

## DEBIETORDEROPDRAG TER VEREFFENING VAN STUDENTEGELDE DEBIT ORDER FORM FOR THE SETTLEMENT OF STUDENT FEES

(Magtiging is geldig tot skriftelike kansellasie deur rekeningpligtige)  
(Agreement will be valid until notified otherwise in writing by the person accountable)

1. **VAN EN VOORNAME VAN STUDENT/STUDENT SURNAME AND FIRSTNAMES**

**STUDENTENOMMER / STUDENT NUMBER**

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2. **NAAM EN ADRES VAN REKENINGPLIGTIGE / NAME AND ADDRESS OF THE PERSON ACCOUNTABLE**

<hr/>	Tel. kode/code en no. ( ) (W)
<hr/>	Tel. kode/code and no. ( ) (H)
<hr/>	Sel/Cell
<hr/>	Poskode
	Postal code

3. **BESONDERHEDE VAN REKENINGPLIGTIGE SE BANKREKENING / PARTICULARS OF BANK ACCOUNT OF THE PERSON ACCOUNTABLE**

Bank	Tak kode
Bank	Branch code
Rekeningnommer	Tel. kode/code & no. ( )
Account Number	Tipe (bv. lopend, spaar)
	Type (e.g. current, savings)
	<i>Nie kredietkaart / Not regarding credit card</i>

**LW** Die rekeningnommer moet deur die Finansiële Instelling gesertifiseer word as korrek, OF 'n bewys van rekeningnommer moet aangeheg word, bv. 'n bankstaat/ bankbrief. Debietorders wat vir 'n tweede keer nie gehonoreer is nie, sal gekanselleer word.

**NB** The account number must be certified by the bank OR proof of the account number must be attached eg. a bank statement/ bank letter. Debit orders not honoured after a second payment, will be cancelled.

4. **MAGTIGING / AUTHORIZATION**

Ek/ons, die bogemelde REKENINGPLIGTIGE, versoek en magtig hiermee die Universiteit Stellenbosch (hierna UNIVERSITEIT genoem) om my/ons bogemelde bankrekening op die ooreengekome datums te debiteer met die verskuldigde bedrae.

*I/We, the person(s) accountable mentioned above, hereby authorize Stellenbosch University (herein after referred to as "the University") to debit my/our above-said bank/building society account with the amounts owing and on the dates agreed in terms of the mode of payment chosen by me/us*

5. **OOREENKOMS / AGREEMENT**

(a) Besonderhede van elke betaling sal op die REKENINGPLIGTIGE se bankstaat of bygaande advies verstrekk word.

*Particulars of each payment shall be furnished on the bank statement of the person accountable or accompanying advice.*

(b) Hierdie debietordermagtiging bly van krag totdat die debietbalans op die student se rekening by die UNIVERSITEIT ten volle afgelos is vir die spesifieke jaar. Die REKENINGPLIGTIGE stem derhalwe daartoe in dat hierdie magtiging ook geld vir enige bedrag wat ná 30 September teen die student se rekening gehel mag word. Die magtiging kan ook met 30 dae skriftelike kennisgewing aan die UNIVERSITEIT herroep word.

*The authorization given in this debit order form shall remain in effect until the debit balance on the student's account with the University has been cleared in full. The person accountable therefore agrees that the said authorization shall likewise apply to any amount charged to the student's account subsequent to 30 September. The said authorization may furthermore be cancelled by 30 days' notice in writing to the University.*

(c) Die Universiteit aanvaar geen aanspreeklikheid vir laatbetaling voortvloeiend uit die foutiewe voltooiing van hierdie magtiging nie.

*The University shall accept no liability for any delay in payment arising from erroneous completion of this debit order form.*

ONDERTEKEN TE ..... OP HIERDIE ..... DAG VAN ..... 20....

SIGNED AT ..... THIS ..... DAY OF ..... 20....

.....

**HANDEKENING VAN REKENINGPLIGTIGE**  
SIGNATURE OF PERSON ACCOUNTABLE

.....

**HOEDANIGHEID (Bv. Vader/Moeder/Voog)**  
CAPACITY (E.g. Father/Mother/Guardian)

## BETALING VAN STUDENTEGELDE DEUR MIDDEL VAN 'N DEBIETORDER

Betaling van studentegelde deur middel van die Universiteit se debietorderstelsel hou heelwat voordele in. Dit verseker dat rekeninge betyds vereffen word. Dit het minder bankkoste tot gevolg vir die rekeningpligtige (dié persoon wat verantwoordelik is vir die vereffening van die student se rekening). Dit skakel die moontlikheid van verlore tjeks uit en laastens voorkom dit die betaling van rente op agterstallige bedrae.

**Betaling van die rekening by wyse van 'n debietorder strek oor 'n periode van tien (10) maande.**

Betaling van die balans op die pro forma-rekening vir die jaar se studentegelde vind plaas in tien (10) maandelikse paaieimente, met die eerste paaieiment betaalbaar op **1 MAART**.

### PROSEDURE

1. Indien u van die debietorderstelsel gebruik wil maak, moet u asseblief die debietorderopdrag invul en dit terugstuur sodat dit die Universiteitskantoor voor **15 Februarie** bereik.
2. Die Universiteitskantoor sal self die nodige reëlings met u bank tref om die betalings voor of op die betrokke vervaldatums namens u te laat geskied.
3. 'n Rekening vir die jaar se studentegelde sal voor die eerste betaling na die rekeningadres soos dit op die betrokke studente se profiel in die studenteportaal van *mymaties.com* aangebring is, gestuur word. **U moet asseblief self by u bank seker maak of 'n debietorder wel aanvaarbaar is ten opsigte van die bankrekening wat u vir dié doel op die debietordervorm aandui.**
4. Indien enige wysiging op die studentegeldrekening plaasvind, sal u daarvan in kennis gestel word.
5. **'n Afsonderlike debietordervorm moet ten opsigte van elke student ingevul en teruggestuur word aan die onderstaande adres:**  
Direkteur: Finansies Tel 021 808 3796  
Afdeling Studentegelde Mnr T. Tyholweni  
Privaatsak X1 E-posadres tyholweni@sun.ac.za  
MATIELAND, 7602
6. **Die magtiging bly geldig vir 'n onbeperkte periode, totdat skriftelike kansellasië deur die rekeningpligtige ontvang is.**

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## PAYMENT OF STUDENT FEES BY DEBIT ORDER

Payment of student fees by way of the University's debit order system offers several advantages. It ensures that accounts are settled in good time. It involves fewer bank charges for the person accountable (the person responsible for the settlement of the student's accounts). It also eliminates the possibility of cheques being mislaid or lost. Finally, it prevents payment of interest on outstanding amounts.

**Accounts may be paid by debit order in terms over a period of ten (10) months.**

Payment takes place in ten (10) monthly instalments of the balance of the student's fees for the year as shown on the pro forma account, the first such instalment being payable on **1 MARCH**.

### PROCEDURE

1. If you wish to make use of the debit order system, please complete the debit order form (overleaf) and return it so as to reach the University Offices before **15 February**.
2. The University Offices will then arrange with your bank for the payment to be made on your behalf on or before the due dates concerned.
3. Prior to the due date of the first payment, an account of the student's fees for the year will be sent to the address for accounts as furnished on the profile for the relevant student within the student portal of *mymaties.com*. **Please personally check with your bank whether a debit order is in fact acceptable in respect of the bank account, which you specify for the purpose on this debit order form.**
4. If any alteration occurs in the student fees account, you will be notified accordingly.
5. **A separate debit order form in respect of any one student must be completed and returned to:**  
Director: Finance Tel. 021 808 3796  
Student Fees Section Mr T. Tyholweni  
Private Bag X1 E-mail address tyholweni@sun.ac.za  
MATIELAND 7602
6. **The agreement will be valid for an unlimited period of time, until otherwise notified in writing by the person accountable.**