ACA13 – Application to backdate a course enrolment or course drop date in PeopleSoft due to an administrative/system error

Submit the completed form via email to Kirsten Pryce (email kirsten.pryce@uct.ac.za)

IMPORTANT

- Use this form to apply to have a course enrolment or course drop date backdated by the Student Records Office in the following circumstances:
  - i. the curriculum change request had been submitted timeously, however during subsequent processing by the Faculty Office the request was not backdated (include the date the curriculum change service request was submitted);
  - ii. on the date of the submission of the curriculum change request the course had not yet commenced (this applies to non-standard courses), however during subsequent processing by the Faculty Office the request was not backdated (include evidence of start date of courses); or
  - iii. where there has been clear evidence of an administrative process or system error.
- If the request is to waive tuition fees, a Technical Fee Waiver application (with the necessary supporting documentation/motivation) must be submitted to the Fees Office.

A. Student Information

Surname:		First Name:	
Student Number:		Empl ID:	

B. Programme Information

Faculty:	
Term:		Programme Code:	

C. Backdating Requirements (select one)

	Enrolment Backdate
	Drop Backdate

Course Code/s:	Current Date on System:	Corrected Date Requested:

D. Full and Detailed Explanation

(**Note:** Provide a description of the sequence of events together with supporting evidence)

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E. Requestor Information
(**Note:** This must be authorised by the Faculty Manager and cannot be delegated. If the Faculty Manager is on leave, the Acting Faculty Manager must authorise.)

Requestor: (Full Name)		**Signature:**	
Faculty Manager: (Full Name)		**Signature:**	
Date:			

F. Approval and Processing (for SRO use only)

Approved by: (Full Name)			
Date:		**Signature:**	
Processed by: (Full Name)			
Date:		**Signature:**	