

APPLICATION FOR CREDIT REFUND

STUDENT INFORMATION

STUDENT NUMBER		BURSARY: YES	NO	CREDIT ON ACCOUNT: YES	NO
SURNAME AND INITIALS		Documents to submit with refund request: (If all documents are not attached, the request will not be processed.)			
ADDRESS		Proof of payment (excluding payments made by sponsors)			
CONTACT NUMBER		Written permission from payer (parent, guardian, sponsor) that the credit may be refunded			
		Proof of banking details (bank statement or bank letter)			

BENEFICIARY INFORMATION

AMOUNT _____ ACCOUNT HOLDER'S NAME _____

BANK _____

BRANCH _____ BRANCH CODE _____

ACCOUNT NUMBER
(NOT CARD NUMBER)

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AUTHORISATION

- The University does not take responsibility for any incorrect information supplied.
- If any of the particulars above is incorrect, the student will be held responsible for any costs imposed by the bank.
- Take note that it takes a minimum of three (3) working days to process a refund.
- A **handling fee (as published in the Yearbook)**, will be deducted from the amount claimed.
- A bank-certified letter or a bank statement with banking details to accompany this form.
- The **payer** must give written permission that the amount may be refunded.

Handling fee:	
Refund R1 – R5000	
Refund R5 001- R10 000	
Refund R10 001 – R15 000	
Refund R15 001 >	

SIGNATURE STUDENT

SIGNATURE UFS OFFICIAL

DATE RECEIVED AND CHECKED

DATE

PRINT NAME: UFS OFFICIAL

DATE SUBMITTED FOR PAYMENT