

**BURSARY PAYMENT-SCHOOL/COLLEGE**

BURSARY PART - To be completed by School					
Notification of Bursary payment from School/College administered cost centre through either Student Funding ( <b>Tuition;On Campus Accomodation</b> ) or Student Financial Services ( <b>Subsistence,Research expenses and Meals</b> )					
Name of School/College _____		Campus _____			
Date _____	Contact Person _____			Tel Ext. _____	
E-mail _____					
Bursary awarded by (to appear on student fee account) _____					
Name of student (Print) _____		Student Number _____			
Student registered for current academic year (Yes or No)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>NOTE</b> - Amount paid out to student will, if applicable, be reduced by any amount of fees outstanding	
Student has any fees outstanding (Yes or No)		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
PURPOSE OF BURSARY	Tuition	On Campus accommodation		Route form to Student Funding	
	Subsistence	Research expenses	Meals	Route form to Student Financial Services - Westville Campus Offices - scan and e-mail to Westvillefees @ukzn.ac.za	
Value of Bursary _____					
Payable - Once Off <input type="checkbox"/> Monthly <input type="checkbox"/> Over _____ months starting on _____ Quarterly <input type="checkbox"/> starting on _____					
Full cost centre and account code to be debited _____ <b>3 0 7 2 6</b>					
<b>Certify that instruction to pay available amount can proceed - Cost Centre Owner or Delegated Authority:</b>					
I/we certify that I/we have checked other sources of funding allocated to the student in addition to this bursary award and that we comply with the conditions of this funding.					
Signature 1 Name _____		Signature _____		Date _____	
Signature 2 Name _____		Signature _____		Date _____	
CLAIM PART - To be completed by student					
I hereby confirm that I have made my sponsor above aware of other funding applications made and other awards received by me. I hereby request that any monies due to me from the processing of this particular bursary awarded above, after any adjustments iro NSFAS or other sponsors and current debits, be paid into my bank account as follows:					
Name of Bank _____		Branch Code _____		_____	
Account Number _____		Type of Account _____		Savings <input type="checkbox"/> Cheque <input type="checkbox"/> Other <input type="checkbox"/>	
Student Signature _____		Bank Stamp			
Date _____					
Note - If student's bank account detail has not changed from what UKZN currently has on record, student to only enter account number above, sign and date this portion of the form.					
Bank to verify above account detail:-					
Signature Bank Official _____		Date _____			
COLLEGE FINANCE (attach summary cost centre report - only when routed to Student Funding)					
I verify that there are funds in the cost centre to cover this bursary payment and that the payment of this bursary is in compliance with the conditions (if any) of the funding source from where it is paid.					
Checked by (name) _____		Signature _____		Date _____	
STUDENT FINANCIAL SERVICES USE					
Approved amount of refund _____					
Prepared by: Name _____		Signature _____		Date _____	
Authorised by: Name _____		Signature _____		Date _____	
<b>In the event when bursary payments are routed through Student Funding (see Bursary part for when this applies) and a credit occurs on the fee statement, the standard refund form available from the Financial Aid Advisor need to be completed. Once suh form reaches Student Financial Services they will process payment in the next available ACB payment run.</b>					
<b>In the event when bursary payments are routed directly to Student Financial Services (see Bursary part for when this applies) Student Financial Services will, after receipt of the documentation, process the payment in the next available EFT payment run.</b>					

The original approval will be used as a supporting document to process installment based refunds.