



ACA08 - CANCELLATION OF REGISTRATION

1. Notes to students

- 1.1 This form is not to be used to apply for leave of absence.
- 1.2 Complete this form (writable PDF) and upload it to Cancellation of Registration Application on service requests on PeopleSoft. For help in how to do this go to: <https://vula.uct.ac.za/x/7rgfwa>
- 1.3 The date of uploading the form to PeopleSoft service requests is taken as the date of cancellation.
- 1.4 The Faculty Office will check the form and process the cancellation,
- 1.5 Funding disbursed via UCT may be affected by a cancellation of registration. Where this applies, awards made may be pro-rated or cancelled. Any outstanding fee debt as a result of such cancellation or proration is your responsibility.
- 1.6 Ensure that your contact details are correct or update these via the Student Self-Service
URL: <http://studentsonline.uct.ac.za>
- 1.7 Refer Section 2.2 of the Student Fees Handbook for fee rebate information. A rebate does not apply in all cases.
- 1.8 If any fee refund is due to you see Section 2 below.

2. Refund

Refunds are transferred to a bank account unless payment was made via the on-line credit card functionality, in which case any credit will be reversed to the card holder.

Please ensure that your banking details are correct prior to submitting this form. It is your responsibility to use the Student Self-Service to load or update your banking details.

We are unable to transfer to the following; credit card, Bond or 32-day notice accounts; ATM, Credit Card or Debit Card numbers.

If you were not the Fee Payer, a signed consent letter from the Fee Payer must be forwarded to the Fees Office before a refund will be paid. This can be faxed to 021 650 4768 or e-mailed to fnd-feeenq@uct.ac.za. Please mark the correspondence *Cancellation*.

STUDENT NUMBER

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Surname: _____

First names: _____

Degree/Diploma to be cancelled (e.g. BA, BSc): _____

Daytime contact details: Cell no. _____

Personal e-mail address: _____

Reason for cancellation _____

Student's signature: _____ **Date:** _____

Parent / Guardian's signature (if student is under 18): _____

For Office Use	Name	Sign	Date
Form sent to Fees Office			
Copies to Housing and Funding Offices			
Processed by Fees Office			
Withdrawal Admin Fee Charged			