Student Number

2021 Academic Year

Acknowledgement of Debt and Arrangement to pay Debt

Student Number	
Indicate the relevant academic year / semester	SEM 1 ☐ SEM 2 ☐ YEAR 0 ☐
Closing date for AOD application	**12 March 2021 (Late applications will not be accepted)**
I, the undersigned Name and Surname	
ID Number	
E-mail address	
Home Address	
Work Address	
Cell phone number	

Student Number

declare as follows:

1. I hereby acknowledge that I am truly and lawfully indebted to the University of South Africa (UNISA) for the sum of R (_____ RAND) ("the Debt") as on the date of signing this acknowledgement in respect of my enrolment, registration or studies at Unisa and any other matter incidental thereto during the 2021 academic year for the qualification

2.

2.1 Are you responsible for paying your study fees? Yes ☐ No ☐

2.1.1 Are you currently employed? Yes ☐ No ☐

2.1.2 Name of employer/company_____

2.2 Person responsible for your account (parent / guardian / spouse)

2.2.1 Is he/she currently employed? Yes ☐ No ☐

2.2.2 Name of employer/company_____

3. Conditions to sign an Acknowledgement of Debt (hereinafter referred to as the AOD) for semester 1, 2 and year modules for 2021

3.1 The AOD form must be completed and signed by the student.

3.2 Due to Covid-19 pandemic, completed forms with attachments to be sent **only** by email to enquire@unisa.ac.za manual submission is prohibited; the application will not be processed

3.3 Historic debt must be settled.

3.4 Students with historic debt will only be considered if they have passed 50% of their modules.

3.5 Students financially affected by Covid-19 must submit third party document confirming loss of income, but they must have passed 50% of their modules to be considered for registration.

3.6 Students applying for AOD must be temporarily registered (TP)

3.7 Only students that have proof of income will be considered for an AOD. (Proof income may include a payslip/parental proof of income/household proof of income/bank statement.)

3.8 Students that don't have income must obtain the consent of the person responsible for settling the student account in order for the university to verify their income.

3.9 A student that has not honoured a previous AOD and has outstanding fees must first settle the debt before an AOD for the 2021 academic year will be considered.

3.10 The AOD is limited to South African students only, with the exception of a foreign student who resides within South Africa. Such students must attach the following documents:

- Copy of passport/identification
- Valid permit to reside in South Africa
- Proof of income
- Proof of address

3.11 First-time students not approved by NSFAS will be considered, provided that they comply with the above conditions.

4. I hereby undertake to pay the full debt owing to Unisa in full as follows:

Payment Arrangement

Instalment	Month	Amount	Instalment	Month	Amount
1	March 2021		7	Sept 2021	
2	Apr 2021		8	Oct 2021	
3	May 2021		9	Nov 2021	
4	Jun 2021		10	Dec 2021	
5	Jul 2021				
6	Aug 2021				

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subject to the following conditions:

4.1 All payments must be made into the following account:

Bank: FNB (First National Bank)
Beneficiary: UNISA Students Deposits

Account number: Select Unisa Student Deposit on the list of pre-approved Public Beneficiaries
Reference: XXXXXXXX 5400374721 (Your student number on the first eight spaces
(If your student number is only seven digits long then put a 0 in front
of the number, then leave one space open and put 5400374721)

4.2 Should the debt not be settled on the date as indicated above, the full outstanding balance will be handed over for debt collection and I shall be responsible for all collection fees and attorney expenses.

4.3 Should the debt not be settled on the date as indicated above, the full outstanding balance will immediately become due and payable, and I hereby further confirm that I am aware that my personal details could be listed at any credit bureau with the result that by credit record may be adversely affected in cases of non-payment.

5. I agree that should the debt not be settled on the due date that Unisa may refuse to release my examination results and may suspend all other services.

6. I hereby waive the benefits of legal exceptions, non numeratae pecuniae, non-causa debiti, errore calculi, review of statements of account and no value received, the working and effect of which I hereby admit I am fully acquainted with.

7. I hereby consent to the Jurisdiction of the Magistrates Court in Pretoria in respect to any legal proceedings arising from this document.

8. I hereby choose as my domicilium citandi et executandi for all purposes of this document and further legal proceedings, any one of the addresses mentioned above.

9. I agree that this acknowledgement of debt is a new course of action, and I hereby consent thereto that default judgment or an Emolument attachment order may be taken against me in the original action, notwithstanding the terms and conditions of this acknowledgement.

10. I hereby consent UNISA to verify my income because I am responsible for the study fee account.

Self-paying Student	Parent	Guardian	Spouse

Initials & Surname _____

ID number / Passport number

Student Number

11. I hereby indemnify Unisa against any claims that I may have against Unisa and I hereby release Unisa from all claims and demands whatsoever I now have or at any time heretofore had against Unisa.

12. I understand that in order for the university to consider my request, it will require certain personal information from me.

13. I also understand that my personal information will be provided to third parties who will assist the university with verifying my h o u s e h o l d income and that my signature to this document constitutes express written consent.

14. Contact numbers:

Father:_____ Cell no: _____

Mother:_____Cell no: _____

LegalGuardian:_____Cellno:_____

Spouse:_____Cellno:_____

Signed at	Print name	Signature	Date
Witness Signature		Witness Signature	

Email forms and supporting documents to: enquire@unisa.ac.za