



# REDEEMERS' UNIVERSITY (RUN)

KM 46/48 Lagos –Ibadan Expressway, Redemption City, Ogun State

## APPLICATION FORM FOR INSTALMENTAL PAYMENT OF FEES BY RCCG STAFF FOR THEIR CHILDREN/WARDS IN REDEEMERS' UNIVERSITY

### 1. Applicant Data

Surname: ..... Other Names: ..... Dept in RCCG: .....

### 2. Student's Data:

Surname: ..... Other Names: ..... Matric No: .....

College/Dept.: ..... Course of Study: ..... Level: .....

### 3. Financial Data:

Fee Payable per Session: ..... Proposed Payment Period ..... Monthly Payment: .....  
*(Exclusive of Caution fee)* *(Maximum 9 Months commencing Sept).*

Current Net Salary: ..... Any Existing Loan being Repaid Yes/No If Yes Monthly Repayment: .....

<p><b>4. Applicant's Declaration:</b></p> <p>I, .....</p> <p>Hereby authorise the sum of .....</p> <p>Be deducted from my Salary on a monthly basis.</p> <p>Signature: .....</p> <p>Date: .....</p>	<p><b>5. Guarantor's Attestation:</b></p> <p>I, .....</p> <p>Do hereby guarantee that the applicant .....</p> <p>Will adhere to the terms of this agreement and I agree to compensate the University in full, on demand, if the applicant does not meet his/her obligations as stated in this agreement</p> <p>Signature: .....Date: .....</p> <p><i>(Please note that the guarantor must be a Senior Staff of RCCG)</i></p>	<p><b>6. HOD Recommendation:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p>
---	--	---

### 7. Confirmation by Directorate of Finance RCCG:

The Directorate of Finance RCCG confirms:

- i. That the applicant ..... is on the Payroll of RCCG
- ii. That the monthly deduction of ..... as stated above can be accommodated by his/her net pay
- iii. That the monthly deduction of ..... will be deducted from his/her salary and remitted to the University on a monthly basis until the fees are fully paid

Signature: ..... Date: ..... Official Stamp: .....

### FOR OFFICE USE ONLY

<p><b>Vice Chancellor's Approval:</b></p> <p>Installment Payment Approved</p> <p>Signature: .....</p> <p>Date: .....</p>	<p>Bursar's signature: ..... Date: .....</p> <p>Student's Account Credited by: ..... Date: .....</p> <p>Parent's Account Debited by: ..... Date: .....</p> <p>JV prepared by: ..... Date: .....</p>
--	---