

**Acknowledgement of Debt :Application for financial clearance to register due to late payment of student fees and amount owing to the University**

**STUDENT INFORMATION**

SURNAME: ..... NAME: .....

STUDENT NUMBER 

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ID/PASSPORT NR: 

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**SURETY INFORMATION**

SURNAME: ..... NAME: .....

ID/PASSPORT NR: 

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STUDENT CONTACT NUMBER(s)

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SURETY CONTACT NUMBER(s)

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CONTACT E-MAIL ADDRESS

STUDENT VUT E-mail address 

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PRIVATE E-mail address 

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SURETY E-mail address 

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**STUDENT PHYSICAL & POSTAL ADDRESS**


**SURETY PHYSICAL & POSTAL ADDRESS**


When were you last registered at this University? Year 

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Semester 1 or 2 

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For the current year of study, how is your fees going to be paid?

SELF	BURSARY	NSFAS
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Qualification: \_\_\_\_\_

New course  Existing course

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

**RESPONSIBLE PERSON TO PAY THE DEBT**

SURETY SURNAME & NAME: \_\_\_\_\_

Mr/Mrs/ Miss/Dr/Prof

ID/Passport number of Surety:

Has the Surety complete the Deed of Surety form  **YES**  **NO**

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

**PAYMENT PLAN & ACKNOWLEDGEMENT OF DEBT**

**Detailed Payment plan ( Round off to the nearest Rand**

1	OUTSTANDING FEES TO DATE	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	REQUIRED % PAYMENT	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*( ATTACH PROOF OF PAYMENT)										
3	AMOUNT PAYABLE TO REGISTER	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	BALANCE PAYABLE (1 minus 2)	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* AGREED INSTALMENTS:										
	JANUARY	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	FEBRUARY	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	MARCH	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	APRIL	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	MAY	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	JUNE	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	JULY	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	AUGUST	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	SEPTEMBER	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	OCTOBER	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NOVEMBER	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DECEMBER	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	TOTAL DUE:	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Plus Registration Fee

\* To be paid by 12 months in instalments

I agree 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 step against myself for the recovery of any amount due by myself,that I shall pay all costs as between Agency & VUT.

Signed by Surety: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: Interest is charged on 31 October annually. (Refer to Student Fee Booklet)  
Above Payment Plan covers only Historical Debt**

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



**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:**

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

**CHECKLIST:**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**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.**

**Student Signed \_\_\_\_\_ Date \_\_\_\_\_**

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

**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.**

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