



Documents required before applying for an Online Refund

Cash Paying Student (not bursary or sponsored students)

- 1 month bank statement or letter confirming the **banking details the funds need to be paid into.**
- Proof of payment(s) that is/are reflecting on the student statement (all payments made which resulted in an over-payment of fees)
- ID copy of the bank account holder (should the refund be paid to a 3rd party e.g., family member or guardian)

OR

Bursary/Sponsored Student (both bursary and cash paying student)

- 1-month bank statement or letter confirming the **banking details the funds need to be paid into.**
- Approval Letter from the Bursary/Sponsor (we need this to confirm they are aware of the refund application as well as the amount to be refunded).
- Proof of payment(s) that is/are reflecting on the student statement (**only** if your fees were paid by both cash and bursary/sponsor)
- For Internal Funding (e.g. Merit bursary, Faculty bursaries, Supervisor Linked bursary), please liaise with your funder before applying for a refund to determine if the refundable amount will be loaded to your personal Bank account or to the Intellimali system (Student card or Fundi Card)

VERY IMPORTANT:

- All incomplete refund applications will be rejected and you will be required to re-apply.
- Approved refund applications will be paid within **14 working days** from the day of application.
- Please do not apply for another refund while having a pending application.

Refund enquiries can be directed to:

Ms Brenda Buys - bbuys@uj.ac.za

Mr Reginald Mbele - reginaldm@uj.ac.za