

Postgrad Application for a Bursary Payout



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

APPLICATION NUMBER (Official use only)

Enquiries: Tel 012 420 3111
ssc@up.ac.za

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PERSONAL DETAILS OF APPLICANT - write clearly

Student number: Title:
Surname: Initials:
E-mail address: Course:
ID number: Contact no:

1 ONCE-OFF BURSARY PAYOUT

(For example: NRF; CSIR; UP Postgrad; OWSD; etc)
Maximum of 2 per month

I have a Bursary with

.....
.....

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

.....

R

.....

Signature : Postgraduate Office

2 SCHEDULED BURSARY PAYOUT

(For example: NRF; CSIR; UP Postgrad; OWSD; etc)

I have a Bursary 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 Postgraduate Office

R

3 CHEQUE - (May only be banked in South Africa or cashed at Standard Bank Hatfield or Hillcrest branches) To be made out to:

Amount applied for

Amount approved
(Official use only)

Note: Cheques are only issued in exceptional instances. Enquire at CSC Counter 21 after 10 working days. Student card / ID document must be presented when cheque is collected. Please submit written consent should someone else collect the cheque on your behalf.

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ELECTRONIC BANK PAYMENTS WITHIN THE REPUBLIC OF SOUTH AFRICA

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

DETAILS OF SOUTH AFRICAN BANK ACCOUNT

Name of Bank Account Holder

Bank

Please Note: No payments to credit card accounts

ID number or Passport of Bank Account Holder

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South African Bank Account Number

PLEASE ATTACH THE RELEVANT DOCUMENTS:

- Student's ID /passport document if the payment is to be paid directly to the **awardees /student's** bank account
- If the payment is to a 3rd party (e.g. a parent) please attach the following as well:**
 - Copy of bank account holder's ID document
 - Proof of the bank deposit made by the parent to the UP tuition account if the bursary funds are being paid to the parent
 - Copy of bank statement or a letter from the bank (not older than 3 months) confirming the name and account number of the account holder

For more information please visit: <https://www.up.ac.za/student-fees/article/2735960/refunds-on-accounts>

Note:
- The University of Pretoria reserves the right to request original proof of payment
- A minimum period of 10 to 20 working days is required for processing applications
- A maximum amount of R50 000 is payable per request

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Captured by

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Date

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SIGNATURE OF STUDENT

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DATE

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Approved by Finance Dept
(Admin Building Main Campus)

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Date