

**University of Pretoria**

**Instructions, terms and conditions for online credit card donations, electronic fund transfers and direct deposits**



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## Donations to the University of Pretoria

You can support the University of Pretoria (hereafter referred to as the University) by making a donation, either through the online donation service or by way of an electronic fund transfer (EFT).

If you choose to donate via the University's website (**online credit card donation**), do the following:

- Click on the [Giving](#) link on the main navigation of the UP Website and then on the [Tuks Scholarship Fund](#) link.
- Select the fund that you would like to support.
- Complete the form.
- Accept the terms and conditions.
- Provide your credit card details on the secure web page.
- Click on the Donate button to process the payment.

To **donate via EFT**, you may load the University of Pretoria as a beneficiary or elect to make a once-off payment via your own internet bank account. Please use the banking and reference information below to ensure that we identify your contribution as a donation and issue a tax certificate.

### Banking details for EFT payments:

**Bank: ABSA**

**Account name: University of Pretoria**

**Account number: 406 939 0298**

**Branch name: Hatfield**

**Branch code: 632 005**

**Account Type: Cheque account**

**SWIFT code: ABSAZAJCPT**

Tuks Scholarship Fund cost centre references, per category:

Contributor: S0W649/3600

Supporter: S0W650/3600

Patron: S0W651/3600

Benefactor: S0W652/3600

General: S0V468/3600

If you are a **staff member of the University**, use your personnel number and the cost centre as references. Alternatively, you can donate via the payroll giving option available on the intranet.

Please email proof of payment to [rendani.tshishonga@up.ac.za](mailto:rendani.tshishonga@up.ac.za).

In the unlikely event that you insert incorrect reference details, please contact Rendani Tshishonga at 012 420 3693 or [rendani.tshishonga@up.ac.za](mailto:rendani.tshishonga@up.ac.za) to request a correction.

For a **direct deposit**, the procedure is exactly the same as for an EFT, except that you will go to your bank and physically make the deposit. Please email proof of payment to [rendani.tshishonga@up.ac.za](mailto:rendani.tshishonga@up.ac.za).

### **Agreement**

This agreement is a contract between donors and the University and applies to the use of online donation services and EFTs.

By using this website, you consent to the terms and conditions stated below. You use the online donation services and EFTs at your own risk and the University shall not be liable for any damages that you may suffer except for damage caused by negligence or intent of the University.

If you have any queries regarding security and privacy, please email [cheryl.benadie@up.ac.za](mailto:cheryl.benadie@up.ac.za) or contact the Advancement Division at 012 420 6390/5026.

### **Authorisation**

By completing the online donation form, you confirm that you are at least 18 years old and that you have obtained the necessary authority, should authorisation be required, to make an online donation. The University reserves the right to decline or return donations at its sole discretion.

### **Disclosure policy**

Personal information provided when making an online donation – such as your name, home address or email address – will not be shared with any third party other than those necessary to record and process your donation.

Should your personal information be accessed by an unauthorised third party through any action beyond the reasonable control of the University – such as unauthorised access to the University’s data base – you indemnify the University from any damage you may suffer as a result of such disclosure.

The University may, from time to time, send emails to announce new projects and campaigns and to give feedback to supporters. Other than this, the Advancement Division of the Department of University Relations at the University will not send you unsolicited emails. You may opt out of receiving these emails at any time by sending an email to [cheryl.benadie@up.ac.za](mailto:cheryl.benadie@up.ac.za) with REMOVE in the subject line.

## **Refunds**

Donations are non-refundable and cannot be cancelled or returned once processed. If you become aware of fraudulent use of your card, or if it is lost or stolen, you must notify your card provider in accordance with its reporting rules.

Please note that the University reserves the right to use your donation for general bursaries, unless your donation is earmarked for the ‘benefactor’ category which stipulates use of funds for specific students.

## **Invoices**

By using the online donation service, you are making a donation to the University. Donors may request a donor invoice and will receive a tax certificate in accordance with the *Income Tax Act, 1962 (Act 58 of 1962) as amended*.

## **Tax information**

The University is not an accounting, tax or financial advisor. You should not rely on the information on this site to determine the accounting, tax or financial consequences of making a donation. The University strongly recommends that you consult your personal advisor on any accounting, tax or financial consequences that may affect you.