



LOAN RECOVERY / CERTIFICATE/REFUND ENQUIRY FORM

1. NATURE OF ENQUIRY (Choose appropriately)

- (i) Want to start repaying loan (iii) Refund due to over deductions (v) Clearance Certificate
 (ii) Loan balance (statement) (iv) Refund due to erroneous deduction (Not a loanee)

2. CLIENT DETAILS ((Please note that the highlighted * parts are MANDATORY))

CURRENT NAMES IN FULL			
NAMES AS AT UNIVERSITY	*		
NATIONAL ID no.	*	CURRENT ADDRESS	*
PIN NUMBER		TOWN	*
UNIVERSITY REG no.	*	POSTAL CODE	*
UNIVERSITY ATTENDED	*	TELE PHONE	*
DEGREE/DIPLOMA	*	CELL PHONE	*
COURSE/FACULTY	*	EMAIL	
YEAR OF ENTRY TO UNIVERSITY	*	YEAR OF COMPLETION	*

Please indicate where applicable

1. CHANGED UNIVERSITY/COLLEGE 2. DEFERRED STUDIES 3. REPEATED YEAR (S) DURING MY STUDY

3. EMPLOYMENT DETAILS

CURRENT EMPLOYER	*		
EMPLOYMENT No.		TELEPHONE	
ADDRESS/POSTAL CODE		FAX	
TOWN		E-MAIL	

4. TO BE COMPLETED BY T.S.C EMPLOYEES

PROVINCE	*	TSC NO.	*	DEPARTMENT	*
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5. LOAN REPAYMENT STATUS (Please indicate repayment period)

NAME OF EMPLOYER	PAYROLL NUMBER	MONTHLY INSTALLMENT AMOUNT	FROM	TO
*	*	*	*	*

6. BANK DETAILS (For refund cases only)

BANK NAME	*	BRANCH	*
ACCOUNT NAME	*	ACCOUNT NUMBER	*

*Signature:

*Date: