SELF-PAYING STUDENTS
GUIDELINES FOR APPLICATION TO REGISTER BY ACKNOWLDGEMENT OF DEBT (AOD)

Criteria/Conditions to apply to register by an Acknowledgement of Debt form(hereinafter referred to as the AOD) for academic year 2022.

1. The AOD form is only for **Self-Paying** students.
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. **NSFAS** students will not be considered as they must follow NSFAS processes.
4. Student number must be reflected at the top of all the three pages of an AOD form.
5. The AOD form must be fully completed and **signed** by the student.
6. The AOD form must be submitted with all the required attachments.
7. The student must ensure that modules intended to be registered are **temporarily registered** (TP) status, Temporary Registered on the UNISA system prior to submission of an AOD form. The AOD application will not be considered if modules to be registered are not in a TP status.
8. The subject line of the email must reflect student number for ease of reference.
9. Incomplete forms will not be considered.
10. Historic debt must be settled.
11. 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.
12. Only students that have proof of income will be considered for an AOD application.
    a. Proof of income may include e.g.
    b. Pay slip
    c. Parental proof of income
    d. Household proof of income
    e. Bank statement

13. Students that **are self-paying but assisted by third party,**
    a. 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.
    b. Registering for their first qualification must submit their application for NSFAS reference number/sms/letter from NSFAS.
    c. Previously not funded by NSFAS for their completed qualification must submit their application for NSFAS reference number/sms/letter from NSFAS.
    d. Application will not be processed without the submission of NSFAS application reference number/sms/letter from NSFAS.
14. A student that has **not honoured a previous AOD arrangement** and with outstanding fees must first **settle the debt** before an AOD for the 2022 academic year will be considered.
15. The AOD application is **limited to South African** students only, with the exception of foreign student who reside within South Africa. Such students must attach the following documents:
    a. Copy of passport/identification.
    b. Valid permit to reside in South Africa.
    c. Proof of income
    d. Proof of address
16. First-time students without outstanding fees and not approved by NSFAS will be considered, provided that theycomply with the above conditions.
17. The last date to consider registration by AOD
    a. Semester 1 registration is 24 January 2022
    b. Year modules registration 07 March 2022.
18. Late submission will not be considered.