

STUDENT GUIDE TO APPLY FOR NSFAS REFUND 2022

CLOSING DATE FOR APPLICATIONS IS 16 SEPTEMBER 2022

1. Click on “TASKS”



You will find the refund application available for submission.

- Click on “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:	=	<input type="text"/>
Subject:	begins with	<input type="text"/>
Document Key String:	begins with	<input type="text"/>
Priority:	=	<input type="text"/>
Due Date:	=	<input type="text"/> 31
Approval Status:	=	<input type="text"/>

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

FORM:

Please complete the subject field using your student number:

*Subject Insert your student number

Priority 3-Standard

Due Date 31

You do not have to select a priority and date.

At "Bursary" you will indicate "Yes" or "No". If "Yes" please indicate the funder name for example "NSFAS".

Bursary

Yes - NSFAS

Type in the banking details of the person or organization that must receive the refund amount. Please check that you completed the banking details correctly:

BeneficiaryDetails

Account holder

Bank

Branch code

Account Number

Complete the following information:

Credit on account

Contact Number

Amount

You must save the form before you add your attachments:

Message

Please save the form before adding attachment.

ATTACHMENT:

Click on “Attach”

Upload your attachments

Upload your attachments		Actions			
Description		Attached File	Attach	Open	
1	<input type="text"/>		<input type="button" value="Attach"/>	<input type="button" value="Open"/>	<input type="button" value="+"/>

Click on “Choose File”

File Attachment

Help

Choose File No file chosen

Upload Cancel

To attach more than one document please click on the + to add another line:

Upload your attachments

Upload your attachments		Personalize	Find	View All	First	1-2 of 2	Last
*Description	Attached File	Attach	Open				
1 Proof of payment		Attach	Open				[+]

You can change your “Description” for the file that you uploaded.

Upload your attachments

Upload your attachments	
*Description	Attached File
1 Proof of payment	
2 Affidavit from parent	

Upload the following documents for your refund to be processed:

1. Attach proof of payment.
2. If the payment has to be made to the student (in a case where the student is not the payer), the payer must give consent in a form of an affidavit confirming that the student may receive the money. If the payer was a business the consent must be on the business entity's letterhead where applicable signed by an authorized person.
3. If the payment has to be made to the payer (in a case where the student is not the payer), the payer's bank statement or proof of banking details must

be attached. The proof of banking details must be on the bank/business entity's letterhead where applicable.

Please note that all costs not covered by NSFAS, such as outstanding fees from previous years not payable by NSFAS, fines, doctors' fees, etc. will be deducted from the refundable amount. Only the balance will be refunded. A handling fee (as published in the Yearbook), will be deducted from the amount to be refunded.

Once you have uploaded the attachments you can go back to the "Form" and Submit your application:

*Subject

Priority Due Date 

Status

You will receive a notification in your ufs4life email address once your status change.

If your form is incomplete please **DO NOT** create a new form. Please visit the UFS website for the guide on how to complete your form:

- www.ufs.ac.za
- Students
- Financial Aid
- Scroll down to "NSFAS REFUNDS"

Only submit **ONE REFUND APPLICATION** for the total qualifying amount you are requesting to be refunded. Duplicate applications will not be considered.