Accurately complete the financial undertaking form

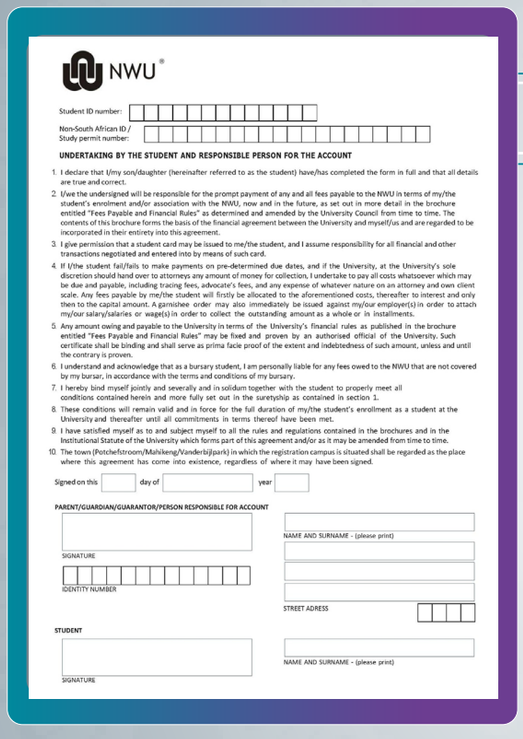
Completing the Financial Undertaking Form is an important step in the admission process at NWU. Here's a clear, step-by-step guide to help you fill out the form accurately to avoid any delays:

1 When to complete the form

- The Financial Undertaking Form will be provided when you receive a **conditional offer** from NWU.
- Download the interactive form and fill it out **digitally.**

2 Fill out your personal information

- **Student ID Number:** At the top of the form, South African citizens must enter their **13-digit South African ID number,** as shown on their ID card.
- **Non-South African residents** should enter their foreign ID number or Study Permit number in the section just below.



NWU®

Student ID number:

Non-South African ID / Study permit number:

UNDERTAKING BY THE STUDENT AND RESPONSIBLE PERSON FOR THE ACCOUNT

1. I declare that I/my son/daughter (hereinafter referred to as the student) have/has completed the form in full and that all details are true and correct.
2. I/we the undersigned will be responsible for the prompt payment of any and all fees payable to the NWU in terms of my/the student's enrolment and/or association with the NWU, now and in the future, as set out in more detail in the brochure entitled "Fees Payable and Financial Rules" as determined and amended by the University Council from time to time. The contents of this brochure forms the basis of the financial agreement between the University and myself/us and are regarded to be incorporated in their entirety into this agreement.
3. I give permission that a student card may be issued to me/the student, and I assume responsibility for all financial and other transactions negotiated and entered into by means of such card.
4. If I/the student fail/fails to make payments on pre-determined due dates, and if the University, at the University's sole discretion should hand over to attorneys any amount of money for collection, I undertake to pay all costs whatsoever which may be due and payable, including tracing fees, advocate's fees, and any expense of whatever nature on an attorney and own client scale. Any fees payable by me/the student will firstly be allocated to the aforementioned costs, thereafter to interest and only then to the capital amount. A garnishee order may also immediately be issued against my/our employer(s) in order to attach my/our salary/salaries or wage(s) in order to collect the outstanding amount as a whole or in installments.
5. Any amount owing and payable to the University in terms of the University's financial rules as published in the brochure entitled "Fees Payable and Financial Rules" may be fixed and proven by an authorised official of the University. Such certificate shall be binding and shall serve as prima facie proof of the extent and indebtedness of such amount, unless and until the contrary is proven.
6. I understand and acknowledge that as a bursary student, I am personally liable for any fees owed to the NWU that are not covered by my bursar, in accordance with the terms and conditions of my bursary.
7. I hereby bind myself jointly and severally and in solidum together with the student to properly meet all conditions contained herein and more fully set out in the suretyship as contained in section 1.
8. These conditions will remain valid and in force for the full duration of my/the student's enrollment as a student at the University and thereafter until all commitments in terms thereof have been met.
9. I have satisfied myself as to and subject myself to all the rules and regulations contained in the brochures and in the Institutional Statute of the University which forms part of this agreement and/or as it may be amended from time to time.
10. The town (Potchefstroom/Mahikeng/Vanderbijlpark) in which the registration campus is situated shall be regarded as the place where this agreement has come into existence, regardless of where it may have been signed.

Signed on this ____ day of ____ year ____

PARENT/GUARDIAN/GUARANTOR/PERSON RESPONSIBLE FOR ACCOUNT

SIGNATURE

NAME AND SURNAME - (please print)

IDENTITY NUMBER

STREET ADRESS

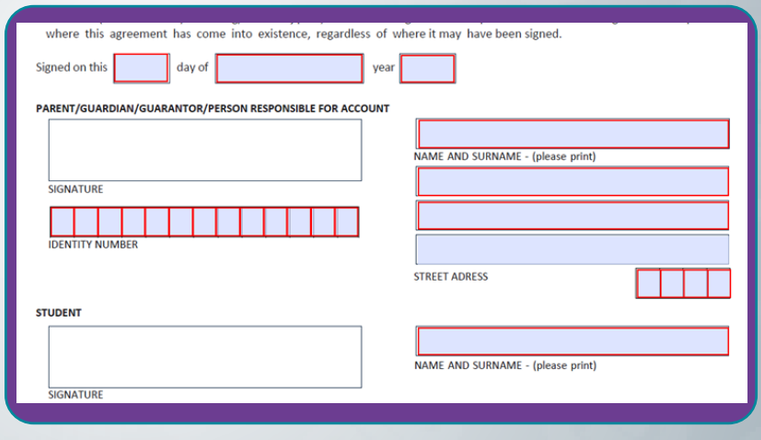
STUDENT

SIGNATURE

NAME AND SURNAME - (please print)

3 Completing the parent/guardian details

- At the bottom of the form, there is a section for your **parent, guardian,** or the person taking financial responsibility for your education.
- Ensure their **full name, signature, 13-digit ID number,** and **address** are filled out accurately



where this agreement has come into existence, regardless of where it may have been signed.

Signed on this ____ day of ____ year ____

PARENT/GUARDIAN/GUARANTOR/PERSON RESPONSIBLE FOR ACCOUNT

SIGNATURE

NAME AND SURNAME - (please print)

IDENTITY NUMBER

STREET ADRESS

STUDENT

SIGNATURE

NAME AND SURNAME - (please print)

4 Review and upload

After completing the form, **carefully review** all the details to ensure they are accurate.

To ensure that you upload the correct document to the student application portal, please name the file **"Financial_Undertaking_Form_Your name and application number"**. For example, "Lebo Mokoena _ APP2026-123456".

This will help you easily identify and upload the correct form, avoiding any confusion or errors during the submission process.

Upload the completed form to the **application portal** under the **Documents section.**

What to Do if Your Financial Undertaking Form is Rejected

In rare cases, the Financial Undertaking Form may be rejected due to various reasons:

- **Incorrect** or **invalid ID number.**
- **Inaccurate details** or **signature** that seems inauthentic.
- **Form errors** such as missing information or incorrect formats.

If this happens:

- **Carefully read the reason(s)** for the rejection provided by the system.
- Log in to the **application portal**, go to the **Documents section,** and download a new copy of the Financial Undertaking Form.
- Fill out the form **correctly** and **resubmit** it.

Important Reminder: Your **final offer** from NWU will only be accepted once the **Financial Undertaking Form** has been completed, submitted, and accepted by the Student Finance Department. Ensure that all details are accurate to avoid delays in your admission process.

If you follow these steps carefully, you'll complete your form correctly and on time, helping you move forward in your admission to NWU smoothly!