



UNIVERSITY OF  
ZULULAND

A NODE FOR AFRICAN THOUGHT

# STUDENT REVENUE / ACCOUNTS

## PAYMENT PLAN APPLICATION FORM SECTION 1:

I, the undersigned \_\_\_\_\_ student number \_\_\_\_\_, being a student hereby declare and confirm that in my personal capacity I am liable and hold myself bound to the University of Zululand to an amount of R\_\_\_\_\_ in respect of 2022 and prior academic year fees.

- a) In terms of a decision of Council, I undertake to pay the amount owing in full on or before but not later than 30 November 2023
1. I undertake to pay the sum owing thereon in monthly installments of R....., such installments being payable on the \_\_\_\_ of each month (as agreed in Annexure). The first payment to be made within 30 days of signing of this agreement.
  2. I will be allowed to register provided that I adhere to the enclosed financial payment plan for the outstanding balance plus the current year fees.
  3. I understand that this will be subject to approval by the Payment Plan Committee (PPC) and that my academic performance could be considered in conjunction with the financial plan, if necessary, to assist me.
  4. All payments to be made by me to the creditor in terms of this Payment Plan Agreement shall be made into the **University of Zululand's** bank account number: **1880 000 051**, branch code **632005** held at **ABSA – Empangeni, Reference: Student Number**
  5. I also undertake that should I fail to meet the obligations as set out in my financial payment plan:
    - o My student status with the university may be cancelled;
    - o My name and student number will be flagged as a 'defaulter' and will not be considered for registered in 2023
    - o If I fraudulently cancel my debit order after registration without prior approval by the PPC, I may be deregistered
    - o My account will be handed over to the University debt collection agency for recovery of the outstanding debt;
- b) I acknowledge that I would not be entitled for any reason whatsoever to withhold or defer any payment stipulated in this financial payment plan agreement.
- c) No cancellation of this agreement or variations, modification of any provision thereof or consent to any departure by the creditor there from shall be of any force or effect unless the same shall be confirmed in writing and signed by the creditor.

University of Zululand: Finance Department

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- d) Any such variation, modification, waiver or consent which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.
- e) Any notice or communication required in terms of this financial payment plan agreement shall be valid and effective only if in writing.
- f) I will make use of a loan scheme in the case where a missing middle loan scheme is implemented by the University/Government to ensure that my University debt is settled.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

## SECTION 2: TO BE COMPLETED BY PPC OFFICIAL

### FINANCIAL PROFILE:

Debt as at 31 December 2022 R \_\_\_\_\_  
 \_\_\_\_\_  
 Less payments (if applicable)R \_\_\_\_\_  
 Current debt R \_\_\_\_\_  
 Name of the current sponsor \_\_\_\_\_  
 Value of sponsorship \_\_\_\_\_

**Please note that the current debt plus prior debt must be paid in full not later than 30 November 2023**

<u>DEBIT ORDER</u>		<u>CASH</u>	
Amount:		Amount:	
Monthly:		Monthly:	
Effective date of Payment:		Effective date of Payment:	

Name of student: ..... Student No: .....

Name of parent/surety: .....

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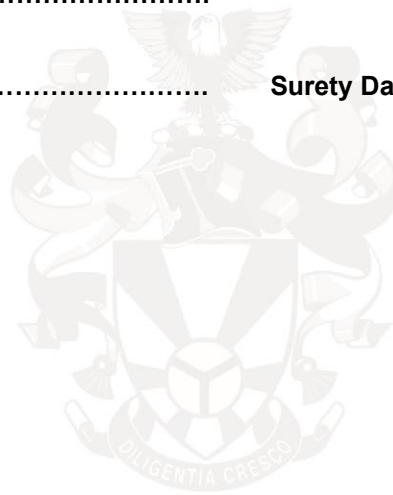
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**CHECKLIST:**

1.	50% of balance as at 28 February 2023 paid? <b>OR</b>	
2.	Is the new balance equal or below R10 000.00?	
3.	Duly approved bank debit order instruction over ___ months	
4.	Does the debit order cover & clear the debt by 30 November 2023?	
5.	Other considerations / comments:	

Signature of Student .....

Signature of Parent ..... Surety Date .....



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## SECTION 3: FINANCIAL PAYMENT PLAN 2023 - STUDENT / PARENT PARTICULARS

STUDENT DETAILS			PARENT/SURETY DETAILS		
Name and Surname:			Name and Surname:		
Student Number:			ID Number:		
ID Number:					
Postal Address (need proof):			Postal Address (need proof):		
Cellphone number:			Cellphone number:		
			Telephone number (work):		
Student Type:			Student Type:		
Full time	F/t-non resident	P/t non- resident	Full time	F/t-non- resident	P/t non- resident
Physical Address:			Physical Address:		

*These are the required documents for this application*

1. 3 months' bank statement (Of the person responsible for the Fees)
2. Certified ID copy of the Bank Account holder (Of the person responsible for the Fees)
3. Certified ID copy of the Student

**FOR OFFICE USE ONLY:**

APPROVED:

DECLINED:

STAMP & SIGNATURE

STAMP & SIGNATURE

.....

.....

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## SECTION 4: AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS

USER/CREDITOR DETAILS	
To: (Name of Beneficiary)	University of Zululand
Beneficiary's Address:	24 Main Road, KwaDlangezwa
Abbreviated Name as it will appear on your bank statement:	

ACCOUNT HOLDER DETAILS		
Given by (Name of account holder)		
Student Number:		
Address:		
ID Number:	Passport number:	Temporary Residence ID:

BANKING DETAILS			
Bank Name:		Branch Code:	
Account Number:		Account Type:	

COLLECTION DATE DETAILS			
Debit Sequence Type	<input type="checkbox"/> Recurring. <input type="checkbox"/> Once-off	Collection Day of the month	<input type="checkbox"/> 01 <input type="checkbox"/> 15 <input type="checkbox"/> 25 <input type="checkbox"/> 31
Frequency (select the applicable)	<input type="checkbox"/> Weekly, <input type="checkbox"/> Fortnightly, <input type="checkbox"/> Monthly, <input type="checkbox"/> Quarterly, <input type="checkbox"/> Annually, <input type="checkbox"/> Biannually Rule (specify: _____)		Date Adjustment Rule: Yes

MANDATE TYPE: (COMPLETE THE RELEVANT)					
Fixed Mandate		Variable Mandate		Usage Based Mandate	
Instalment Amount		Instalment Amount		Instalment Amount	
Maximum Amount		Maximum Amount		Maximum Amount	
Adjustment Category	• Never	Adjustment Category	<input type="checkbox"/> Annually <input type="checkbox"/> Biannually <input type="checkbox"/> Quarterly <input type="checkbox"/> Repo <input type="checkbox"/> Never	Adjustment Category	<input type="checkbox"/> Annually <input type="checkbox"/> Biannually <input type="checkbox"/> Quarterly <input type="checkbox"/> Repo <input type="checkbox"/> Never
		Specify Adjustment Amount / Rate %		Specify Adjustment Amount / Rate %	

First Collection Date		First Collection Amount (if required - i.e., an amount that is not the same as the instalment amount)	
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This signed Authority and Mandate refers to our contract dated \_\_\_\_\_  
("the Agreement")

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our abovementioned account on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement, and commencing on \_\_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by

I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

\_\_\_\_\_  
**Signature as used for operating on the account (Bank account holder)**

- i.) If there are insufficient funds in the (my) nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account;
- ii.) on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due.

**Assisted by**

FOR OFFICE USE  
AGREEMENT REFERENCE NUMBER

This agreement reference number is: \_\_\_\_\_

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## SECTION 5: DEED OF SURETYSHIP IN RESPECT OF ALL PERIODS OF REGISTRATION

I, **FULL NAMES OF SURETY:** .....(I.D. NO.....) the undersigned, being an adult with full legal capacity, do hereby bind myself to and in favour of the University of Zululand ("UNIZULU") as Surety for and co-principal debtor *in solidum*, jointly and severally, with the Student named below, for the due and punctual payment of all the Student's debts and liabilities to UNIZULU, whether now owing or incurred at anytime in future, and for the due and punctual fulfillment of all the Student's obligations to the Unizulu:

**FULL NAMES OF STUDENT:** .....  
**STUDENT NO.** ..... (I.D.NO) .....

I hereby renounce the benefits of "excussion", "division" and "no value received" and acknowledge that I am either acquainted with or have established the full force and effect of such renunciation.

I hereby agree that this suretyship shall remain in full force and effect until such time as I terminate it by giving the UNIZULU written notice of withdrawal from this suretyship but I further agree that my notice of withdrawal may only be given at a time when all the debts and obligations of the Student to the UNIZULU have been fully paid or met and will only take effect at the end of an academic period or year during which it is given. I am aware that my liability to the UNIZULU will still continue in respect of any of the Student's debts which arose before the date on which my notice of withdrawal takes effect.

In the event of UNIZULU handing me over to Debt Collectors or instructing attorneys or instituting legal proceedings against me in terms of this suretyship, I hereby agree to be liable for all legal costs (including but not limited to collection commission) incurred by the UNUZULU in respect of those instructions or legal proceedings as between Attorney and own client.

I hereby consent in terms of Section 45 of the Magistrate's Court Act 1944, as amended, to the jurisdiction of the Magistrate's Court having jurisdiction over me in terms of Section 28 of the said Act.

I hereby nominate and choose the physical address below as my *domicilium citandi et executandi* or address for the service of all notices and of all legal processes in terms of this suretyship on me.

I hereby consent to the UNIZULU conducting a credit search on me using the services and records of any registered credit bureau. With regard to any information which I provide to the UNIZULU, I hereby consent to the UNIZULU sharing such information with, or disclosing such information to, any member of its staff, its agents, NSFAS, the Department of Higher Education and Training and any other party as may be necessary for the purposes of debt collection or any other reasonable business or academic purposes. SIGNED by the SURETY at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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**SIGNATURE OF SURETY**

SURETY'S PHYSICAL ADDRESS .....

.....POSTAL CODE .....

TEL NO (HOME) .....(BUSINESS).....

(CELLULAR) .....

NAME AND ADDRESS OF EMPLOYER .....

.....

TEL NO .....

*Where the Surety is married in community of property, then the signature to this document of the spouse of the surety constitutes the written consent required by the Matrimonial Property Act No. 88/1984. If the signature of the spouse is not appended to this document, then the signature by the surety alone constitutes a warranty that the Surety is a person who has the necessary contractual capacity to be bound by this surety without such consent.*

.....

**SIGNATURE OF SPOUSE**

**SURETY DATE**

I certify that the above Surety has acknowledged that he/she knows and understand the contents of this suretyship which was signed before me at .....on this ..... day of .....20.....



.....  
**[COMMISSIONER'S STAMP HERE] COMMISSIONER OF OATHS**



**Dear Student**

## **RE: SURETY REQUIREMENT FOR PAYMENT OF FEES**

### **CATEGORY A : NEW STUDENTS**

1. Enclosed, please find a “Deed of Suretyship” form which must be completed and signed by the adult person who will be your Surety, that is, the person who will be responsible for the payment of all your fees and charges in the event that you do not or are unable to pay them.
2. The Surety must sign the “Deed of Suretyship” before a Commissioner of Oaths who must verify the Surety’s signature by signing and stamping the “Deed of Suretyship” where indicated at the end of the form.
3. A Surety may sign the “Deed of Suretyship” before one of the UNIZULU’s Commissioner of Oaths at the registration venue provided that the Surety produces the following to the Commissioner of Oaths at the time:
  - His or her original ID document.
  - Proof of employment (letter from Employer or recent pay-slip) or,
  - If self-employed, latest 3 months bank statements and proof of registration of business.

**Please note that your registration with the UNIZULU will not be completed/ finalised until the “Deed of Suretyship” has been completed, signed and submitted to the Finance Department.**

4. The following categories of students may be exempted from surety compliance:
  - **Sponsored Students:** Students must submit their sponsor letters to Financial Aid Bureau for approval / verification.
  - **Permanently Employed Students:** Students must produce Proof of Employment, eg. Recent payslip, staff card, letter from Employer etc. to Finance Admin Checking for verification and possible approval.
  - **Staff and/or Staff Dependants:** Staff/staff Dependants are to produce the complete and approved staff remission form to Finance Admin Checking.
  - **NSFAS/Bursary Students:** New NSFAS students must produce the relevant letter from Financial Aid to Finance Admin checking for clearance.
  - **Edu-loan:** Students who qualify for Edu-loan are to produce their Edu-loan approved slips to Finance Admin Checking.

### **CATEGORY B : RETURNING STUDENTS**

5. Returning students who have previously submitted a Deed of Suretyship which is still valid need NOT submit a new form in respect of the next academic year.
6. Returning students, who are no longer sponsored, MUST submit a Deed of Suretyship.
7. Successful returning students who qualify for 100% NSFAS loans/bursaries need NOT submit a Deed of Suretyship.

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## CATEGORY C : CHANGE OF SURETYSHIP / DETAILS

8. The onus rests on the student to ensure that a new “Deed of Suretyship” form is completed in the event of any change to the Surety’s details or Suretyship.

**NB: Every student must ensure compliance with the above in order for registration at UNIZULU to be finalised and approved in 2023.**

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