

AUTHORITY TO DEBIT ACCOUNT

(This form must be completed by the individual responsible for the student's account.)

Student Name: _____		Student Number: _____	
USER/CREDITOR DETAILS			
To: (Name of Beneficiary)	UNIVERSITY OF JOHANNESBURG		
Beneficiary Address:	P.O. BOX 524, AUCKLAND PARK, 2006		
Abbreviated Name as it will appear on your bank statement:	UJ		

SECTION A: BANK ACCOUNT HOLDER DETAILS			
Name of bank account holder		_____	
Address of bank account holder:		_____	
ID Number:	Passport number:	Temporary Residence ID:	
_____	_____	_____	
Cell Number Acc holder:	_____	Email address of Bank Acc Holder:	_____

SECTION B: BANKING DETAILS			
Bank Name:	_____	Branch Code:	_____
Account Number:	_____	Account Type:	_____

SECTION C: COLLECTION DATE DETAILS			
Salary payment date (as per salary slip):		_____	
Debit Sequence Type	Recurring	Collection Day (i.e., Day 26 – Salary payment date)	_____
Frequency (select the applicable)	Monthly	Date Adjustment Rule: Yes	

MANDATE TYPE: (COMPLETE THE RELEVANT)					
Fixed mandate with instalment of R3950 required from Feb to Oct 2025					
Fixed Mandate:	Start	_____	End	_____	_____
Instalment Amount	R3950.00	28 FEBRUARY	2025	31 OCTOBER	2025

First Collection Date (if required)	_____	First Collection Amount (if required - i.e., an amount that is not the same as the instalment amount)	_____
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This signed Authority and Mandate refers to our contract dated _____ ("the Agreement")

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our abovementioned account on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the

Agreement and commencing on (1st debit order date) _____ and _____

continuing until this Authority and Mandate is terminated by me/us.

Name and surname of _____
Bank Account Holder

The individual payment instructions so authorized to be issued must be issued and delivered as follows

By signing this form, I authorise the monthly payments towards the student's fees.

Signed at _____ on this _____ day of _____

Name and Surname

Signature as used for operating on the account

On or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due. In the event that the payment day falls on a Sunday or recognized public holiday, the payment day will automatically be the very next ordinary business day. If there are insufficient funds in the (my) nominated account to meet the obligation, you are entitled to track my account and re-

present the instruction for payment as soon as sufficient funds are available

I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to

that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Account holder to sign authorisation

FOR OFFICE USE

AGREEMENT REFERENCE NUMBER

This agreement reference number is: _____





Real Pay Mandate Form - required documents

The following documents need to accompany your completed Real Pay Mandate Form:

3 Months bank statement (Person responsible for the outstanding fees)

I.D. copy of the bank account holder (Person responsible for the outstanding fees)

Latest salary slip

IMPORTANT NOTICE:

You are required to return the signed Real Pay Mandate (Authority to Debit Account) Form, along with the above supporting documents, to the financial officer: Mitah Lamola at mitahl@uj.ac.za.

You can also contact her with any finance-related queries on 011 559 1466.

Students can only register during the allocated registration dates. It is the student's responsibility to ensure that all financial requirements are met prior to the registration closing date (31 January 2025).

Registration will not be permitted unless:

- 1) the minimum payment reflects in the student account, and
- 2) the Real Pay debit order has been authorized by the financial institution (bank).