

Additional application to the refund process for registration payments.

If you have made a payment into your tuition fee account for fees that NSFAS will cover (such as registration fees), you may request a refund on these payments.

This can be indicated by completing this form - the following is an example:

The form Application for a Refund 2021 is in design, you cannot add or update a form.

* Subject

Priority

Due Date

Status Initial

Name and Surname

Bursary

254 characters remaining

Credit on account

Contact Number

Amount

☐ BeneficiaryDetails

Account holder

Bank

Branch code

Account Number

Complete your student number in the subject line - Priority and Due Date can be left open.
Complete your Name and Surname in the space provided
Complete the name of your bursary in the block provided at Bursary.
Please indicate (Yes or No) if a credit exists on your account.
Complete the contact number and expected amount of the requested refund.
On the right, please complete the banking details of the beneficiary in the 4 fields provided. Please check that you captured the banking details correctly.
Save the form and navigate to Attachments before submitting the application.

[Form](#) [Instructions](#) [Attachments](#)

Attach the following documents as applicable:

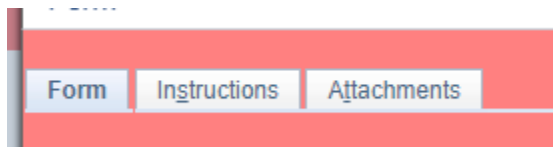
Upload your attachments

Personalize Find View All 1 of 1 First Last

Description	Attached File	Attach	Open
1		Attach	Open

1. Please complete the online refund request form.
2. Attach proof of payment.
3. If the payment has to be made to the student (in a case where the student is not the payer), the payer must give a consent in a form of an affidavit stating 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.
4. 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.

Navigate back to the form page and submit the form after the attachments were uploaded



Please note that all costs not covered by NSFAS, such as fines, doctors' fees, etc., will be deducted from the requested amount; only the balance will be refunded. A handling fee (as published in the Yearbook), will be deducted from the amount to be refunded.

The closing date for the submission of refund requests is [29 SEPTEMBER 2023](#). No extension will be given.

Payment Authorization

- The university does not take responsibility for any incorrect information supplied.
- If any of the above information is incorrect, the student will be held responsible for any costs imposed by the bank.
- Take note that it may take up to 5 working days to process a refund.
- A handling fee (as published in the Yearbook), will be deducted from the amount to be refunded.
- The payer must give written permission that the amount may be refunded.
- FUNDI processes payments to SA students.

FUNDI REFUND PROCESS

On 1 September 2017, the UFS officially contracted Fundi to pay allowances and/or credit balances on student accounts to students.

Terms and conditions:

The terms and conditions for refunds and payments remain the same.

- The official online refund request form and the necessary documentation, as prescribed by the Finance Department of the University of the Free State, must be properly completed and submitted online.
- Credit balances will not be paid out to students without the written permission of the person or party who initially made the payment.
- If students are studying with a bursary or loan, credit balances on the accounts will only be paid out to them with the written permission of the entity that granted the bursary or loan.

The process:

- Step 1: Activate student card

- If you have never used your student card to purchase meals or books, you must visit the Fundi office to activate your student card.

- This is a once-off requirement to link the magnetic stripe on your card to your personal details.

- Contact the FUNDI office, 051 4444892, if you are not on campus and unable to activate your card.

- Step 2: Check your cell phone number on PeopleSoft

It is very important that your cell phone number on UFS systems is correct, as Fundi uses that number to communicate with you by means of SMS messages.

- Step 3: Complete and submit refund request

Complete the online refund request form. The form is available on Campus Solutions as an assigned task. Complete the online form. Attach a letter from your parents/sponsor granting permission for the refund. NB: If you are the recipient of the refund, you will only upload your banking details after receiving a notification from Fundi – refer to step 6. If a third party such as a landlord must be paid, the banking details should be completed on the form and proof should be attached. The UFS will process these refunds.

- Step 4: UFS transfers refund amount to Fundi

Upon receipt of the refund request and permission for pay-out, the UFS will transfer the refund amount to the cash pocket on the student card.

- Step 5: Fundi notification

Fundi will send an SMS message to notify you of the cash amount that was uploaded on the student card. NB: Please make sure that your cell phone number on the UFS PeopleSoft system is correct.

- Step 6: Upload your banking details

As soon as you receive the SMS message as explained in the previous step, you must log onto <https://mycard.fundi.co.za/> to upload YOUR banking details. (If the payment must be made to any other person such as a friend, relative or landlord, please refer to step 3 for third-party payments).

- Step 7: Verification of banking details

Fundi will verify your banking details. You will again receive an SMS message to indicate the date on which the payment will be made.

- Step 8: Payment

The processing of a refund takes between three (3) and five (5) working days.

- A handling fee per transaction is charged and will be deducted from the amount payable to you.

Terms and Conditions apply.