VAAL UNIVERSITY OF TECHNOLOGY

Inspiring thought. Shaping talent.

PAYMENT ARRANGEMENT APPLICATION FORM IN RESPECT OF HISTORICAL DEBT

Application for financial clearance to register due to late payment of student fees and amounts owing to the University

Student Information

Surname : ..... **Name :** .....

Student Number | | | | | | | | | |

ID OR PASSPORT NR: | | | | | | | | | | | | | |

Surety Information

Surname : ..... **Name :** .....

ID/Passport NR: | | | | | | | | | | | | | |

Semester **First** ☐ **Second** ☐

Have you had another student number **Yes** ☐ **No** ☐

If yes, please state such number | | | | | | | | | |

Student Contact Number(s) | | | | | | | | | | | | | | | | | | | |

Surety Contact Number(s) | | | | | | | | | | | | | | | | | | | |

Contact e-mail address

Student VUT e-mail address	
Private e-mail address	
Surety email Address	

Student Physical & Postal Address		
Surety Physical & Postal Address		

When were you last registered at this University? **Year** | | | | **Semester 1 or 2** ☐

For the current year of study, how is your fees going to be paid? **Self** ☐ **NSFAS Loan** ☐

For the current year/semester, have you been approved for University residence? **Yes** ☐ **No** ☐

Qualification: _____ **Year:** ☐

(e.g. 2nd Year)

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It is the responsibility of the student to pay current fees according to VUT Student Fees Booklet(Available at Finance/VUT Website)

INSUFFICIENT FUNDS TO REGISTER?

NAME OF SURETY FOR YOUR DEBT: Mr/Mrs _____ _____

Last Name First Name

ID/Passport number of Surety: | | | | | | | | | | | | | |

Has the Surety completed the Surety Form YES ☐ NO ☐

It is important that you answer the information correctly. Incomplete information may disqualify your application.

PAYMENT PLAN & ACKNOWLEDGEMENT DEBT

Detailed Payment Plans (Round off to the nearest Rand)

1	OUTSTANDING FEES TO DATE	R	
2	REQUIRED % PAYMENT	R	
	*(ATTACH PROOF OF PAYMENT)		
3	AMOUNT PAYABLE TO REGISTER	R	
4	BALANCE PAYABLE (1 minus 2)	R	

Plus Registration Fee R

To be paid by 12 months in Instalments

* AGREED INSTALMENTS:		2023
JANUARY	R	
FEBRUARY	R	
MARCH	R	
APRIL	R	
MAY	R	
JUNE	R	
JULY	R	
AUGUST	R	
SEPTEMBER	R	
OCTOBER	R	
NOVEMBER	R	
DECEMBER	R	
TOTAL DUE: (equal to 4* total)	R	

I agree that I shall be held liable for payment of all monies owed by myself,my child or my ward as a result of my connection with the Vaal University of Technology.That in the event that the University instruct Debt Collectors Agencies to take any steps against myself for the recovery of any amount due to the University by myself,that I shall pay all cost as between Agency & Vaal University of Technology.

Signed by Surety _____ **Date** _____

NB: **Interest is charged on 31 October annually. (Refer to Student Fee Booklet)**

Above Payment Plan covers only Historical Debt

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DOCUMENTATION REQUIRED TO SUPPORT YOUR APPLICATION

The following information and documentation to support your appeal to register.

After reading the guidelines, please check the boxes below:

		CHECKLIST:
Attached proof of income / salary slip.		☐
Attached deposit slips (if applicable).		☐
Attached written surety undertaking .		☐
* If in possession of a bursary or NSFAS loan for current year, attached proof thereof.		☐
Certified Copy of the original ID/Passport document of the Student and Surety.	Student :	☐
	Surety :	☐
Proof of residence not older than 3 months.		☐

According to my knowledge the above information provided and documents submitted are correct.

I understand and accept that I will not be permitted to register or remain a registered student,if I should default on the payment arrangement held against me.

I have read, understand and confirm my acceptance of the above terms and conditions. I further accept that I am personally responsible for ensuring that my completed appeals application forms reach the designated office by the deadline date.

Signed _____ **Date** _____

FOR OFFICE USE ONLY

Received on : _____ **Sign** _____

Required documentation received : **YES** ☐ **NO** ☐

Received by _____ **Date** _____

NB: If you are handed over for collection you will not be able to register until your outstanding debt has been settled in full with the collectors.

Please note that your case will be followed up to ensure you meet your financial obligations within the period as agreed upon.