

Application for a Refund and/or Bursary Payout

Enquiries : Tel 012 420 5122 Fax 012 420 5117



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

APPLICATION NUMBER (Official use only)

--	--	--	--	--	--

PERSONAL DETAILS OF APPLICANT

Student number: Title:

Surname: Initials:

E-mail address: Course:

ID number: Contact no:

1 ONCE-OFF BURSARY / LOAN PAYOUT / REFUND

(For example: NRF; NSFAS; ESKOM; GCRA; UP Achievement; UP Postgrad)

Maximum refunds 2 per month
I have a Bursary / Loan with

.....

Comments

.....

I hereby request a once-off payment for the amount of

R (maximum R50 000)

UP / Bursary
Consultant's Signature

2 SCHEDULED BURSARY / LOAN PAYOUT

(For example: NRF [undergraduate]; NSFAS; ESKOM; GCRA; UP Achievement; UP Postgrad)

I have a Bursary / Loan with
I hereby request a scheduled payment for the following:

	Amount applied for	Once-off approved	Scheduled amount approved (Official use only)
Books	R	R	R
Travel	R	R	R
Accommodation	R	R	R
Meals	R	R	R
Subsistence	R	R	R
Instruments	R	R	R
Other	R	R	R

Total amount approved by the University of Pretoria's Bursary Consultant R

3 DISTANCE EDUCATION

BEd (Hons) Edu Mng Law & Policy / ACE: Special needs / ACE: Edu Mng
Distance Education Contact numbers: (Tel) 012 420 2259 & 012 420 6399 (Fax) 012 420 4035

Amount applied for	Amount approved (Official use only)
R	R

4 REFUND - (Max 2 per month) No Bursary / Loan involved (For example: own payment)

Reason for refund

.....

Amount applied for	Amount approved (Official use only)
R	R

CHEQUE PAYMENT

Note: Cheques are only issued in exceptional instances. Specify beneficiary on reverse side of this form. Enquire at CSC Counter 21 after 10 working days

ELECTRONIC BANK PAYMENTS

If electronic transfer (E-payment) is requested, then complete:

Please attach a copy of the bank account holder's ID document

DETAILS OF BANK ACCOUNT

Name of Bank Account Holder

ID / Passport

Note: Should ID not be submitted, a cancelled cheque or confirmation by the bank of details of account holder must be submitted

BANK

BRANCH CODE

ACCOUNT NUMBER

SWIFT CODE for International payments

Please note: No payments to credit card accounts

International students please fill in details on the reverse side of this page

Note: The information on the reverse side of this page
A maximum amount of R50 000 is payable per request
A minimum period of 10 working days is required for processing applications

.....
Captured by Date

.....
SIGNATURE OF STUDENT

.....
DATE

.....
Approved by Finance Dept
(Admin Building Main Campus)
Date

INTERNATIONAL BANK PAYMENTS

Please provide your home address in your OWN country

CHEQUE(S) TO BE MADE OUT TO

	Beneficiary	Amount	For office use	
			Cheque no	Par
1	SELF	R		
2		R		

- 1 **Student card / ID document** must be presented when cheque is collected
- 2 Please submit **written consent** should someone else collect the cheque on your behalf

Complete if cheque is to be mailed.

Postal address:

Postal Code

--	--	--	--

REMARKS

- 1 A maximum of two reimbursements having any particular student as beneficiary will be issued free of charge in any one month. Further applications will be subject to a service charge.
- 2 In the case of an application for an e-payment, documents confirming the validity of the information of the bank account of the beneficiary must be submitted. One of the following documents is required:
 - * ID document;
 - * cancelled cheque; or
 - * account holder information as confirmed by the bank.
- 3 A service fee will be levied on the issuing of a cheque having a third party as beneficiary, except in the following instances:
 - * The refunding of a credit balance on a student account
 - * A cheque issued as payment of a student's accommodation account
- 4 A service fee will be levied for a reimbursement serving as a replacement for an incorrect previous request
- 5 A minimum period of ten (10) working days after receipt of an application is required for the processing thereof (A cheque may be collected after ten (10) working days)

COMMENTS
