

## UNIVERSITY OF PRETORIA

### STUDY FINANCE APPLICATIONS - 2016

**Applications open on 01 July and close on 30 September 2015 for current and prospective students.**

Apply for study finance at [www.up.ac.za/feesfunding](http://www.up.ac.za/feesfunding). Go to the link for the financial aid online application OR  
Go to the UP Portal - under Student Centre choose *Apply for Study Finance*

- Click **Apply for Financial Aid**
- Click **Add Application**
- Click **View** hyperlink
- Complete the form
- Only **ONE** application for the year of study is allowed
- After completion, tick "*I agree to the terms of this contract*" and click NEXT
- A list of required documents will appear - you must upload all of the required documents before you can submit the application for processing
- Upload all the required documents
- Click **Submit**

If you do not have the required documents immediately available you can upload them at a later stage but you will not be able to submit your application for processing before they are **ALL** uploaded.

To upload documents at a later stage and submit your application you must:

- Under Student Centre choose *Apply for Financial Aid*
- Click **View** hyperlink **for the year you are applying for Fin Aid - 2016**
- Click NEXT all the way through the form to the documents that need to be uploaded
- Upload the required documents
- Click **Submit**

OR

To upload documents only you must:

- Under Student Centre choose the new hyperlink to the right-hand-side of your screen *Upload Supporting Documentation*
- This will take you directly to the page where you can upload the documents BUT you cannot submit your application from here
- To submit your application you will need to follow the steps above

#### **Documents listed below are required in support of the application.**

- Proof of Income (payslip / pension advices / audited financial statements) not older than 3 months for the working applicant / spouse / biological parents / legal guardian;
- If no proof of income or if unemployed, an affidavit per individual stating the source of income / maintenance / allowances;
- If the biological parent is single (never married), an affidavit confirming single parent status;
- Death certificate if the biological parent(s) are deceased;
- Decree of divorce & affidavit confirming maintenance payments, if the biological parents are divorced;
- If a legal guardian was appointed by a Court, submit a copy of the court order or an affidavit.
- **Clear copy** of ID (applicant and biological parents / legal guardian / spouse / all reported family members).
- Proof of registration for all dependants enrolled at tertiary institutions.
- Payments for bonus / overtime must be excluded when the gross income is declared.

## **GUIDELINES FOR AFFIDAVITS & PROOF OF INCOME**

### **1. Guidelines for affidavits**

- a) An affidavit is a sworn statement. The person making the statement takes an oath that the contents are, to the best of their knowledge, true before signing the affidavit. It is also signed by a notary public or some other judicial officer who can administer oaths, to confirm that the person signing the affidavit was under oath when doing so. These documents can carry considerable weight in a legal process.
- b) The biological/adoptive parents or legal guardian must write the affidavit. An affidavit made by the applicant (student) will not be accepted.
- c) The document must not be older than three (3) months.
- d) The following must be indicated:
  - The date and place where the affidavit was written
  - The relationship of the writer with the applicant (student)
    - How gross income is generated. Gross income is any money received and is not limited to remuneration earned from employment. It includes receipt of rental, interest, annuities, business income, etc. It excludes any deductions / expenses
  - The amount of money generated per month/year
  - Clearly state what portion of the gross income is utilised to support the applicant (student)

### **2. Guidelines for payslips**

- a) Salary advice should not be older than three (3) months.
- b) Indicate payment period i.e. weekly/fortnight/monthly/annually.
- c) Tax certificates are not accepted.
- d) Bank Statements are not accepted

### **3. Pensioners**

- a) Copies of the pension advice from social welfare or institution concerned must be submitted.
- b) The name, surname and ID number of the pensioner must be indicated on the pension slip.
- c) The pension advice should not be older than three (3) months.

### **4. Self-employed & business owners**

- a) The latest audited financial statements must be provided;
- b) An affidavit stating gross income from business activities (only if audited statements are not available / self-employed)
- c) If commission only, proof of payments for the past three months or an affidavit to declare commission received for the past three (3) months must be provided.

### **5. Unemployment Insurance Fund (UIF)**

This is not accepted as a source of income.

*We reserve the right to request any other financial information.*