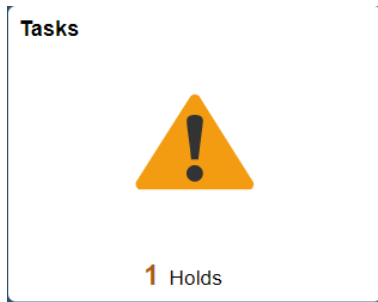


STUDENT GUIDE TO APPLY FOR NSFAS REFUND 2023

CLOSING DATE FOR APPLICATIONS IS 29 SEPTEMBER 2023

1. Click on “TASKS”



You will find the refund application available for submission.

Click on “Add a New Value”

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Sequence Number: [=]

Subject: [begins with]

Document Key String: [begins with]

Priority: [=]

Due Date: [=]

Approval Status: [=]

Case Sensitive

FORM:

Please complete the subject field using your student number:

***Subject**

Priority **Due Date**

You do not have to select a priority and date.

At "Bursary" you will indicate "Yes" or "No". If "Yes" please indicate the funder name for example "NSFAS".

Bursary

Type in the banking details of the person or organization that must receive the refund amount. Please check that you completed the banking details correctly:

BeneficiaryDetails

Account holder

Bank

Branch code

Account Number

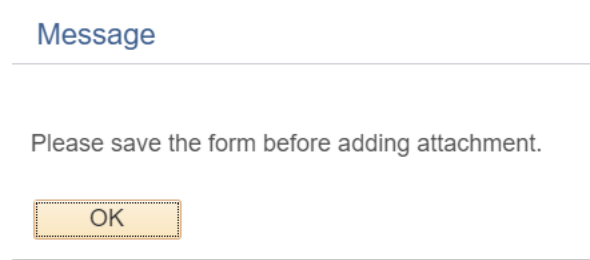
Complete the following information:

Credit on account

Contact Number

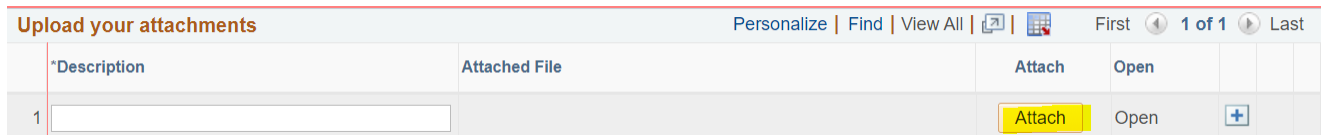
Amount

You must save the form before you add your attachments:

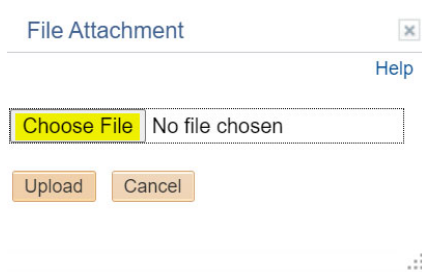


ATTACHMENT:

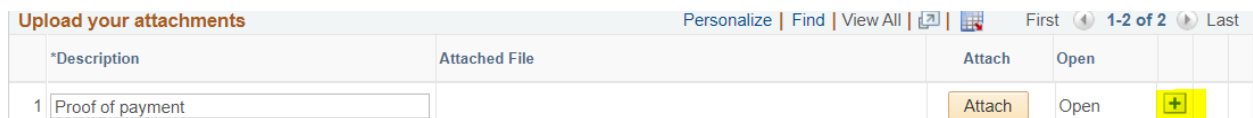
Click on "Attach"



Click on "Choose File"



To attach more than one document please click on the + to add another line:



You can change your “Description” for the file that you uploaded.

Upload your attachments		
	*Description	Attached File
1	<input type="text" value="Proof of payment"/>	
2	<input type="text" value="Affidavit from parent"/>	


Upload the following documents for your refund to be processed:

1. Attach proof of payment.
2. If the payment has to be made to the student (in a case where the student is not the payer), the payer must give consent in a form of an affidavit confirming that the student may receive the money. If the payer was a business the consent must be on the business entity’s letterhead where applicable signed by an authorized person.
3. If the payment has to be made to the payer (in a case where the student is not the payer), the payer’s bank statement or proof of banking details must be attached. The proof of banking details must be on the bank/business entity’s letterhead where applicable.

Please note that all costs not covered by NSFAS, such as outstanding fees from previous years not payable by NSFAS, fines, doctors’ fees, etc. will be deducted from the refundable amount. Only the balance will be refunded. A handling fee (as published in the Yearbook), will be deducted from the amount to be refunded.

Once you have uploaded the attachments you can go back to the “Form” and Submit your application:

*Subject

Priority Due Date 

Status Initial

You will receive a notification in your ufs4life email address once your status change.

If your form is incomplete please **DO NOT** create a new form. Please visit the UFS website for the guide on how to complete your form:

- www.ufs.ac.za
- Students
- Financial Aid
- Scroll down to “NSFAS REFUNDS”

Only submit **ONE REFUND APPLICATION** for the total qualifying amount you are requesting to be refunded. Duplicate applications will not be considered.