



Personal particulars of student. Student number: \_\_\_\_\_

Full Names & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact numbers:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Confirmation of student's undertaking**

Please take note of the following and make sure you understand all that is expected of you as a student whose employer or sponsor undertakes to pay your tuition/residence fees (TUT).

1. To be accepted by the University, letter(s) from employers or sponsors that undertake to pay for a student's studies should meet the requirements of Tshwane University of Technology set for such letters. The following are important:
  - The letter of undertaking should be printed on an official letterhead of the company concerned, and should be addressed to Tshwane University of Technology.
  - The payment of the company, who will be responsible, should be specified, for what will be covered, for example tuition, residence, book ect.
  - The name, address, telephone, email number of the person at the company/organization to whom accounts should be addressed should be stated clearly.
  - This letter must be signed by the company/organization.
  - Each year/semester these letters must be presented to the University.
2. After you have registered and received proof of registration, you should collect a statement of account from the Student Accounts counter. You are responsible for ensuring that your sponsor or employer receives this statement with your proof of registration.
3. Your account still remains your responsibility even if you are sponsored.
4. You are responsible for verifying that payments are made, as promised by your sponsor or employer. You should obtain the latest statement of your account from Student Accounts and continuously remind your sponsor or employer to pay before set deadlines. *(Refer to Rules & Regulations booklet)*
5. A credit balance will be paid to a student only if a letter of permission from employer/organization/sponsor, and refund form completed by the student are handed in at Student Accounts. The letter of permission should be printed on a company letterhead, with a valid signature and proper instructions. It takes two (2) weeks to process a refund request. A payment made by cheques states in the account for four weeks before any refunds may be made. This arrangement is a security measure. To simplify matters, rather arrange with your employer of sponsor to pay your tuition fees separately from your book/meal/private accommodation fees.
6. A promise that outstanding fees will be paid is not sufficient to allow the student to obtain examination results or to register for the next semester or year.

I, \_\_\_\_\_ (full name&surname), the undersigned, hereby confirm that I understand the content of this document, and take full responsibility of my TUT account.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

