

Student Financial Services

Department of Finance – Fees Office

Private Bag X54001, Durban, 4000

South Africa

PLEASE NOTE:

1. PLEASE ALLOW A MINIMUM OF **14 DAYS** FOR THE REFUND TO BE PROCESSED
2. KINDLY ENSURE THAT THE UNIVERSITY HAS YOUR CORRECT CORRESPONDENCE ADDRESS AT ALL TIMES.
3. YOU ARE REQUIRED TO PRODUCE ORIGINAL PROOF OF PAYMENT(S) FOR VERIFICATION PURPOSES FOR ALL BANK DEPOSITS, INCL PAYMENTS MADE VIA EFT, ATM OR CELL PHONE BANKING.

REQUEST FOR REFUND OF EXCESS FEES / DEPOSITS

A. FOR COMPLETION BY STUDENT

I, THE UNDERSIGNED, HEREBY REQUEST A REFUND OF EXCESS FEES OR DEPOSITS PAID WHICH IS TO THE CREDIT OF MY ACCOUNT IN THE BOOKS OF THE UNIVERSITY.

STUDENT NO : _____

SURNAME : _____

FULL NAME (S) : _____

AMOUNT OF REFUND : _____

REFUND I.R. O : _____

HAVE YOU INFORMED THE UNIVERSITY OF YOUR BANKING DETAILS: YES / NO
(IF NOT, THEN REQUEST THE BANK DETAILS FORM FROM THE FEES OFFICER)

CONTACT TEL. NO. : (C) _____ : (H/W) _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

STUDENT SIGNATURE : _____ DATE: _____

B. STUDENT FUNDING – SCHOLARSHIPS

NAME OF THE SPONSOR : _____

APPROVED AMOUNT OF REFUND : _____

PREPARED BY (Name and Signature of Advisor) : _____

CHECKED BY (Name and Signature of Senior Advisor): _____

APPROVED BY (Name and Signature of Head of Scholarships): _____

APPROVED BY (Name and Signature of Student Funding Manager): _____

B. STUDENT FUNDING – BURSARIES

NAME OF THE BURSAR / GRANT : _____

APPROVED AMOUNT OF REFUND : _____

PREPARED BY (Name and Signature of Advisor): _____

CHECKED BY (Name and Signature of Senior Advisor): _____

APPROVED BY (Name and Signature of Head of Bursaries): _____

APPROVED BY (Name and Signature of Student Funding Manager): _____

Return completed forms as follows:

- **For NSFAS/Scholarships/Bursary students: return completed form to the Financial Aid Advisors on your campus.**
- **For students that are not funded: completed forms should be submitted via <https://freshdeskportal.ukzn.ac.za>. Alternatively, you may submit your completed form directly to the Student Fees office on your Campus. Please remember to include proof of payment(s).**