



PAYMENT OF STUDENT FEES BY DEBIT ORDER

Debit order arrangement to settle outstanding student fees

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 accountee (the person responsible for the settlement of the student's accounts), and it prevents payment of interest on outstanding amounts.

Procedure:

If you would like to make use of the University of Namibia debit order arrangement to settle outstanding student fees:

1. Please complete the debit order form (overleaf) and return it to the Finance Department without delay.
2. The Finance Department will then arrange with your bank for the payment to be made on your behalf on or before the due dates set on the form.
3. Please personally check with your bank whether a debit order is in fact acceptable in respect to the bank account held, which you provided on the debit order form submitted to us.
4. The agreement will be valid for the period indicated on the signed debit order form or as notified in writing by the accountee.
5. Bank Identification Code:
 - First National Bank Namibia: **FIRNNANX**
 - Standard Bank Namibia: **SBNMNANX**
 - Bank Windhoek: **BWLINANX**
 - Nedbank Namibia: **NEDSNANX**

6. The debit order form must be completed and returned to:

Physical address: Office of the Bursar | Debtors Section | Admin Building | Main Campus | Windhoek

Or by email to: financecreditcontrol@unam.na

For any enquiries, please contact:

Elize Hamunyela | **Tel:** +264 61 206 4888

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DEBIT ORDER FORM

Settlement of Student Fees

(Agreement will be valid until notified otherwise in writing by the accountee)

1. Student number:

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Student's name initials and surname:

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2. Accountee's name and address:

	Work tel. [Code and no.]: ()
	Home tel. [Code and no.]: ()
	Mobile phone [Code and no.]: ()

3. Particulars of accountee's bank account:

Bank name:	
Bank Identification Code <i>(see below)</i> :	
Account type <i>(e.g. savings, current)</i> :	
Account number:	

NB: Please attach copy of the Bank Statement or Bank Confirmation Letter as well as a certified copy of ID

4. Authorisation

I/We, the accountee mentioned above, hereby authorise the University of Namibia (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 below.

5. Agreement

- (a) Particulars of each payment shall be furnished on the accountee's bank statement or accompanying advice.
- (b) The authorisation 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 said authorisation may furthermore be cancelled by 30 days' notice in writing to the University.
- (c) Deduction Period (Months) from: _____ to _____
- (d) Deduction dates: 30th 25th 20th 15th 5th
- (e) Amount to be deducted per month _____
- (f) The University shall accept no liability for any delay in payment arising from erroneous completion of this debit order form.
- (g) If there are insufficient funds in my/our account to meet the obligation, you are entitled to re-represent the instruction for payment to my account for a period of _____ days (_____) [number in words] tracking days.

Signed at _____ this _____ day of _____ 20____

Signature of accountee _____ Capacity _____ (e.g. father/mother/guardian)