

Application for a Refund and/or Bursary Payout



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

APPLICATION NUMBER (Official use only)

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

PERSONAL DETAILS OF APPLICANT

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

1 ONCE-OFF BURSARY / LOAN PAYOUT

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

Maximum of 2 per month

I have a Bursary / Loan with

.....
.....

Comments

.....
.....

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

R

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 UP / 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 4037

Amount applied for

R

Amount approved
(Official use only)

R

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

Reason for refund

.....

Amount applied for

R

Amount approved
(Official use only)

R

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

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.

Amount applied for

R

Amount approved
(Official use only)

R

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

ID number or Passport of Bank Account Holder

Bank

Please Note: No payments to credit card accounts

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South African Bank Account Number

PLEASE ATTACH:

1. Copy of student's ID document
2. Copy of bank account holder's ID document
3. Proof of payment(s) may be requested

4. 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

- If the funds are not being refunded to the person who made the payment then the student will be required to present a letter from the third party confirming that the student may receive the funds. E-mail address and telephone number of the third party is required. This excludes Bank Student Loans

- If the student is not registered the credit will be refunded to the depositor

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

SIGNATURE OF STUDENT

DATE

Approved by Finance Dept
(Admin Building Main Campus)

Date