

To Check Balances On The Nsfas Sbux Updated Version

To check balances on the NSFAS SBUX: A comprehensive guide

Navigating student financial aid can be complex, especially when it comes to managing your NSFAS (National Student Financial Aid Scheme) funds. One of the most common queries among students is how to check their account balances on the NSFAS SBUX platform. Whether you're tracking the amount allocated for your tuition, allowances, or other expenses, understanding how to access and interpret your balance is crucial. This guide will walk you through the process step-by-step, ensuring you have all the necessary information to stay updated on your NSFAS funds.

Understanding NSFAS and SBUX

What is NSFAS?

The National Student Financial Aid Scheme (NSFAS) is a South African government initiative that provides financial assistance to eligible students pursuing tertiary education. NSFAS aims to make higher education accessible and affordable, covering tuition fees, allowances, and other related expenses.

What is SBUX?

SBUX is an internal platform or system used by NSFAS to manage student accounts, disburse funds, and allow students to check their balances. It is designed to streamline access to financial information, making it easier for students to remain informed about their funding status.

Methods to Check Your NSFAS SBUX Balance

There are multiple ways to verify your NSFAS SBUX balance, catering to different preferences and accessibility levels. Below are the primary methods:

1. Online via the NSFAS SBUX Portal

This is the most straightforward and official way to access your account information.

Steps to check your balance online:

- Visit the official NSFAS SBUX portal at <https://sbuxtest.nsfas.org.za> or the relevant login page provided by NSFAS.
- Click on the ?Login? button or link.
- Enter your login credentials, typically your student number or email and password. If you're a first-time user, you might need to register or reset your password.
- Once logged in, navigate to the ?Balances? or ?My Account? section.
- Your current balance, disbursement details, and transaction history should be displayed.

2. Using the NSFAS Mobile App

NSFAS offers a mobile application that allows students to access their account information conveniently from smartphones.

How to check balances via the mobile app:

- Download the NSFAS app from the Google Play Store or Apple App Store.
- Open the app and log in with your credentials.
- Navigate to the ?My Account? or ?Balance? section.
- Your current balance and transaction history will be visible.

3. Contacting NSFAS Customer Service

If you encounter issues online or prefer direct assistance, contacting NSFAS support is an effective method.

Options include:

- Calling the NSFAS helpline at 080 006 7327
- Sending an email to [\[email protected\]](#)
- Visiting an NSFAS office or partner institution for in-person assistance

4. Checking Bank Statements or Disbursement Notices

Many students receive disbursement notifications or bank statements that reflect NSFAS payments.

Steps:

- Log into your online banking platform.

- Review recent transactions for NSFAS payments.
- Match payment amounts and dates to confirm your current balance or remaining funds.

Important Tips for Managing Your NSFAS Balance

Regular Monitoring

Keeping track of your NSFAS balance ensures you are aware of available funds and prevents overspending. Make it a habit to check your balance at least once a month or after each disbursement.

Understanding Disbursement Cycles

NSFAS typically disburses funds at scheduled intervals?monthly, quarterly, or semester-wise. Be aware of your institution's disbursement schedule to anticipate when funds will be credited.

Keep Your Details Updated

Ensure your contact details, banking information, and student registration data are current to avoid delays in disbursements and communication.

Be Aware of Limitations and Conditions

Some NSFAS funds are allocated for specific expenses such as tuition, accommodation, or allowances. Check your funding package to understand what the balance applies to.

Frequently Asked Questions (FAQs)

Q1: How long does it take for NSFAS to update my balance after disbursement?

Typically, updates are made within 24-48 hours after funds are disbursed. However, delays can occur due to processing times or system maintenance.

Q2: Can I access my NSFAS balance if I am not a registered student?

No, access is limited to registered students who have an active NSFAS account. You must be enrolled and registered at an approved institution.

Q3: What should I do if I notice discrepancies in my NSFAS balance?

Contact NSFAS support immediately to report the issue. Keep records of your transactions and any

relevant communication for reference.

Q4: Is it possible to transfer NSFAS funds to another account?

Funds are disbursed directly to your registered bank account, and transfers should be handled through your banking provider. Do not attempt to transfer NSFAS funds manually.

Conclusion

Monitoring your NSFAS SBUX balance is essential for effective financial planning during your studies. Whether you prefer online portals, mobile apps, or direct contact, multiple options are available to ensure you stay informed about your funding status. Regularly checking your balance helps you manage your expenses responsibly, avoid surprises, and make the most of your NSFAS support. Remember to keep your details updated and reach out to NSFAS customer service if you encounter any issues or discrepancies. Staying proactive in managing your NSFAS funds will contribute significantly to a smooth academic journey.

Check Balances on the NSFAS SBUX: An Expert Guide

In the rapidly evolving landscape of student financial aid in South Africa, the National Student Financial Aid Scheme (NSFAS) continues to be a vital resource for thousands of students. One of the streamlined platforms introduced to enhance user experience is the NSFAS SBUX system, designed to provide students with quick and easy access to their financial information, including account balances. For students, understanding how to check balances on the NSFAS SBUX is crucial for effective financial planning and ensuring continuous access to funds. In this comprehensive guide, we will explore the NSFAS SBUX platform in detail, explaining its features, how to access your balance, and best practices to manage your funds efficiently.

Understanding the NSFAS SBUX Platform

What is NSFAS SBUX?

The NSFAS SBUX (or Student Banking User Experience) is a digital platform developed by NSFAS to simplify the management of student financial accounts. It functions as a virtual banking interface, allowing students to view their balances, transaction history, and other relevant financial data securely and conveniently. The platform is part of NSFAS's broader digital transformation strategy aimed at improving transparency, accessibility, and user engagement.

Unlike traditional banking apps, NSFAS SBUX is tailored specifically for student beneficiaries, integrating with NSFAS's systems to ensure up-to-date and accurate financial information. The platform is accessible via web browsers and mobile devices, making it suitable for students on the

go.

Why Checking Your Balance Matters

Understanding your NSFAS SBUX balance is fundamental for several reasons:

- Financial Planning: Knowing your current balance helps you plan your expenses effectively, avoiding unexpected disruptions.
- Account Monitoring: Regularly checking balances helps detect any discrepancies or unauthorized transactions promptly.
- Budget Management: Staying informed allows you to allocate funds appropriately across tuition, accommodation, and other expenses.
- Ensuring Continued Access: Many NSFAS-funded students rely on their balance to ensure their student accounts are funded adequately to prevent registration blocks or academic disruptions.

How to Access Your NSFAS SBUX Balance

Accessing your NSFAS SBUX balance is straightforward, but it requires understanding the correct procedures. Below is a step-by-step guide tailored to both first-time users and returning students.

Prerequisites for Access

Before attempting to check your balance, ensure you have:

- A Registered NSFAS Account: If you haven't registered, you will need to create an account via the NSFAS website.
- Valid Login Credentials: Your username and password provided during registration.
- Device with Internet Access: A smartphone, tablet, or computer with a stable internet connection.
- Secure Access: Use trusted devices and networks to protect your personal information.

Step-by-Step Guide to Check Your Balance

- Navigate to the NSFAS SBUX Platform
- Access the official NSFAS website ([\[https://www.nsfas.org.za\]](https://www.nsfas.org.za)[\)\(https://www.nsfas.org.za\)](https://www.nsfas.org.za)) or directly visit the dedicated SBUX portal if available.

- Alternatively, use the NSFAS mobile app if you have it installed.

- Log Into Your Account
 - Enter your registered username and password.
 - If you have forgotten your login details, utilize the "Forgot Password" feature to reset your credentials.

- Access the Dashboard
 - Upon successful login, you will land on your personal dashboard.
 - The dashboard displays essential information, including current balances, transaction history, and notifications.

- Locate the Balance Section
 - Find the section labeled "Account Balance" or similar.
 - This section typically provides a clear overview of the remaining funds, disbursed amounts, and other relevant financial data.

- Review Your Balance
 - Carefully review your balance details.
 - If needed, download or screenshot the information for your records.

- Log Out Securely
 - After reviewing your balance, always log out to protect your account information.

Additional Features of NSFAS SBUX

Beyond checking balances, the NSFAS SBUX platform offers several features that enhance user experience:

- Transaction History: View detailed records of all disbursements, repayments, and deductions.
- Funding Status: Check the status of your funding application, approval, and disbursement phases.
- Notifications & Alerts: Receive updates about your account, upcoming deadlines, or required actions.
- Account Settings: Update personal information or reset passwords securely.
- Customer Support Access: Direct links to NSFAS support channels for assistance.

Common Challenges and Solutions in Checking Balances

While the process is designed to be user-friendly, students may encounter some common issues. Here are the typical challenges and ways to resolve them:

- Login Failures

Cause: Incorrect login credentials, account lockout, or system maintenance.

Solution:

- Use the "Forgot Password" option to reset credentials.
- Ensure your internet connection is stable.
- Wait for system maintenance to conclude if the platform is temporarily unavailable.

- Inaccurate or Outdated Balances

Cause: Data synchronization delays or technical glitches.

Solution:

- Refresh the page or app.
- Log out and log back in.
- Contact NSFAS support if discrepancies persist.

- Access Restrictions

Cause: Unregistered accounts or pending application processes.

Solution:

- Complete registration on the NSFAS portal.
- Confirm your application status before attempting to access the SBUX system.

Best Practices for Managing Your NSFAS SBUX Account

To maximize the benefits of the NSFAS SBUX platform, consider the following best practices:

- Regularly Check Your Balance: Make it a habit to review your balance at least once a month or before making significant expenses.
- Keep Your Login Credentials Secure: Avoid sharing your username or password with others.
- Update Your Contact Information: Ensure your contact details are current to receive timely notifications.
- Use Secure Devices and Networks: Avoid logging in from public or unsecured Wi-Fi networks to protect your data.
- Maintain Personal Records: Save snapshots or download statements for future reference.

Future Developments and Enhancements

As digital banking continues to evolve, NSFAS has committed to improving the SBUX platform. Potential future enhancements include:

- Mobile Application Expansion: More robust features and an improved user interface.
- Automated Notifications: Real-time alerts for balance changes or transaction alerts.
- Enhanced Security Measures: Biometric login options and multi-factor authentication.
- Integration with Other Financial Services: Linking with other student financial tools and platforms.

Final Thoughts and Expert Recommendations

The ability to check balances on the NSFAS SBUX platform is an essential tool for student financial management. Its user-centric design makes it accessible and efficient, providing students with immediate insights into their funding status. As with any digital platform managing sensitive

information, security and regular engagement are vital.

Expert Tip: Always verify that you access the platform via official channels to prevent phishing scams or unauthorized access. Keep your login information confidential and update your credentials periodically.

In conclusion, mastering how to check your NSFAS SBUX balance empowers you to take control of your educational funding, plan your finances effectively, and avoid unnecessary disruptions to your studies. As NSFAS continues to innovate and enhance this platform, staying informed and proactive will ensure your student journey remains smooth and financially secure.

QuestionAnswer How can I check my NSFAS SBUX balance online? You can check your NSFAS SBUX balance online by logging into your NSFAS Student Portal or the SBUX platform using your student credentials. Once logged in, navigate to the 'Balances' or 'Account Summary' section to view your current balance. Is there a mobile app to check my NSFAS SBUX balance? Yes, NSFAS offers a mobile app where students can view their SBUX balances, track transactions, and manage their accounts conveniently from their smartphones. Can I check my NSFAS SBUX balance via USSD code? Some institutions and service providers may offer USSD codes to check balances. Check with your university or NSFAS support for specific USSD codes available for SBUX balance inquiries. What should I do if my NSFAS SBUX balance is incorrect? If you notice an incorrect balance, contact NSFAS customer support or your university's financial aid office immediately to resolve the issue and ensure your account details are accurate. How frequently can I check my NSFAS SBUX balance? You can check your NSFAS SBUX balance as often as needed through the online portal, mobile app, or other available methods. There are generally no restrictions on how many times you can view your balance. Are there any fees for checking my NSFAS SBUX balance? Checking your NSFAS SBUX balance is typically free of charge when using official online platforms or mobile apps. Be cautious of third-party services that may attempt to charge fees or request personal information.

Related keywords: NSFAS, SBUX, balance check, student finance, scholarship funds, university funding, account balance, NSFAS login, financial aid, student loans

Reissue stale dated check template sample letter

Reissue Stale Dated Check Template Sample Letter: A Comprehensive Guide

Reissue stale dated check template sample letter is a crucial document used by individuals and

organizations when they need to request the reissuance of a check that has become stale dated. A stale dated check refers to a check that has exceeded the bank's validity period, typically six months from the date of issuance, and is no longer payable unless reissued. This situation often arises in business transactions, payroll disbursements, or settlement of payments where delays or administrative issues cause the check to become outdated.

Understanding how to craft an effective reissue stale dated check letter is essential for ensuring smooth financial operations and maintaining good relationships with payees or clients. This article provides detailed insights into the purpose of such letters, best practices for drafting them, and a sample template to help you create professional and compliant requests.

Understanding the Concept of Stale Dated Checks

What is a Stale Dated Check?

A stale dated check is a check that has remained uncashed or unpaid beyond the period specified by the bank, generally six months from the date written on the check. Banks typically refuse to honor stale checks to prevent fraud and ensure accurate account management. However, the payee can sometimes request the issuer to reissue the check if it is still valid and owed.

Reasons Why Checks Become Stale

- Delay in depositing or cashing the check by the payee.
- Lost or misplaced checks.
- Administrative oversights.
- Disputes or misunderstandings delaying the process.
- Postal delays or incorrect addresses.

What Happens When a Check Becomes Stale?

Once a check is considered stale, it cannot be cashed or deposited without prior reissuance. Issuers often need to provide a formal request to reissue the check, especially if the original check has been lost or is no longer valid.

Importance of a Reissue Stale Dated Check Letter

A reissue stale dated check letter serves multiple purposes:

- Formal request to the issuer for reissuance.

- Clarification of the details of the original check.
- Documentation for record-keeping and audit purposes.
- Facilitating smooth transaction recovery and maintaining trust.

Without a proper reissue request, the payee might face delays or may not receive the payment they are entitled to, potentially affecting their operations or financial planning.

Key Elements of a Reissue Stale Dated Check Letter

When drafting a reissue stale dated check letter, it's important to include specific details to make the request clear and effective. The essential components include:

- Sender's Information
 - Full name or company name.
 - Address.
 - Contact details (phone number, email).
- Recipient's Information
 - Name of the person or department responsible for issuing the check.
 - Address.
- Subject Line
 - Clear and concise, e.g., "Request for Reissue of Stale Dated Check."
- Introduction
 - State the purpose of the letter.
 - Mention the original check details.

- Details of the Original Check
 - Check number.
 - Date of issuance.
 - Payee name.
 - Amount.
 - Reason for delay or the check becoming stale.
- Request for Reissuance
 - Politely request the issuer to reissue the check.
 - Specify any preferences, such as mailing address or method.
- Supporting Documents (if applicable)
 - Attach copy of the original check.
 - Proof of previous communication.
- Closing Statement
 - Express appreciation.
 - Provide contact information for follow-up.
- Signature
 - Name and designation.
 - Signature (if sending a hard copy).

Best Practices for Writing a Reissue Stale Dated Check Letter

- Be polite and professional in tone.

- Clearly state the details to avoid confusion.
- Attach relevant supporting documents.
- Specify the preferred method of reissuance.
- Follow up if no response within a reasonable timeframe.
- Keep copies of all correspondence for records.

Sample Reissue Stale Dated Check Letter Template

Below is a comprehensive sample template that you can customize based on your specific needs:

``plaintext

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Bank Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Reissue of Stale Dated Check

Dear [Recipient's Name],

I am writing to formally request the reissuance of a stale dated check issued to me by [Company/Bank Name]. The details of the original check are as follows:

- Check Number: [Check Number]
- Date of Issue: [Date]
- Payee Name: [Your Name or Company Name]
- Amount: [Amount in figures and words]

Unfortunately, the check has become stale dated as of [Date], and I am unable to cash or deposit it at this time. I kindly request that you reissue the check to me so that I can settle my pending obligations.

For your reference, I have attached a copy of the original check and any relevant correspondence. If necessary, please inform me of any additional documentation or procedures required to process this request.

Please send the reissued check to the following address:

[Your Preferred Mailing Address]

Alternatively, if there is an option for electronic transfer or direct deposit, kindly advise.

I appreciate your prompt attention to this matter and look forward to receiving the reissued check at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Signature (for hard copy)]

...

Additional Tips for Effective Reissue Requests

- Follow Up: If you don't receive a response within a week or two, follow up via phone call or email.
- Keep Records: Maintain copies of all correspondence and supporting documents.

- Know Bank Policies: Understand the bank's policies regarding stale dated checks and reissuance procedures.
- Be Clear and Concise: Avoid ambiguity to expedite the process.
- Use Certified Mail: For formal requests, consider sending via certified or registered mail to track delivery.

Conclusion

A well-crafted **reissue stale dated check template sample letter** is essential for efficiently resolving issues related to outdated checks. By including all relevant details, maintaining a professional tone, and attaching necessary documentation, you can facilitate a smooth reissuance process. Whether you are an individual or a business, understanding this process helps ensure your financial transactions remain uninterrupted and your rights protected.

Remember, always customize the template to fit your specific circumstances and adhere to any bank or organizational policies. Proper communication and documentation are key to resolving stale check issues swiftly and maintaining positive financial relationships.

Reissue Stale Dated Check Template Sample Letter: A Comprehensive Review and Guide

In the realm of financial transactions and banking, handling checks efficiently and accurately is crucial for both individuals and businesses. One common issue that arises is dealing with a stale dated check—checks that are presented after a certain period, typically six months, rendering them invalid. When such situations occur, issuing a reissue stale dated check template sample letter becomes an essential process to ensure smooth financial operations. This article provides an in-depth review of the concept, best practices, and practical templates to streamline the reissuance process.

Understanding the Concept of Reissue Stale Dated Check

What is a Stale Dated Check?

A stale dated check is a check that has remained uncashed or unpresented for a period exceeding the bank's stipulated timeframe, commonly six months from the date of issuance. Banks typically refuse to honor such checks to mitigate risks of fraud or outdated transactions.

Why Reissue a Stale Dated Check?

Reissuing a stale dated check is necessary when:

- The original check has expired or been refused due to its age.
- The recipient has lost or misplaced the original check.
- There was an administrative error or delay in processing.
- The payee requests a new check for security or record-keeping reasons.

Legal and Banking Considerations

Reissuing checks involves compliance with banking regulations and internal policies. It's important to verify the validity period and ensure proper documentation to avoid legal complications.

Key Components of a Reissue Stale Dated Check Letter

A well-structured reissue letter serves as an official communication that authorizes the bank or payor to issue a new check. It should include specific details to prevent misunderstandings.

Essential Elements

- Sender's details: Name, address, contact information.
- Recipient's details: Name, address, or account number.
- Original check details: Check number, date, amount.
- Reason for reissue: Explanation for the stale date or lost check.
- Request for reissue: Clear instruction asking for a new check.
- Authorization: Signature or official seal.
- Supporting documentation: If necessary, attach copies of the original check or related correspondence.

Sample Template for Reissue Stale Dated Check Letter

Below is a practical sample letter that can be adapted to various scenarios:

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Reissuance of Stale Dated Check

Dear [Bank Manager or Relevant Department],

I am writing to formally request the reissuance of a check that was issued to [Payee Name] on [Original Check Date], with check number [Check Number], for the amount of [Amount].

Unfortunately, the check has become stale dated and has not been cashed or presented for payment within the validity period.

Details of the Original Check:

- Check Number: [Number]
- Issue Date: [Date]
- Payee: [Name of Payee]
- Amount: [Amount]

Reason for Reissuance:

The original check was issued as part of [provide context, e.g., salary payment, refund, vendor payment], but due to [reason, e.g., delay in processing, lost check], it remains uncashed. As the check has now exceeded the bank's validity period, I kindly request the issuance of a new check for the same amount payable to [Payee Name].

Attached Documents:

- Copy of the original check (if available)
- Any relevant correspondence or proof of transaction

Please process this request at your earliest convenience. Should you require any additional information or documentation, do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Signature]

Features and Benefits of Using a Reissue Check Template

Using a standardized template provides several advantages:

- Consistency: Ensures all necessary details are included uniformly.
- Efficiency: Saves time when drafting similar requests.
- Legal Clarity: Clearly states the intent and authorization, reducing misunderstandings.
- Professionalism: Demonstrates a formal approach, fostering better banking relations.

Pros and Cons of Reissue Stale Dated Check Templates

Pros:

- Simplifies the reissue process with a ready-made format.
- Reduces errors and omissions in communication.
- Facilitates quick processing by banks or finance teams.
- Serves as a formal record of the reissue request.

Cons:

- May require customization to fit specific circumstances.
- Over-reliance on templates might overlook unique details.
- Not a substitute for official approval or internal authorization.
- Some banks may have specific forms or procedures that need adherence.

Best Practices When Reissuing Checks

- Verify the Original Check Details: Confirm the check number, date, and amount before requesting reissue.
- Attach Supporting Documentation: Provide proof of the original transaction or communication.
- Communicate Clearly: Specify reasons for reissuance to avoid delays.
- Follow Bank Procedures: Use official forms if required and adhere to bank policies.
- Keep Records: Maintain copies of the request and related correspondence for future reference.
- Secure the Process: Handle sensitive financial documents with care to prevent fraud.

Common Challenges and How to Address Them

- Delayed Processing: Follow up with the bank if there are delays beyond the standard timeframe.
- Discrepancies in Details: Double-check all information for accuracy to prevent rejection.
- Lost Original Check: Include a sworn affidavit or relevant proof if the check is lost.
- Bank Policies: Be aware of specific bank rules regarding stale checks and reissuance.

Conclusion

The Reissue Stale Dated Check Template Sample Letter is an invaluable tool for managing outdated or uncashed checks efficiently and professionally. By understanding the key components, leveraging a well-structured template, and adhering to best practices, individuals and organizations can streamline the reissuance process, minimize errors, and maintain good banking relationships. Whether dealing with lost checks, administrative delays, or expired payments, having a solid template and clear procedures helps ensure that financial transactions remain smooth and compliant with regulations. Always tailor the template to suit specific circumstances, ensure all supporting documentation is attached, and communicate with your bank proactively to facilitate swift resolution.

Question What is a reissue stale dated check template sample letter? A reissue stale dated check template sample letter is a formal document used to request the bank or payee to reissue a check that has become stale due to expiration, typically after six months from issuance. **When should I use a reissue stale dated check letter?** You should use this letter when a check you issued or received has expired or become stale, and you need to request its reissuance for valid payment processing. **What are the key components of a reissue stale dated check sample letter?** Key components include the sender's details, date, recipient's details, check details (amount, date, check number), reason for reissue, and a polite request for reissuance. **Can I find free templates for reissue stale dated check letters online?** Yes, many websites offer free downloadable and customizable templates for reissue stale dated check letters that you can adapt to your needs. **How do I personalize a reissue stale dated check template sample letter?** You personalize the template by inserting your specific details such as your name, address, check information, date, and reason for reissue, ensuring the letter is clear and professional. **What should I include in the reason for**

reissue in the letter? Include a brief explanation such as the check being stale due to expiration, or the need for reissuance because the original check was lost, misplaced, or expired. Are there legal considerations when requesting a reissue of a stale dated check? Yes, ensure that your request complies with banking and financial regulations, and include all necessary documentation to support your request to avoid delays. How long does it typically take for a bank to reissue a stale dated check? The processing time varies by bank but generally ranges from a few business days to a couple of weeks after receiving a formal request. Can I use the same template for personal and business checks? Yes, but it's advisable to customize the template to suit the context, ensuring all relevant details are included for either personal or business reissuance requests. Where can I find a sample letter for reissuing a stale dated check? Sample letters can be found on banking websites, financial template platforms, or through online searches for 'reissue stale dated check letter sample' for customizable templates.

Related keywords: check reissue letter, stale check notification, check replacement template, sample check reissue letter, bank check reissue letter, stale check letter sample, check stop payment letter, bank dispute letter, check correction letter, financial institution reissue request

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