



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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TO: PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS

MEMORANDUM NO. 21 OF 2011

REFUND AFTER RE-MARKING OF ANSWER SCRIPT/S FOR NATED AND NC (V) PROGRAMMES

The Department of Higher Education and Training hereby informs you that the Finance Section needs to update the information of all Examination Centres on the new Departmental systems that were recently implemented.

Attached, please find the forms that need to be completed and submitted by 31 October 2011. This will speed up the process of refunds to examination centres. Only **original** copies of forms displaying the **original stamp** from the relevant banking institution will be accepted by the Department for processing.

Please note: If the attached form is not completed and submitted by 31 October 2011 no refunds will be transferred to your examination centre.

Please submit all forms directly the Finance section as indicated below and contact Mr Arnold Maifadi should you have any enquiries:

Department of Higher Education and Training
Finance Section (Room 809)
Private Bag X174
PRETORIA
0001
Tel: 012 312 5032
Fax: 086 298 9807
E-mail: maifadi.a@dhet.gov.za

Kind regards

Ms N Pote
DIRECTOR: EXAMINATIONS AND ASSESSMENT (Colleges and ABET)
DATE: 13 October 2011