

NAME	SURNAME	TEL NO. / Ext (012 420-)	BUILDING & ROOM NR.	E-MAIL	JOB DESCRIPTION / ACTIVITY
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STUDENT ACCOUNTS					
Anna-Marie	Geldenhuys	6465	Admin building Room 2-68.3	AnnaMarie.Geldenhuys@up.ac.za	CJA - Seconded to Legal Collections, working with Elsabe du Plessis (Contract Employee)
Ayanda	Simelane	6393	Admin building Room 2-23	Ayanda.Simelane@up.ac.za	Manager : Student Accounts, determine postgraduate fees, maintains all fees for students
Carolina	Ingram-Stoltz	5978	Admin building Room 2-68.3	Carolina.Stoltz@up.ac.za	CJA - Seconded to Legal Collections, working with Hermien du Toit (Contract Employee)
Christinah	Omoshagba	NA	Admin building Room 2-64	NA	Legal Collections : Contract administration(Temp Staff)
Collen	Kotlolo	6660	Admin building Room 2-20.1	Collen.Kotlolo@up.ac.za	Approval 1 all payouts and refunds , tracing and requesting proof of payments on unallocated deposits, missing middle application inquiries. Duration of the project from April to August 2017(Contract Employee).
Elias	Ntlhane	4649	Admin building Room 2-17	Elias.Ntlhane@up.ac.za	Refunds, payouts external bursaries, award NRF studentships (Contract Employee)
Elsabe	du Plessis	3926	Admin building Room 2-69	Elsabe.duplessis@up.ac.za	Legal Collections, collection processes, write-off bad debt Tuition Collections: SC1, SC2, SCP 1995 - 2000, 2002, 2004, 2006, 2008, 2010 & 2012,2014,2016
Gloria	Mahlombe	3902	Admin building Room 2-52	Gloria.Mahlombe@up.ac.za	Allocation of bank payments received, reconciliation - cashiering for satellite campuses
Hanneke	Engelbrecht	6429	Admin building Room 2-51	Hanneke.Engelbrecht@up.ac.za	Fundi uploads, reconciliation of Mygate, bank and suspense accounts as well as external bursaries, review external bursary journals
Hermien	du Toit	4062	Admin building Room 2-68.5	Hermien.dutoit@up.ac.za	Legal Collections, collection processes, write-off bad debt Tuition Collections: SC1, SC2, SCP 2001, 2003, 2005, 2007, 2009 & 2011,2013,2015
Lesibe	Madire	4361	Admin building Room 2-54	Lesibe.Madire@up.ac.za	Reconciliation of bank, suspense account and external bursaries (Supervisor:invoices and allocation of bursary funds)
Magdeline	Kekana	6660	Admin building Room 2-20.1	Magdeline.Kekana@up.ac.za	Refunds, payouts external bursaries, award NRF studentships (Contract Employee)
Matty	Frates	4061	Admin building Room 2-16	Matty.Frates@up.ac.za	Deputy Manager: Student Accounts, special projects, reconciliation for internal and external bursaries
Nkosana	Ndlovu	3910	Admin building Room 2-18	Nkosana.Ndlovu@up.ac.za	Refunds, payouts external bursaries, award NRF studentships
Nontu	Grobler	6428	Admin building Room 2-18	Nontu.Grobler@up.ac.za	Approval 1 all payouts and refunds, calling of students and assisting with student account queries. Duration of the project from April to August 2017(Contract Employee).

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STUDENT ACCOUNTS					
Nteseng	Thoane	4063	Admin building Room 2-53	Nteseng.Thoane@up.ac.za	Allocation of bursary funds, forex payments / disbursements
Portia	Rasivhaga	4535	Admin building Room 2-55	Portia.Rasivhaga@up.ac.za	Approval all payouts and refunds
Precious	Tshivhase	5903	Admin building Room 2-19	Precious.Tshivhase@up.ac.za	Invoices external bursaries, posting of medical aid journals for foreign students, reconciling Eskom bursaries
Rianda	Koekemoer	4654	Admin building Room 2-68.7	Rianda.Koekemoer@up.ac.za	Legal Collections, collection processes, write-off bad debt, Administration of tuition contracts, Archiving, Administration of annual intake (Temp Staff)
Roselia	Rakgoale	4058	Admin building Room 2-68.6	Roselia.Rakgoale@up.ac.za	Legal collections, Loan Collections, SC3, SC4 & SC9
Sarah-Lee	Engelbrecht	4059	Admin building Room 2-68.4	Sarah-Lee.Engelbrecht@up.ac.za	Head: Legal Collections, SC8
Senzo	Khumalo	4647	Admin building Room 2-21	Senzo.Khumalo@up.ac.za	Personnel waiver, family waiver, generation of purchase orders & downloading and posting of banks to student accounts, matriculation board, forex payments, daily payouts via CAATS, disbursements payments
Sizakele	Sibeko	2259	Admin building Room 2-50	Sizakele.Sibeko@up.ac.za	Distance Education : Student accounts adjustments, enquiries for all surnames except those starting with M and N alphabets. Assisting with Approval 2. Dealing with bursary letters
Sonia	Mokgesi	6399	Admin building Room 2-50	Sonia.Mokgesi@up.ac.za	Distance Education : Student accounts adjustments, enquiries for all surnames starting with alphabets M and N,
Thea	Van der Walt	4060	Admin building Room 2-69	Thea.vanderWalt@up.ac.za	Administration and collection UP student loans
Theuns	Botha	4657	Admin building Room 2-20.2	Theuns.Botha@up.ac.za	Student account enquiries and spreadsheets for special projects
Tshepo	Masiangoako	4646	Admin building Room 2-22	Tshepo.Masiangoako@up.ac.za	Award, disburse, payout and refunds for General studentships, approve journals