Please find below, a brief generic explanation of use of list templates attached and referenced in our Roles, Responsibilities and Timelines document (Annexure A):

There are two templates we require External Bursars to use when submitting their funding information each academic year:

a. **Approved signatories template** [Annexure A2] – this should reflect the signatures of your staff who are authorised by you to release funding information and funds to the University to administer on your behalf and should be accompanied by a company mandate authorising them to do so. Both these documents should be submitted in PDF format, together with the list of student whom you intend to fund (see point b. below).

b. **List of students whom you intend to fund** [Annexure A3(i)] – this list should reflect the details of the students whom you intend to fund for the academic year. A specimen on how this list should be populated, has been included to assist you [Annexure A3]. At this stage, the list does not need to include any funding totals, but will need to identify the types of costs which you intend to fund e.g. tuition, accommodation etc. **Any changes to this list must be made in tracked changes** and submitted to the University (FASO, B&S Division) for information and required action.

On receipt the University (FASO, B&S Division) will prepare the required **Financial Aid Clearances for all students** whom you have listed, who are in good standing with the University which will enable them to register.

c. The University (FASO, B&S Division) will then prepare and submit a list of students [Annexure A4] based on the funding information you had initially provided, by no later than mid-March, once registrations have closed and registration statuses of the students have been verified. This list which will be populated up to column “Registered / Not Registered” will be accompanied by the student fee accounts. The total columns of this list should be completed by you with the totals per student, for the funding you intend to make available to them for the academic year. The completed list should then be submitted back to the University (FASO, B&S Division).

d. On receipt the University (FASO, B&S Division) will prepare a **donor tax invoice** for you as Bursar, reflecting the total amount of funds to be paid to the University to administer to your selected students.

e. Once payment has been made, using the donor reference number as reflected on the donor invoice, **proof of payment** should be sent to the University notifying us of your payment.

The University will then administer the funds to your selected students as instructed by you in the funding list templates.

Should you have queries on the process, please liaise directly with the University (FASO, B&S Division) and we will be happy to assist in clarifying any matters raised.