**CANCELLATION OF REGISTRATION**

**Please note:**

Your cancellation of registration will not be recorded by the Faculty Office and you will continue to be liable for fees until this form has been completed in full and handed in with your student card. Please consult the Fees booklet for the list of cancellation charges applicable. This form must be returned to your Faculty Office when it is fully completed.

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| **PERSONAL DETAILS** (Please print in CAPITAL letters) | | | | | | | | | | |
| Faculty |  | | | Student number | | | ­ | | | |
| Surname |  | | | First names | |  | | | | |
| Name of degree/diploma | |  | | | | | Degree/Diploma code | | |  |
| Year of study | | Date of cancellation of registration | | | | |  | | | |
| Year |  | | Month |  | | Day |  | |

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| **PLEASE INDICATE REASON FOR CANCELLATION BY MARKING X IN THE APPROPRIATE BOX** | | |
|  |  | **Code** |
|  | Course of study too difficult | DFCT |
|  | Wrong choice of course of study | CHCE |
|  | Ill health | HLTH |
|  | Financial difficulties | FNCE |
|  | Taking up overseas scholarship | OVSC |
|  | Death of student | DIED |
|  | Leave of absence for one year to take up a scholarship | SCOL |
|  | Leave of absence for one year for reason other than scholarship  (e.g. American Field Service) | LOFA |
|  | Registration in abeyance for one year (higher degrees only) | ABEY |
|  | Cancelled by University for academic reasons | ACAD |
|  | Cancelled by University for disciplinary or other reasons | DSPL |
|  | Pressure of business (part-time students) | BSNS |
|  | Dissatisfaction with course | DISS |
|  | Emigration | EMIG |
|  | Family pressures | FAMP |

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| **STUDENT MOTIVATION (REASON FOR CANCELLATION)** |
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| **WRITTEN RECOMMENDATION FROM THE HOD/S IN THE SCHOOL IN WHICH YOU ARE REGISTERED** |
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**Cancellation of Library Registration** -------------------------------------------------------Library books and library cards (where applicable) Library signature, date and stamp

have been handed in.

**Cancellation of Student card** --------------------------------------------------------Student card handed in and destroyed: Faculty office signature

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature HOD/HOS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECISION OF CHAIR OF THE PG COMMITTEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cancellation processed by: -------------------------------- Date: ----------------------------------------** |

**PLEASE TEAR OFF AND RETURN SLIP TO FINANCIAL AID AND SCHOLARSHIPS OFFICE**

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| **PERSONAL DETAILS** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty |  | | | | Student number | | |  | | | |
| Surname |  | | | | First names | | |  | | | |
| Name of degree/diploma | | |  | | | | | | Degree/Diploma code |  | |
| Date Of cancellation of registration | | | | Year | |  | Month | |  | Day |  |
| Year of study | |  | | | | | | | | | |