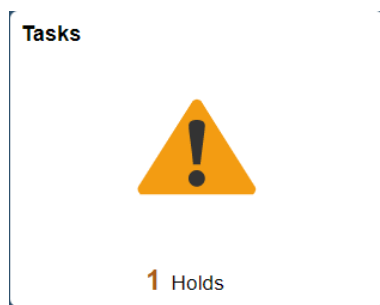


STUDENT GUIDE TO APPLY FOR NSFAS REFUND 2023

CLOSING DATE FOR APPLICATIONS IS 29 SEPTEMBER 2023

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:

=

Subject:

begins with

Document Key String:

begins with

Priority:

=

Due Date:

=

31

Approval Status:


=

☐ 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				Personalize Find View All   First  1 of 1  Last			
	*Description	Attached File	Attach	Open			
1	<input type="text"/>		<input type="button" value="Attach"/>	Open			

Click on “Choose File”

File Attachment

Choose File

No file chosen

Upload

Cancel

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

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	
*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 Initial

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.