



Acknowledgment of Debt Application required documents

- ☐ 3 Months bank statement (Person responsible for the outstanding fees)
- ☐ I.D copy of the bank account holder (Person responsible for the outstanding fees)
- ☐ Latest salary slip

IMPORTANT NOTICE:

Please skip the 'RealPay Mandate' (Authority to debit bank account form), option.

The individual must provide their banking details and approve the **Online** and **Manual** form debt order request, via (Mobile App, ATM, or online Banking App) to authorize the University to debit their bank accounts.

The form will be e-mailed to you by a Financial Officer.

You will be required to return the signed form to the Financial Officer.

How to Apply for an AOD Tutorial Video:

<https://youtu.be/IXI4Gi90BPs>