



**PG002**

**Postgraduate Centre & Funding Office Form – Departmental Claim Form**

**1. TO BE COMPLETED BY RECIPIENT:**

Name of Recipient: \_\_\_\_\_ Student Number: \_\_\_\_\_

Degree for which you are registered: \_\_\_\_\_ Department: \_\_\_\_\_

Are you staying in a university residence? Yes  No

**State all other income and source of income:** \_\_\_\_\_

**Note:** Please ensure that your banking details have been captured onto the PeopleSoft system. The Postgraduate Funding Office will NOT be able to process your award without this having been done.

*If your scholarship is to be paid in a single payment for the full year, fees and any other charges due will be deducted and any credit that may remain will be paid to your bank account. If first semester payment is requested, one half of your fees and other charges will be deducted, and any balance will be paid to your bank account. In the case of a second semester payment, all remaining charges will be deducted and any balance will be paid to your bank account.*

Signature of recipient: \_\_\_\_\_ Date: \_\_\_\_\_

**2. TO BE COMPLETED BY THE FUND-HOLDER/HEAD OF DEPARTMENT**

I certify that \_\_\_\_\_ is a full-time student registered for the \_\_\_\_\_ degree. I further certify that she/he is not a salaried employee.

**NAME OF SCHOLARSHIP** \_\_\_\_\_ **FUND NUMBER** \_\_\_\_\_

Select only **one** of the following:

- Single payment for 2010 R \_\_\_\_\_
- First instalment ( A separate claim form is required for the 2<sup>nd</sup> instalment where applicable) R \_\_\_\_\_
- Second instalment (if applicable) R \_\_\_\_\_

I (Head of Department/Director) confirm that:

A. This payment represents true bursary funding and that, in conformity with income tax regulations, this student is not performing any service in return for the bursary/supplementary bursary.

B. The above funds have **already** been credited to the relevant departmental scholarship fund against which this payment is to be debited.

**I attach hereto a copy of the journal entry or other documentary proof showing that transfer of funds has been completed and that the funds are available for disbursement to the student. I understand that this claim form will not be processed without the required copy of the J/E and/or if the transfer of the relevant funds has not yet taken place).**

Name of Head OR /Director (PRINT) \_\_\_\_\_ Signature of Head/Director: \_\_\_\_\_

**Note:**

1. If any part of this form is completed incorrectly or if it contains omissions, it will not be processed.
2. Only forms signed by the fund-holder will be accepted.
3. All previous versions of the pg002 are obsolete and will not be accepted as from 01/01/2010

**Please return to:**

Postgraduate Funding Office, Otto Beit Building, University Avenue, University of Cape Town

**FOR OFFICE USE ONLY**

For office use only – tick and initial when task completed. Note any problems/queries.

Fiscals Raised	Bank Details on System	Student Registered	Restricted Aid	Award Entry	Funds Transferred	Progress Report	Authorise Disburse	Refund	Notes

**All queries must be recorded. Use back of page for recording purposes.**

C:/formsandconditions/ClaimFormPG002DEPARTMENTAL2008



## **ACC Bursary Applications & Information**

### **ALL FIRST APPLICATIONS TO BE SUBMITTED AS FOLLOWS:**

1. Completed PG002 for departmental claims and PG001 for NRF claims signed by supervisor
2. Curriculum Vitae
3. Proof of registration
4. Letter from Supervisor supporting bursary & degree

### **ALL SECOND & THIRD APPLICATIONS TO BE SUBMITTED AS FOLLOWS:**

1. Completed PG002 for departmental claims and PG001 for NRF claims signed by supervisor
2. Progress report from supervisor
3. proof of registration
4. If application for the following year, please submit a letter when registration might take place for the following year as application will be submitted to the bursary committee for approval but funding will only be released once student registered.

Applications forwarded to Bursary committee for approval and student then notified regarding bursary status.

After applications approved by bursary committee, student registration confirmed, processing of documentation and release of funding will take maximum 3 weeks