



ACA08 CANCELLATION OF REGISTRATION

Notes to students:

- 1. This form is not to be used to apply for a leave of absence
2. Complete the form and present to your Faculty Office
3. The date of submission to the Faculty Office is taken as the date of cancellation. Retrospective cancellations will not be processed, nor will cancellations be "back-dated".
4. The Faculty Office will check the form and process the academic cancellation, provided it is within the prescribed dates
5. Student cards must be submitted to the Faculty Office together with this form.
6. Funding disbursed via UCT may be affected by a cancellation of registration. Where this applies, awards made will be pro-rated or cancelled. Any outstanding fee debt as a result of such cancellation or prorating is the student's own responsibility.
7. If any fee refund is to be repaid, this must be to a bank account, except for non South African Students. If you have not already provided bank account details to UCT, use the correct form (ACA03) together with acceptable proof of account details (see form). Note: We are unable to transfer to the following accounts: Credit card, Bond, 32 Day Notice and ATM card.

STUDENT NUMBER

Grid for student number entry

Surname

First Names

Degree/Diploma to be cancelled (eg. BA, BSc)

Home Address

Postal Code

Daytime contact details: Cell no:

Personal E-Mail Address:

Reason for cancellation

PREFERRED METHOD OF REFUND (See section 2.1 of the Student Fees booklet for refund information. A refund may not apply in all cases.) If you are a minor, the details of the fee payer must be given.

1. Cheque (only for non South African Students, will be posted to above address)

2. Transfer to Bank Account (see note 7 above)

Student's signature Date

Parent/Guardian's Signature (if student is under 18)

Table with 4 columns: For Office Use, Name, Sign, Date. Rows include: Received by Faculty Office, Processed by Faculty Office, Original plus card sent to Fees Office, Copies to Housing and Funding Offices, Received by Fees Office.