

# STUDENT GUIDE TO APPLY FOR NSFAS REFUND 2021

**CLOSING DATE FOR APPLICATIONS IS 30 SEPTEMBER 2021**

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.

**Search Criteria**

Sequence Number: [=]

Subject: [begins with]

Document Key String: [begins with]

Priority: [=]

Due Date: [=]  31

Approval Status: [=]

Case Sensitive

**FORM:**

Please complete the following fields:

**\*Subject**

**Priority**  **Due Date**  31

You do not have to select a date.

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

**Bursary**

Type in the banking details of the person or organization that must receive the refund amount:

**BeneficiaryDetails**

**Account holder**

**Bank**

**Branch code**

**Account Number**

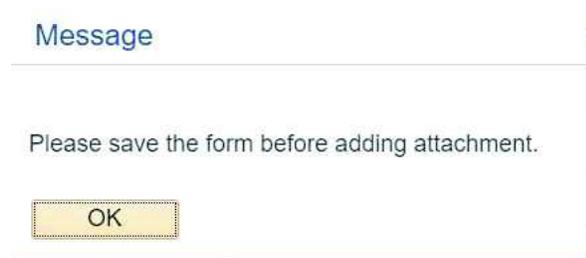
Complete the following information:

**Credit on account**

**Contact Number**

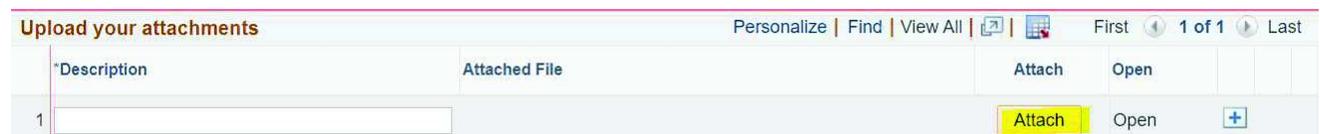
**Amount**

You must save the form before you add your attachments:



## ATTACHMENT:

Click on "Attach"



Click on "Choose File"



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



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

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. If proof of payment has been lost, please attach an affidavit.
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 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.
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, internet fees, fines, doctors’ fees, etc. will be deducted from the refundable amount. Only the balance will be refunded.

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

\*Subject

Priority  Due Date

Status Initial

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

