

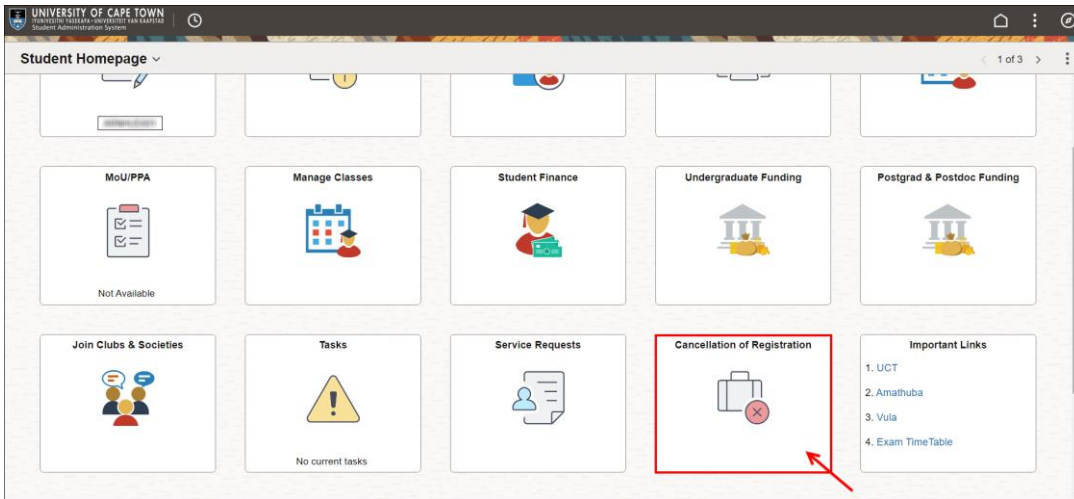


## Completing a Cancellation of Registration

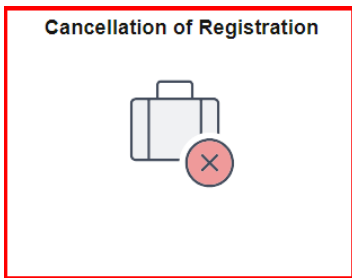
- Login to the [PeopleSoft Student Administration Self Service](#):

The login form contains two input fields: 'User ID' and 'Password'. Below these fields is a large black button labeled 'Sign In'. Underneath the button, there is a checkbox for 'Enable Screen Reader Mode' and a blue link for 'Forgot Password?'. A red arrow points to the 'Sign In' button.

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button



- Click the **Cancellation of Registration** tile on your **Student Homepage**





## ❖ Downloading and Completing a Cancellation of Registration (ACA08) form

**Cancellation of Registration**

**Cancellation of Registration**

**Instructions**

Steps to follow in order to apply for a cancellation of Registration:

**Step 1:**  
Download the ACA08 [Cancellation of Registration Form](#).

**Step 2:**  
Follow the instructions that accompany the Application for Cancellation of Registration form.

**Note:** Please ensure that you have downloaded and completed the Cancellation of Registration form above. This will need to be uploaded along with your service request.

[Submit Cancellation of Registration](#)

- Click the **Cancellation of Registration Form** hyperlink.

File Name	Form Title	When To Use The Form	Help Document / Movie	Last Changed
<a href="#">ACA03</a>	Student bank account details	This form is for administrative use for students who do not have access to Student Self-Service and need to provide their banking details for a student refund. <b>Note:</b> This <b>writable .pdf form</b> cannot be completed directly in your Internet browser. You <b>must</b> download the form to your computer, before you can open and complete it using <a href="#">Adobe Acrobat Reader</a> .	None	13.12.2022
<a href="#">ACA07</a>	Senate fee waiver for enriched curriculum undergraduate students	Used when applying for a fee waiver from Senate for enriched curriculum undergraduate students. <b>Note:</b> This form must be handed in to your Faculty Office.	None	10.04.2018
<a href="#">ACA08</a>	Cancellation of Registration	To cancel your registration entirely (not to change your curriculum). <b>Note:</b> This form (writable PDF) must be completed and uploaded to Cancellation of Registration Application on service requests on PeopleSoft. For help in how to do this go to: <a href="https://vula.uct.ac.za/x/7rgfwa">https://vula.uct.ac.za/x/7rgfwa</a> . This <b>writable .pdf form</b> cannot be viewed or completed directly in your Internet browser. You must download the form to your computer, before you can open and complete it using <a href="#">Adobe Acrobat Reader</a> .	None	15.05.2020
<a href="#">ACA09</a>	Application for Change of Curriculum	To add and/or drop a course, to change your academic programme and/or plan. <b>Note:</b> This is a <b>writable PDF form</b> and cannot be viewed or completed directly in an Internet browser. It must be downloaded to your computer (right-click and <i>Save link as</i> ), before it can be completed using <a href="#">Adobe Acrobat Reader</a> .	None	17.01.2024

- Click the **ACA08** hyperlink

### 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](mailto:fnd-feeenq@uct.ac.za). Please mark the correspondence *Cancellation*.

**STUDENT NUMBER**

**Surname:**

**First names:**

- Read the **Note to students** and **Refund** instructions
- Complete the form
- Save the file on your device and return to Peoplesoft.



## ❖ Submitting your Cancellation of Registration (ACA08) form

**Create Service Requests**

**My Request Detail**

Category: Change of Curriculum Applications      Type: Upload Curriculum Change Application

Subtype: Cancellation of Registration      Request Date: 15/02/2024

Status: Submission received

Comment:

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

- Click the **Add Attachment** button to upload your Cancellation of Registration (ACA08) form.

**File Attachment** [X]

Choose File No file chosen

Upload Cancel

- Click the **Choose File** button to locate the file.

Open

This PC > Downloads

Name	Date modified	Type
Today (2)		
ACA08	2024/02/15 14:46	Adobe Acrobat D.
Yesterday (1)		
Earlier this week (1)		
Last week (3)		
Last month (10)		

File name:  All Files

Open Cancel

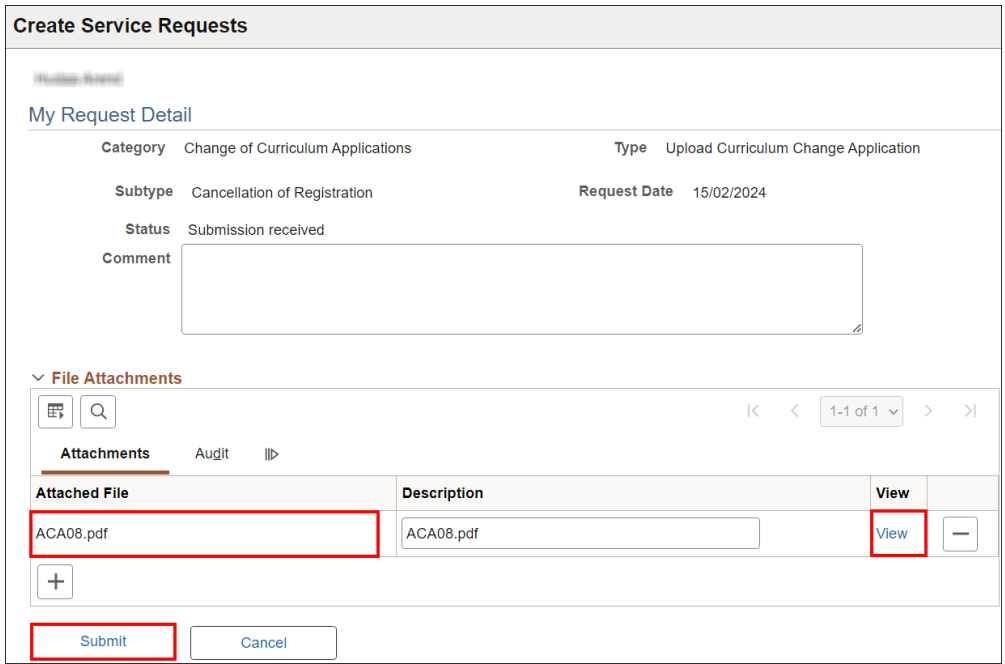
- Select your Cancellation of Registration (ACA08) form.
- Click the **Open** button

**File Attachment** [X]

Choose File ACA08.pdf

Upload Cancel

- Click the **Upload** button



**Create Service Requests**

**My Request Detail**

Category: Change of Curriculum Applications      Type: Upload Curriculum Change Application

Subtype: Cancellation of Registration      Request Date: 15/02/2024

Status: Submission received

Comment:

**File Attachments**

Attached File	Description	View
ACA08.pdf	ACA08.pdf	View

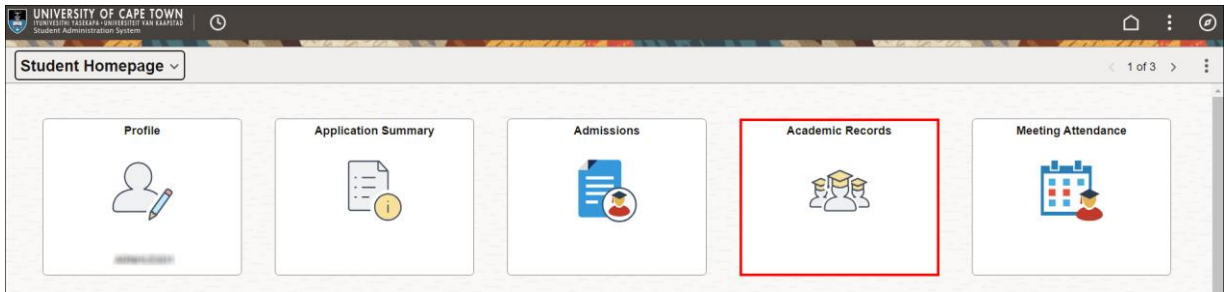
Buttons: **Submit** (highlighted), Cancel

- Add a comment in the **Comment Section** (e.g., “Please review my attached ACA09 form.”).
- Click the **View** button to review your attached document.
- Click on the **Submit** button.

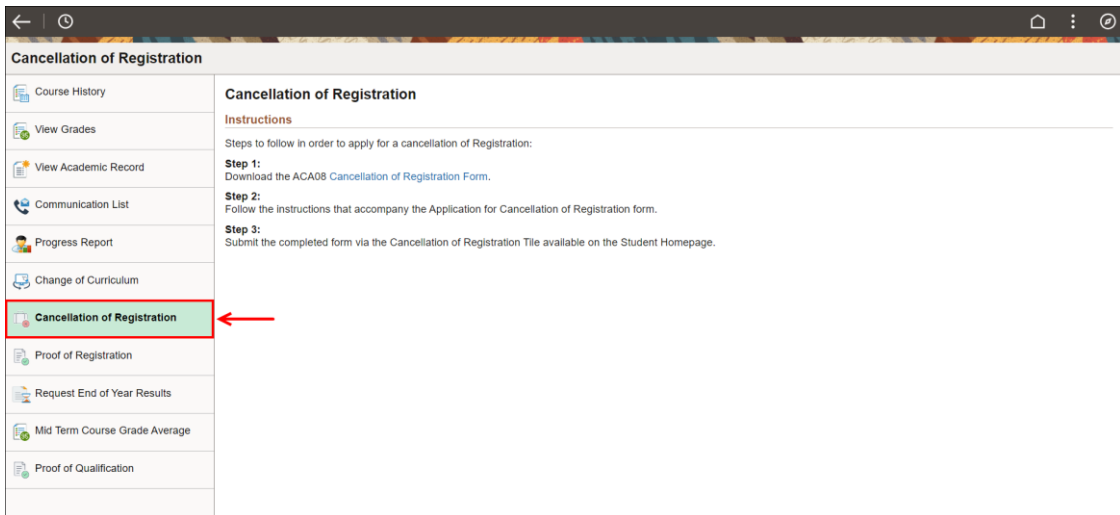
**Note**

Only one Cancellation of Registration request may be submitted at a time. Once submitted, the option to submit will be greyed out until your Cancellation of Registration has been processed.

### ❖ Viewing Cancellation of Registration information via Academic Records



- Click the **Academic Records** tile on your Student Homepage



- Select the **Cancellation of Registration** tab from the menu on the left