

PROCEDURE FOR COMPLETING THE DEBIT ORDER FORM

SECTION A

- Ensure the student name and number is completed correctly;
- Ensure the bank details are legible.

SECTION B

- Please read the sections carefully relating to affordability checks;
- Please note that an ITC check will be done on the account payer;
- Should you fail to provide all the information required, the facility will **NOT** be processed and Rhodes **MAY NOT** be held responsible.

SECTION C

- If you are unsure of the amounts to use please contact the Student Fees Office or visit our website www.ru.ac.za/fees or use the Student Fee Booklet;
- You may also request a quote for fees at : student-fees@ru.ac.za
- You must ensure that the debit order deduction plus any payments and/ or recognised Bursary Awards **will cover the full fees for the year;**
- If you have made a cash payment PLEASE indicate it clearly next to the line indicated by "**Less: R**" and ensure you attach a copy of the deposit slip to the debit order form;
- If you are in possession of a **recognised Bursary letter**, as verified by the Fees Office, this will reduce your indebtedness to Rhodes. This must be indicated in this section and you may deduct the amount of the Bursary off the total due and ensure you send us a copy of the Bursary Award with the completed debit order- only then will we be able to process the form
- If you have requested University Accommodation and you only complete the Tuition Fee Section on the debit order form, please advise on the form, how the accommodation fees will be paid. We might **automatically assume you no longer require residence and advise our Residence Section of this.**

SECTION D

- You need to take the completed debit order form to the bank and request them to stamp it;
 - to confirm that the bank details listed are correct;
 - to confirm that debit orders may be processed through this account.

OTHER RELEVANT INFORMATION

The completed Debit Order form MUST reach the Student Fees Office by **9 January 2015**. This allows time to do all the checks and balances before the MIP deadline of **16 January 2015**. The Debit Order arrangement must be captured onto the student account before **16 January 2015** to ensure clearance for registration(especially for residence allocations).

Should you wish to initiate a debit order after this date, you will be asked to still divide the full fees by ten(10) months. Then you will need to pay the first instalment as a direct deposit and the debit order will run from 1 March to 1 November. You will need to submit the completed debit order form and attach the first direct deposit to it. Only then may we process it. This calculation will be applied for all the months following 1 February up till 20th June of the current year for the debit order run of 1 July. After that date we will not allow any new debit orders for the current year.

Should you make any deposits to the fee account and/or obtain a bursary **AFTER** the debit order has been loaded, it is your responsibility to contact the Fees Office (via email :debitorders@ru.ac.za or fax:046 603 7019) by the **20th** of the current month to advise if the debit order should be reduced or cancelled before the next deduction date. We will assess the account and only cancel the debit order if the full fees are covered by the bursary or deposit. **This applies throughout the year.** No changes or adjustments will be made without **written consent** from the person responsible for the debit order payments. Should the account be in credit the debit order facility will only be stopped should a written instruction be received i.e. we will not cancel the facility without written permission for you.