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payment service provider

PAYMENT PROCESS
How to receive your allowance

The payment of allowances is not the first step in the bursary payment process.

- Step 1 **ACCEPT THE BURSARY**
  Log on to your SUNStudent profile and go to Fees/Bursaries to upload any required documents.

- Step 2 **CONFIRM YOUR LIVING ARRANGEMENTS**
  If you live at home or in private accommodation, please make sure your living arrangements are updated and correct on SUNStudent > MyProfile > Living Arrangements. Students who live in private accommodation will be required to upload their lease agreement.

- Step 3 **SUNStudent PROFILE**
  Please make sure all your contact details are correct, particularly your cell phone number. We recommend you keep the same number for 2024 as any changes may impact the administration of the payment process.

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STEP 4. CONFIRM
your Intellimali account

All bursary allowances are processed via Intellimali.

Once your first payment has been loaded, you will receive a PIN from Intellimali.

Below are important steps in the disbursement (payment) process:

Log in to your <u>Intellimali</u> account using your ID number (username) and PIN that was sent to your cell phone/email address.

Please double-check that your email address is correct; if not, please email <u>info@intellimali.co.za</u> with the correct details.

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STEP 4. CONFIRM
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ii

Click on menu and select Banking.

Complete all the relevant fields with your banking information – but **do not change** the branch code (this will be populated automatically) – and then click Update.

iii

You will be prompted to enter your password (the one you used when you signed in for the first time).

If you have forgotten your password, please use the Reset Password option, found under My Details.

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STEP 4. CONFIRM
your Intellimali account

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Once you have saved any changes, you will be promoted to verify your details by clicking on a link; this will activate an email to your mailbox.

Do not click the Cancel Verification button as you will then have to restart the process.

v

Go to your mailbox and find the email containing the verification link.

Click on the link to verify your details; a Verification Successful page should appear.

The process has then been completed and no further action is required on your part.

2024 ALLOWANCES:
A few extra notes

1   It takes 24 – 48 hours for your bank details to be validated.

2   Payments will take 24 – 48 hours to reflect in your bank account.

3   Calculate your income and then think about how you're going to pay for things.

     Anticipate expenses.
Create a savings plan.
Make adjustments.