

**RETURN BY 8 JANUARY 2016**

**DEBIT ORDER INSTRUCTION FORM 2016**

Email: [debitorders@ru.ac.za](mailto:debitorders@ru.ac.za)

P O BOX 94, GRAHAMSTOWN, 6140

Fax: 046 603 7019

Website: [www.ru.ac.za/fees](http://www.ru.ac.za/fees)

Student Name:	Student No.: (if student number is not provided, your application will not be processed)
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**PARENT / GUARDIAN / SPONSOR DETAILS**

Name:		
ID No:	Cell No:	Phone No (H):
Phone No(W):	Fax:	E-mail:
Current Address:		
Town:	Region:	Postal Code:

**Employment Information / Self Employed**

Current Employer:		
Employer Address:		
Phone:	E-mail:	Fax:

**Banking Details of Parent / Guardian / Sponsor**

Name of Account Holder:		
Bank:	Branch:	
Branch Code:	ACC No:	
Account Type:	Cheque:	Savings:
Other (Specify):		

**Authorization**

**Checklist:**

1	Cancelled cheque / 3 months bank statements	
2	Original or certified copy of pay slip. If self-employed, letter from attorney/accountant and a 3 month bank statement.	
3	Original or certified copy of ID	

**Important Information**

<ul style="list-style-type: none"> <li>■ If the debit order is not received by 08/01/2016 the first installment needs to be made manually and the debit order will be loaded for 01/03/2016</li> <li>■ The debit order <b>MUST</b> provide for full settlement of fees.</li> <li>■ After deduction of monthly installment from net pay – a balance of R650 must remain.</li> <li>■ The monthly installment must be less than 25% of gross income.</li> <li>■ If there have been dishonoured debit orders in the past, please attach a motivational letter to your application</li> <li>■ The facility will be cancelled if debit orders are dishonored. Full settlement of balance will be required upon notification of cancellation.</li> <li>■ Dishonored debit orders will attract a fee of R160.00 per transaction</li> <li>■ An ITC report will also determine the outcome of the application.</li> </ul>
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**(B) Calculation of monthly debit order payment**

Annual Tuition Fee: R	Degree/Course Name:	
Annual Residence Fee: R	Residence Name:	
Extras: R	e.g.: Handouts/Subs/Printing/Photocopying etc:	
Other: R	e.g.: Student Network etc:	
LESS: R	20% Down payment/Bursary/Awards/Rebate (specify):	
TOTAL:	+ 11 months = R	Per month

I hereby instruct and authorize Rhodes University to draw against the above-mentioned bank account (or any other bank or branch to which I may transfer my account) the sum of: R ( amount in words )

Each month from **01 February to 01 December** inclusive. No date, **other than the first day of each month** will be accommodated. All such withdrawals from my bank account by you shall be treated as though they had been signed by me personally. I understand that the withdrawals hereby authorized will be processed through a system known as ACB Magnetic Tape Service and I also understand that the details of each withdrawal will be printed on my bank statement. I agree to pay any bank charges relating to this debit order instruction. This authority may be **cancelled by me** by giving you **thirty days' notice in writing**, but I understand that I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my bank whichever it is or will be.

**NB: Changes to, or cancellation of existing debit orders must reach the Fees office by the 20<sup>th</sup> of each month in writing (email/fax).**

**Debit orders must be applied for annually and only runs for 11 months of the year.**

Signature of account holder:	Date:
Capacity (Mother, Father, Self):	Signed at:
<p>NOTE: In respect of current accounts, a cancelled cheque must be attached for bank identification purposes. For transmission accounts, bank confirmation is required that bank details are correct and debit orders may be processed through the account.</p> <p><b>(A) BANK CERTIFICATE</b></p> <p>It is confirmed that the bank details listed herein are correct and that Debit orders may be processed through this account.</p>	<b>BANK STAMP</b>
Signature of bank official:	

If you did not receive confirmation of the outcome, please email [debitorders@ru.ac.za](mailto:debitorders@ru.ac.za) to confirm receipt and approval of your debit order application.

**NB - UNLESS ALL THE REQUESTED INFORMATION IS PROVIDED THIS APPLICATION CANNOT BE PROCESSED**

