



Fees Office, Finance Department
Level 3, Kramer Law Building, Rondebosch. 7701
Tel: +27 -21- 650-1704
E-mail: fnd-feeenq@uct.ac.za

Instructions

- This form is for administrative use for students who need to request a refund.
- These students must contact the appropriate funding office to establish eligibility for a refund.
- Please ensure that your banking details are correct **prior** to submitting this request, update using Student Self-Service or, if a non-registered student, attach a completed [ACA03 - Student Bank Account Details form](#).
- Please ensure that any required supporting documents accompany this form, such as a letter authorizing the refund request from the fee payer.
- The completed form should be submitted via email to: fnd-feeenq@uct.ac.za
- *All fields must be completed.

Important:

- Refunds are transferred to a South African bank account unless payment was made via the on-line credit card functionality, in which case any credit will be reversed to the card holder.
- Refunds to international, non-registered students, will only be made to the same bank account from which payment was made.
- It is the responsibility of the student to use the Student Self-Service to load their banking details or, for non-registered students to complete the [ACA03 - Student bank account details form](#).
- **Allow a minimum of 3 working days for a refund to be processed.**

A. Student Information*

1. Student number (9 char. alpha-numeric)									
2. Academic year									
3. Surname and initials									
4. First names									
5. Contact details	Day time tel. no			E-mail address					

B. Refund details*

Note: Allow a minimum of 3 working days for a refund to be processed.									
6. Amount requested (in Rands)									
7. Source of payment		Bursary							
		EFT							
		Telegraphic transfer							
		Other	Please specify						
8. Declaration: I certify that the above information is correct									
Student's signature								Date	

C. Office use only: Processing

9. Amount of refund									
10. Authorised by	Authorised by			Date authorised					