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 account). 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, with the **first instalment payable on 1 March.**

PROCEDURE

1. If you wish to make use of the debit order system, please complete the Debit Order Form (DOF) and submit it to the University's Student Finances via the SU service desk portal **before 15 February.**
2. Student Finances 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 fee payer's email as provided on the student's profile on the SUNStudent portal (https://student.sun.ac.za). **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. Please complete the Debit Order Form (DOF) and submit it together with confirmation of your banking details (e.g., bank confirmation letter). Once completed, please follow the five steps below to upload the form on the SU service desk portal:
   - 5.1 Open the SU service desk portal: https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/42.
   - 5.2 Log in or create an account:
     - **Student:** Use your SU account to log in
     - **Parent/Guardian:** Click on Sign Up to create an account before you log in
   - 5.3 On the portal homepage, select **Student Fees** > **Make Debit Order Payment Arrangement.**
   - 5.4 Complete all the required sections on the ticket and remember to attach the DOF together with your bank confirmation letter. (There is also an option to download and complete the DOF via the ticket.)
   - 5.5 Review all the information to ensure accuracy and then click **Create** to submit your ticket.
6. The agreement will be valid for an unlimited period of time, until Student Finances is otherwise notified in writing by the person accountable.

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). Laastens, vookkom 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 rekening vir die jaar se studentegelde vind plaas in tien (10) maandelikse paaiemente, met die* ***eerste paaiement betaalbaar op 1 Maart.***

PROSEDURE

1. *As jy die debietorderstelsel wil gebruik, vul asseblief die debietordervorm (DOF) in en dien dit* ***voor 15 Februarie*** *via die US-dienstookbankportal by die Universiteit se Studentefinansies in.*
2. *Studentefinansies sal die nodige reëlings met jou bank tref om die betalings voor of op die betrokke vervaldatums namens jou te laat deurgaan.*
3. *'n Rekening vir die jaar se studentegelde sal voor die eerste betaling gestuur word na die fooibetaler's se e-posadres wat op die betrokke studente se profiel in die SUNStudent studenteportaal (https://student.sun.ac.za) verskyn.* ***Maak asseblief self by jou bank seker of 'n debietorder wel aanvaarbaar is op die bankrekening wat jy vir dié doel op die debietordervorm aandui.***
4. *As die studentegelderekening enigsins verander, sal ons jou daarvan in kennis stel.*
5. *Vul asseblief die debietordervorm (DOF) en dien dit in saam met bevestiging van jou bankbesonderhede (bv. bankbevestigingsbrief). Voer dan asseblief onmiddellik die vyf stappe hier onder uit om die vorm op die US-dienstoonbank se portaal te laai:*
   - 5.1 *Maak die US-dienstoonbankportaal oop:* https://servicedesk.sun.ac.za/jira/plugins/servlet/theme/portal/42.
   - 5.2 *Teken aan of skep 'n rekening:*
     - ***Student:*** *Gebruik jou SU-rekening oom aan te meld*
     - ***Ouer/Voog:*** *Klik op* Sign Up *om 'n rekening te skep voor jy aanmeld*
   - 5.3 *Op die portaal se tuisblad, kies* **Student Fees** > **Make Debit Order Payment Arrangement.**
   - 5.4 *Vul al die vereiste afdelings op die versoek in en onthou om die DOF saam met jou bankbevestigingsbrief aan te heg. (Daar is ook 'n opsie om die DOF via die versoek af te laai en in te vul.)*
   - 5.5 *Gaan al die inligting na om seker te maak dit is akkuraat voordat jy op* **Create** *klik om jou versoek in te dien.*
6. *Die magtiging bly onbepaald geldig totdat Studentefinansies skriftelike kansellasie deur die rekeningpligtige ontvang.*