

Student Number

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2022 Semester one and Year Modules Acknowledgement of Debt and Arrangement to pay for Self-Paying Students

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I, the undersigned Name and Surname																			
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E-mail address																			
Home Address																			
Work Address																			
Cell phone 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 2022 academic year for the qualification _____ 2. 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 _____																			

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3. Conditions to sign an Acknowledgement of Debt (hereinafter referred to as the AOD) for semester 1 and year modules for 2022

- 3.1 The AOD form must be completed and signed by the student.
- 3.2 Historic debt must be settled.
- 3.3 Students with historic debt will only be considered if they have passed 50% of their modules.
- 3.4 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
- 3.5 Students applying for AOD must be temporarily registered (TP)
- 3.6 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.)
- 3.7 Students that **are self-paying but assisted by third party**,
 - Must obtain consent of the person/third party responsible for settling the student account in order for the university to verify their income and to process the application.
 - Registering for their first qualification must submit their application for NSFAS reference number/sms/letter from NSFAS.
 - Previously not funded by NSFAS for their completed qualification must submit their application for NSFAS reference number/sms/letter from NSFAS.
 - Application will not be processed without the submission of NSFAS application reference number/sms/letter from NSFAS.
- 3.8 NSFAS student who's application was rejected must provide Unisa with proof / evident thereof reference / sms / letter form NSFAS
- 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 2022 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:

2022 Semester 1 (Jan to June) & Year modules (Jan to Aug) Arrangement
Students will not be allowed to register semester 1 and semester 2 under 1 AOD agreement.
A separate agreement may be entered into during the semester 2 registration period.

Sem 1 Payment plan

Inst alm ent	Month	Amount
1	Jan 2022	
2	Feb 2022	
3	Mar 2022	
4	Apr 2022	
5	May 2022	
6	Jun 2022	

Year Course Payment Plan

l	Month	Amount
1	Jan 2022	
2	Feb 2022	
3	Mar 2022	
4	April 2022	
5	May 2022	
6	June 2022	
7	July 2022	
8	Aug 2022	

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.

Student Number

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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
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Initials & Surname _____

ID number / Passport number

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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 household income and that my signature to this document constitutes express written consent.
14. Contact numbers:
 Father: _____ Cell no: _____
 Mother: _____ Cell no: _____
 Legal Guardian: _____ Cell no: _____
 Spouse: _____ Cell no: _____

Signed at	Print name	Signature	Date

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