

<b>FOREIGN STUDENTS REFUND REQUEST - TO BE COMPLETED BY THE STUDENT</b>											
<i>E-MAIL TO: <a href="mailto:finan@unisa.ac.za">finan@unisa.ac.za</a> FAX TO : 012 – 429 4150</i>											
<i>NB: Refund will be processed within 21 business days from date of receipt of all compulsory documents.</i>											
STUDENT NUMBER: _____ TITLE & SURNAME: _____	FULL NAMES: _____ E-Mail: _____										
<u>Account Holder's Home address:</u> _____ _____ _____	<u>Bank's physical address</u> _____ _____ _____										
REFUND AMOUNT REQUESTED: R _____											
<b>REFUND METHOD:</b>											
<input type="checkbox"/> <b>EFT (ELECTRONIC REFUND)</b> Please complete all Bank Account fields below for EFT refund											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">BANK NAME</td><td>_____</td></tr> <tr><td>SWIFT CODE</td><td>_____</td></tr> <tr><td>SORT CODE</td><td>_____</td></tr> <tr><td>IBAN/ACCOUNT NUMBER</td><td>_____</td></tr> <tr><td>ACCOUNT HOLDER</td><td>_____</td></tr> </table>	BANK NAME	_____	SWIFT CODE	_____	SORT CODE	_____	IBAN/ACCOUNT NUMBER	_____	ACCOUNT HOLDER	_____
BANK NAME	_____										
SWIFT CODE	_____										
SORT CODE	_____										
IBAN/ACCOUNT NUMBER	_____										
ACCOUNT HOLDER	_____										
<b>COMPULSORY DOCUMENTS REQUIRED:</b>											
<input type="checkbox"/> COMPLETED AND SIGNED REFUND FORM <input type="checkbox"/> PROOF OF PAYMENT <input type="checkbox"/> CONFIRMATION OF BANKING DETAILS WITH AN OFFICIAL BANK STAMP (NATURAL PERSON/ COMPANY) <input type="checkbox"/> PASSPORT COPY OF A NATURAL PERSON / THIRD PARTY											
<b>ADDITIONAL COMPULSORY DOCUMENTS FOR COMPANY OR SPONSOR REFUNDS:</b>											
<input type="checkbox"/> COMPANY REGISTRATION NUMBER FOR A COMPANY REFUND <input type="checkbox"/> LETTER FROM A SPONSOR AUTHORIZING A REFUND (STATING THE AMOUNT TO BE REFUNDED)											
<b>CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013</b>											
<p>I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my personal information. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to students in general. I, as a student registered at Unisa or an applicant intending to study with Unisa, hereby consent that Unisa may collect, use, distribute, process my personal information for all required academic processes pertaining to my application or registration to study with Unisa, which may include, but is not limited to internal administrative processing; institutional and scholarly research; and funding submissions. I also consent that Unisa may share my personal information with the Matriculation Board and Admissions Committees, Higher Education South Africa, the Department of Higher Education and Training, the Council on Higher Education, the South African Qualifications Authority, other public higher education institutions, Qualification Verification Agencies, professional bodies, Department of Home Affairs, third parties rendering various services to the university and legal entities which may lawfully require such information for legal obligations and/or investigations. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. I confirm that I have read the notice and understand the contents. <b>Note:</b> The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at <a href="http://www.unisa.ac.za">www.unisa.ac.za</a></p>											
STUDENT SIGNATURE: _____	DATE: _____										
<b>FOR OFFICE USE ONLY:</b>											
CAPTURED BY: _____	DATE: _____										
APPROVED BY: _____	DATE: _____										

