

SELF PAYING STUDENTS

GUIDELINES FOR APPLICATION TO REGISTER BY ACKNOWLEDGEMENT OF DEBT (AOD)

Criteria/Conditions to apply to register by an Acknowledgement of Debt form (hereinafter referred to as the AOD) for academic year 2023.

1. The AOD form is only for **Self-Paying** students.
2. Completed forms with attachments to be sent **only** by email to UCLFinance@unisa.ac.za manual submission is prohibited; the application will not be processed.
3. Historic debt must be materially settled.
4. Handed over debt to the debt collector must be settled.
5. The AOD application will not be considered if modules to be registered are not in a TP status.
6. The student number must be reflected on the subject line of the AOD email application.
7. Student number must be reflected at the top of all pages of an AOD form.
8. The AOD form must be fully completed and **signed** by the student.
9. The AOD form must be submitted with all the required attachments.
10. The student must ensure that modules intended to be registered are **temporarily registered** (TP) status, Temporary Registered on the UNISA system prior to submission of an AOD form.
11. Incomplete forms will not be considered.
12. A student that has not honoured a previous AOD arrangement and with outstanding fees must first settle the debt before an AOD for the 2023 academic year will be considered.
13. Students financially affected by Covid-19 must submit third party document confirming loss of income, they must have passed 50% of their modules to be considered for registration.
14. Only students that have proof of income will be considered for an AOD application.
 - a. Proof of income may include e.g.
 - b. Pay slip
 - c. Parental proof of income
 - d. Household proof of income
 - e. Bank statement
15. Students that **do not have income must obtain consent of the person responsible for settling the student account** for the university to verify their income to process the application.
16. The AOD application is **limited to South African** students only, with exception of foreign student who reside within South Africa. Such students must attach the following documents:
 - a. Copy of passport/identification.
 - b. Valid permit to reside in South Africa.
 - c. Proof of income
 - d. Proof of address
17. The last date to consider registration by AOD
 - a. Semester 1 registration is **15 February 2023**
 - b. Year modules registration **15 March 2023**.
18. Late submission will not be considered.