualification.
17. The applicant/student/account payer remain responsible for any expenses that we incur if you breach this contract. Our expenses may include legal fees, tracing, and collection costs.
18. We will not adjust or refund fees if a student is suspended from attending or participating in any qualification for any reason and/ or is expelled following a disciplinary process (where relevant).
19. The Fee Assistance Plan will apply to all the years of the applicants' studies for the completion of their undergraduate studies within the mandated completion time.

## Compulsory required information

### Personal Information:

1. Applicant ID
2. Parent(s)/Legal Guardian(s) ID
3. Parent(s)/Legal Guardian(s) proof of residence: in the form of a utility, cellphone or other bill not older than 3 months

### Financial Information:

In determining household income, the applicant and parent(s)/legal guardian(s) will be required to provide information pertaining to income and expenditure for the household, and submit the information stipulated below based on the prevailing circumstances.

1. Where parent(s)/legal guardian(s) are employed, all the information outlined below is required to be submitted:
  - a. Pay slips for both/ all parent(s)/legal guardian(s) for the most recent 3 months
  - b. Bank stamped bank statements for both/all parent(s)/legal guardian(s) for the most recent 3 months, on which employment income reflects
  - c. The most recent SARS (South African Revenue Services) statement of account for both/all parent(s)/legal guardian(s)
2. Where parent(s)/legal guardian(s) are self-employed, all the information outlined below is required to be submitted:
  - a. Bank stamped personal bank statements for both/all parent(s)/legal guardian(s) for the most recent 3 months
  - b. Bank stamped business bank statements for the most recent 3 months
  - c. Business CIPC certificate confirming name of owners/ directors
  - d. The most recent audited business financial statements
  - e. The most recent SARS (South African Revenue Services) tax clearance certificate for the business
3. Single Household Income, where the household income is generated by one individual (single household income),
  - a. an affidavit to this effect, stating that the household income is limited to the income of one individual is required to be submitted.
  - b. Such an affidavit must be an original signed and stamped by a Commissioner of Oaths.

## Selection Criteria

1. Applications received via online submission, and where all eligibility criteria have been met, will be considered for fee assistance through an independent process whereby the information provided will be verified, reviewed and assessed by a Central Fee Assistance Team relying on supplementary analysis conducted by 3<sup>rd</sup> parties where applicable.

2. Fee Assistance awards are limited. Fee Assistance is awarded at our sole discretion to eligible applicants and is limited to qualification and campus intake capacity for the Fee Assistance Plan.
3. Where a campus qualification intake capacity has been reached, remaining eligible applicants will be placed on a waiting list and advised accordingly should space become available at the campus applied for or the closest alternate campus.

## Terms and Conditions

1. The decisions of Central Fee Assistance Team are final, and binding and no correspondence or process of appeal will be considered.
2. The fee assistance applicant takes full responsibility to ensure that all applicable documentation is correct and has been submitted and received.
3. All fee assistance applicants will receive confirmation of receipt of the fee assistance application and supporting documents. We take no responsibility for documents that are not confirmed as received.
4. Fee assistance is awarded for the maximum completion time of the undergraduate degree.
5. The Fee Assistance Plan does not cover any additional modules studied for non-qualification purposes.
6. Fee assistance awarded is not transferable to another qualification, other than the one for which it was awarded.
7. The fee assistance value is applied at the point of registration against annual tuition fees only and may not be exchanged for cash, refunded or used for academic materials, books, meals, transport or for accommodation, which are not covered by the fee assistance.
8. The fee assistance is awarded to a candidate in respect of a specific qualification at a specific campus and will generally not be transferred to any other campus. In special circumstances, we may agree, following application by the recipient, to transfer a fee assistance award to another qualification or campus associated with the Fee Assistance Plan.
9. Any recipient who needs to suspend studies for any valid reason, following the completion of a year of study and before the 1st semester of the subsequent year of study begins, may apply to the Campus Head in writing, supplying reasons for the suspension request. The Campus Head will advise in writing if permission is granted for the applicant to suspend studies under the Fee Assistance Plan, for a maximum period of one (1) year.
10. Should a Fee Assistance Plan recipient be found to be in breach of the code of conduct, we reserve the right to review, suspend and/ or cancel this fee assistance awarded at the discretion of The Director of Student Experience.
11. The fee assistance recipient hereby grants us full rights and permission to refer to, publicise, whether by photographic or written publication or in whatever form, the fee assistance recipient's academic achievements and his/her/their association with us.
12. Signature and acceptance of these terms and conditions constitutes permission by the fee assistance applicant and/or recipient for this purpose, provided that we may not infringe the fee assistance applicant's right to privacy in the process.
13. We retain the sole right to award Fee Assistance and to review and amend the terms and conditions of the Fee Assistance Plan.
14. Students receiving a fee assistance award cannot, in addition, apply for other major awards, major bursaries, scholarships or other financial assistance offered by us as listed on the institution's website.