

## **Umnga Farmers Training Group Exemption Policy**

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## 1. Introduction

Umnga Farmers Training Group (UFTG) is committed to providing accessible training and support to all farmers, regardless of their financial circumstances. This Exemption Policy outlines the criteria and procedures for granting exemptions from fees and charges to ensure that financial barriers do not prevent farmers from participating in our programs.

## 2. Purpose

The purpose of this policy is to:

- Provide guidelines for assessing and granting exemptions.
- Ensure fair and transparent decision-making processes.
- Support farmers in need to access training and resources.

## 3. Scope

This policy applies to all fees and charges associated with UFTG's training programs, workshops, and other services.

## 4. Principles

### 4.1 Equity

UFTG is committed to promoting equity by providing exemptions to those who demonstrate genuine financial need.

### 4.2 Transparency

The process for applying for and granting exemptions will be clear and transparent to all applicants.

### 4.3 Confidentiality

All information provided by applicants will be treated confidentially and used solely for the purpose of assessing eligibility for exemptions.

### 4.4 Accountability

Decisions regarding exemptions will be made fairly and consistently, with accountability to both applicants and the organisation.

## **5. Eligibility Criteria**

### **5.1 Financial Need**

Exemptions are intended for farmers/learners who are unable to afford program fees due to financial hardship. Applicants may be required to provide evidence of their financial situation, such as income statements, bank statements, or other relevant documentation.

### **5.2 Special Circumstances**

Consideration will also be given to applicants facing special circumstances that impact their financial situation, such as:

- Unemployment
- Medical expenses
- Family emergencies
- Natural disasters

### **5.3 Commitment to Program Goals**

Applicants must demonstrate a commitment to UFTG's program goals and objectives, including active participation and engagement in the training activities.

## **6. Application Process**

### **6.1 Submission**

Applicants must complete an Exemption Application Form, providing all required information and supporting documentation. The form is available on the UFTG website or can be requested from the UFTG office.

### **6.2 Deadlines**

Applications for exemptions should be submitted at least four weeks prior to the start of the program. Late applications may be considered on a case-by-case basis.

### **6.3 Review Process**

A committee composed of UFTG staff and board members will review all exemption applications. The committee will assess applications based on the eligibility criteria and supporting documentation.

## **6.4 Decision**

Applicants will be notified of the committee's decision within two weeks of submitting their application. Decisions will be communicated in writing, stating whether the exemption has been granted and outlining any conditions or partial exemptions if applicable.

## **7. Types of Exemptions**

### **7.1 Full Exemption**

A full exemption waives 100% of the fees and charges associated with the program.

### **7.2 Partial Exemption**

A partial exemption waives a portion of the fees and charges, with the applicant required to pay the remaining amount.

### **7.3 Conditional Exemption**

A conditional exemption is granted with specific conditions that the applicant must meet, such as regular attendance, participation, or contribution to UFTG activities.

## **8. Appeals**

### **8.1 Right to Appeal**

Applicants who are not satisfied with the decision of the exemption committee have the right to appeal.

### **8.2 Appeal Process**

To appeal, applicants must submit a written appeal letter within two weeks of receiving the decision. The appeal letter should outline the reasons for the appeal and provide any additional supporting information.

### **8.3 Review of Appeal**

An appeals committee, separate from the initial review committee, will review the appeal and make a final decision within two weeks of receiving the appeal letter.

### **8.4 Final Decision**

The decision of the appeals committee is final and will be communicated in writing to the applicant.

## **9. Monitoring and Evaluation**

UFTG will regularly monitor and evaluate the exemption process to ensure it is meeting the needs of applicants and is being implemented fairly and effectively. Feedback from applicants and participants will be used to make continuous improvements to the policy.

## 10. Compliance

This policy will comply with all applicable laws and regulations regarding financial assistance and exemptions.

## 11. Policy Review

This policy will be reviewed annually to ensure it remains relevant and effective. Revisions will be made as necessary to reflect changes in organizational practices or regulatory requirements.

## 12. Contact Information

For any questions or further information about this policy, please contact:

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This policy ensures that UFTG can provide necessary support to farmers in need, maintaining accessibility to training and resources while upholding principles of equity, transparency, and accountability.

Approval details of the policy

<b>Approved by</b>	Board of Umnga Farmers Training Group NPC
<b>Date of Approval</b>	24 June 2024
<b>Implementation Date</b>	1 July 2024
<b>Review Date</b>	1 July 2026
<b>Signature:</b> <b>Name: Johann Stassen</b> <b>Position: Executive Director</b>	