



University of Fort Hare
Together in Excellence

CLEARANCE CERTIFICATE SUNDRY
DEBTORS

HRF 23

NB: *This certificate must be signed in all cases of termination of service including resignation, dismissal, absconding, death, retirement.*

Staff member's Details					
Title		Surname		First Name	
Staff number			Identity number		
Department/Faculty			Job Title		
Mobile Number			*Email address		
Last day of work					
<u>*Staff member must provide either a postal or email address</u>					
Address to which mail can be forwarded after last day of work					
E-mail to which documentation can be forwarded after last day of work					

It is hereby certified that at termination of service, the above-mentioned employee has the understated University liabilities:

TOTAL AMOUNT OWING

AREA	AMOUNT OWED	SIGNATURE OF AUTHORIZED OFFICER	DATE
University Car Hire			
University Relocation Expenses			
Asset Management			
Staff Development/Study Subsidy			
Library			
Medical Aid			
Housing Clearance (Refundable Deposit – Water; Electricity; Rent)			
Total liability to the University:			
ICT (Laptop, 3G, Cellphone, access to email)			