

CANCELLATION OF ENROLMENT



Please note:

Your cancellation of enrolment 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. The form must be returned to your Faculty Office when it is fully completed.

Please print in CAPITAL letters, using a ballpoint pen.

Personal details

Faculty	Person number														
Surname															
First name/s															
Name of programme	Programme code													Level of study	

Date of cancellation of enrolment Year Month Day

Please indicate the reason for cancellation by marking **X** in the appropriate box:

	Code
Programme / unit of study too difficult	DFCT
Dissatisfaction with programme / unit	DISS
Wrong choice of programme / unit of study	CHCE
Cancelled by University for academic reasons	ACAD
Cancelled by University for disciplinary or other reasons	DSPL
Taking up overseas scholarship	OVSC
Leave of absence for one year to take up a scholarship	SCOL
Leave of absence for one year for reason other than scholarship (eg American Field Service)	LOFA
Enrolment intermission for one year (higher degrees only)	ABEY
Pressure of business (part-time students)	BSNS
Family pressures	FAMP
Emigrating	EMIG
Financial difficulties	FNCE
Ill health	HLTH
Deceased	DCSD
Other	



PLEASE TEAR OFF AND RETURN THIS SLIP TO FINANCIAL AID & SCHOLARSHIPS OFFICE

FINANCIAL AID & SCHOLARSHIPS

Faculty	Person number														
Surname															
First name/s															
Name of programme	Programme code												Year of study		

Date of cancellation of enrolment Year Month Day

For Faculty _____



PROOF OF RECEIPT OF CANCELLATION FORM

PROOF OF RECEIPT

Student name _____ Person no.

Signature _____

Faculty officer name _____ Signature _____

FACULTY STAMP

Signatures from Schools/ Departments (required for each unit for which you are registered)

Unit code	Description	Term	Start date	Signature & Stamp

Cancellation of Residence Place

Accommodation Officer, signature, date and stamp

Cancellation of Dining Hall bookings

Catering Officer, signature, date and stamp

Cancellation of Library Registration

Library books and Library cards (where applicable) have been handed in:

Library signature, date and stamp

Cancellation of student card

Student card handed in and destroyed:

Faculty Office signature

Book bursary scheme (where applicable)

Borrowed books have been returned:

Faculty Office signature

Signature of student: _____ **Date:** _____

FOR OFFICE USE ONLY

CANCELLATION PROCESSED BY: _____ **DATE:** _____