



3 June 2021

Dear Student

PROVISIONAL REGISTRATION:

You registered provisionally and were given time until 31 May 2021 to resolve your funding challenges through your own sources or external funders. According to our records, you have not met the provisional requirements.

You will be allowed to complete your first semester and write the examination, **but your registration for the second semester is at risk.**

You will be allowed to continue with your second semester only when:

- Historic debt and first payment for 2021 is paid on/before 30 June 2021, or
- Historic debt is paid on/before 30 June 2021 and confirmation of a reputable funder to pay 2021 fees, is provided, or
- Your appeal application to remain registered for the second semester, is successful.

The **online** appeal process is open from **3 June 2021 until 13 June 2021.**

Follow the steps and guidelines on pages 2 – 7 to complete and submit your appeal.

The main criteria used in favourably considering an appeal are:

- Good academic performance
- Final year
- Debt history
- Verifiable personal difficulties where motivated by students with supporting documents included.

Please contact Student Finance if you need any assistance to complete the appeal form or to upload your supporting documents.

Bloemfontein and South Campus Students:

051 401 9670 / 7050 / 3643 / 2817 / 9912 / 2065 / 9090 / 3872

QwaQwa Campus students:

058 718 5295 / 5262 / 5028



Guide for Financial Appeal application

Log in to ORACLE PEOPLESOFT



The image shows the Oracle PeopleSoft login interface. At the top, the Oracle PeopleSoft logo is displayed. Below the logo, there are three input fields: "User ID", "Password", and "Select a Language". The "Select a Language" dropdown menu is currently set to "English". A green "Sign In" button is located below the input fields. At the bottom of the login area, there are two links: "Enable Screen Reader Mode" and "Set Trace Flags".

Select Tasks.



Read through instructions and confirm when done.



The image shows a dialog box titled "Step 1 of 4: Instructions". The instructions are as follows:

Financial Appeal Application
Instructions:

Step 1: Instruction:

- Read through Instruction and confirm, select **NEXT**

Step 2: Financial Appeal Application

- Complete the Financial Appeal Application
 - Subject line is your **STUDENT NUMBER**

A "Confirm" button is located in the top right corner of the dialog box, circled in red.

Select **NEXT**

Select Add a New Value.

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Sequence Number: [=] []

Subject: [begins with] []

Document Key String: [begins with] []

Priority: [=] []

Due Date: [=] [] [31]

Approval Status: [=] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Complete the Financial Appeal Application

- Subject line is your **STUDENT NUMBER**
- Tick and complete necessary boxes

Form | Instructions | Attachments

Financial Appeal Application

*Subject [STUDENT NUMBER]

Priority [3-Standard] Due Date [] [31]

Status Initial

Where you provisionally registered in 2020

Did you submit an appeal for provisional registration in 2020

Are you a final year in 2021

Please attach proof of bursary, if applicable

Death/Retrenchment/Dismissal of person responsible for account. If necessary, attach evidence

Reason why NSFAS was not approved for 2021

[]

Combined family income per year

[]

Select **SAVE** when done



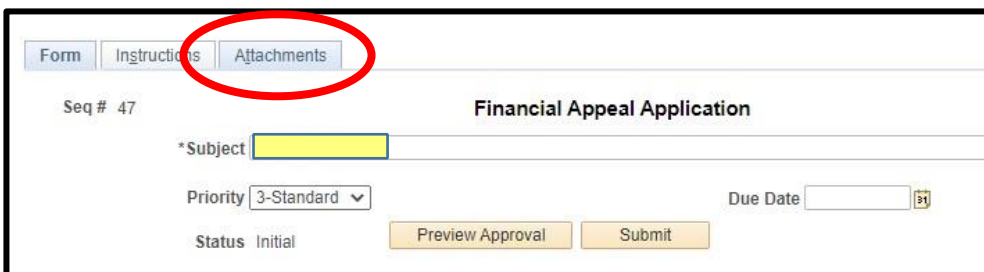
A screenshot of the bottom portion of a web form. It features a yellow button labeled "Save" which is circled in red. Below it is another yellow button labeled "Notify" with a small icon to its left. At the bottom, there are three links: "Form | Instructions | Attachments".

Select **NEXT** Select **SEARCH**



A screenshot of a search interface titled "Search/Fill a Form". It includes a text input field and a "Search" button, both of which are circled in red. The interface also has a "Clear" button, a "Basic Search" link, and a "Save Search Criteria" link. The search criteria section includes fields for "Sequence Number", "Subject", "Document Key String", "Priority", "Due Date", and "Approval Status", each with a dropdown menu and a text input field. A "Case Sensitive" checkbox is also present.

Navigate to **ATTACHMENTS** Tab



A screenshot of a form titled "Financial Appeal Application". The "Attachments" tab is circled in red. The form displays "Seq # 47" and a "*Subject" field with a yellow background. Below this, there are "Priority" and "Due Date" fields, and a "Status" field showing "Initial". At the bottom, there are "Preview Approval" and "Submit" buttons.

Open "Payment_Arrangement_2021_Form.pdf"

Form | Instructions | Attachments

Seq # 47 **Financial Appeal Application**

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

*Description	Attached File	Attach	Open
1 <input type="text"/>		Attach	Open

Return to Search | Previous in List | Next in List | Notify

Form | Instructions | Attachments

Complete payment arrangement form and save

Select **Attach** to upload Attachments

Form | Instructions | Attachments

Seq # 47 **Financial Appeal Application**

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

*Description	Attached File	Attach	Open
1 <input type="text"/>		Attach	Open

Return to Search | Previous in List | Next in List | Notify

Form | Instructions | Attachments

Choose file and upload

Attached File

next in

File Attachment X

Help

Choose File No file chosen

Upload Cancel

Use **+** button to add additional attachments

Form | Instructions | Attachments

Seq # 47 **Financial Appeal Application**

*Subject

Download Templates Personalize | Find | View All | | First 1 of 1 Last

Description	Attached File	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Open

Upload your attachments Personalize | Find | View All | | First 1 of 1 Last

*Description	Attached File	Attach	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Attach	Open +

Return to Search Previous in List Next in List Notify

Form | Instructions | Attachments

N.B make sure the following is attached:

- Attach a written motivation to substantiate your appeal.
- Please ensure that you attach supporting documents to supplement your appeal. The onus is on you to ensure that all necessary information is provided to enable a decision to be taken regarding your appeal. These documents may include:
 - Proof of family income
 - Confirmation of funding/bursary/loan
 - Proof of change in family's financial situation, e.g. death/retrenchment/dismissal of breadwinner which lead to the non-payment of fees Medical or Psychological reports that outline the extend of the family or personal situations
 - Submit evidence that the reasons for non-payment no longer exist or that it is managed and that it will not affect future payments e.g. letter of employment with proof of fixed monthly income.
 - Submit a credible payment plan (payment arrangement 2021" form)

Navigate to **FORM** Tab

Form | Instructions | Attachments

Seq # 47 **Financial Appeal Application**

*Subject

Download Templates Personalize | Find | View All | | First 1 of 1 Last

Description	Attached File	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Open

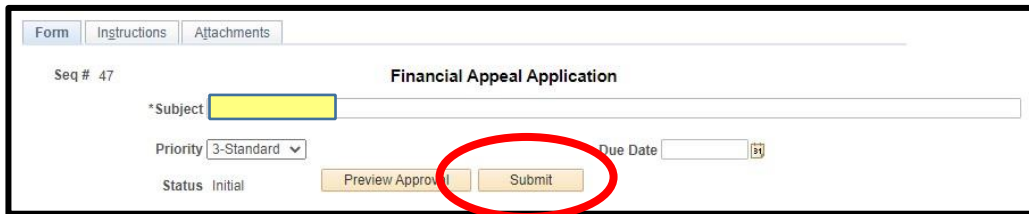
Upload your attachments Personalize | Find | View All | | First 1 of 1 Last

*Description	Attached File	Attach	Open
1 Payment_Arrangement_2021_Form.	Payment_Arrangement_2021_Form.pdf	Attach	Open +

Return to Search Previous in List Next in List Notify

Form | Instructions | Attachments

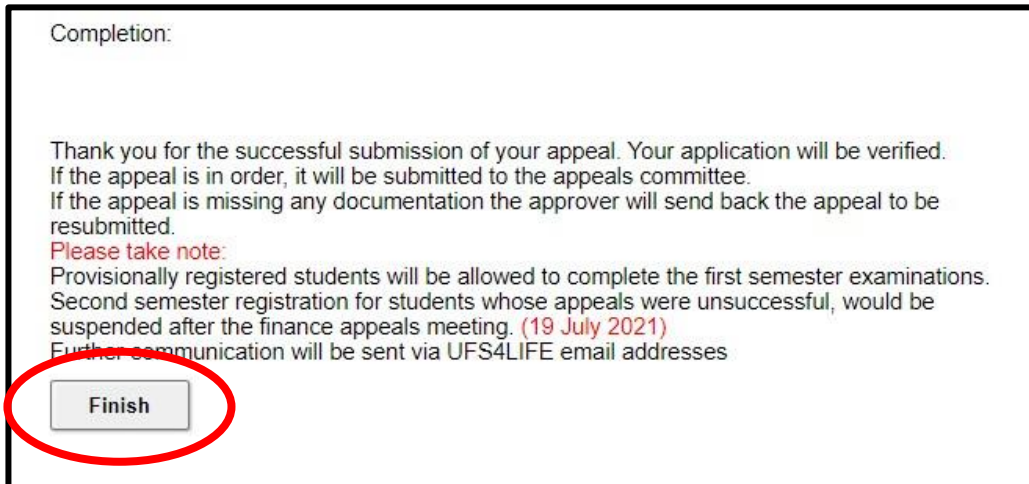
Select **SUBMIT** button



The screenshot shows a web form titled "Financial Appeal Application". At the top, there are tabs for "Form", "Instructions", and "Attachments". Below the tabs, the form includes a "Seq # 47" label, a "*Subject" text input field with a yellow highlight, a "Priority" dropdown menu set to "3-Standard", and a "Due Date" field with a calendar icon. At the bottom of the form, there are two buttons: "Preview Approval" and "Submit". The "Submit" button is circled in red.

Select **NEXT**

Select **Finish**



The screenshot shows a completion message. It starts with the heading "Completion:". The main text reads: "Thank you for the successful submission of your appeal. Your application will be verified. If the appeal is in order, it will be submitted to the appeals committee. If the appeal is missing any documentation the approver will send back the appeal to be resubmitted." Below this, there is a red heading "Please take note:" followed by the text: "Provisionally registered students will be allowed to complete the first semester examinations. Second semester registration for students whose appeals were unsuccessful, would be suspended after the finance appeals meeting. (19 July 2021) Further communication will be sent via UFS4LIFE email addresses". At the bottom of the message, there is a "Finish" button, which is circled in red.