

# CANCELLATION / DISCONTINUATION OF STUDIES

## 1

### HOW TO CANCEL/DISCONTINUE MODULES/COURSES

After registration has been completed, all students can freely make changes (cancellation /discontinuation of modules) up to the last date for cancellation with financial credit. Thereafter, students must please contact their faculty/academic advisor for assistance.

Corrections/changes/discontinuation of your registration can be done on the self-service platform.  
Please visit <http://www.ufs.ac.za/register> for access to the self-service platform in Oracle PeopleSoft.

- The electronic process cannot be used by students who register for occasional study modules. Students must please contact their faculty/academic advisor for assistance.
- Students must ensure that they are registered correctly on or before the last day allowed for registration.
- Uncompleted/discontinued modules registered for a specific year cannot be carried over to the next year, a new registration process must be followed.

## 2

### DUE DATES

for cancellation in order to qualify for credit regarding module fees are as follows:

#### First-semester modules

Modules cancelled before/on  
31 March 2024  
100% of module fees will be credited.

Modules cancelled after  
31 March 2024  
No credit will be granted.

#### Second-semester modules

Modules cancelled before/on  
15 August 2024  
100% module fees will be credited.

Modules cancelled after  
15 August 2024  
No credit will be granted.

#### Year modules

Modules cancelled before/on  
31 March 2024  
100% of module fees will be credited.

Modules cancelled on/before  
15 August 2024  
50% of module fees will be credited.  
Modules cancelled after  
15 August 2024  
No credit will be granted.

## 3

### IMPORTANT NOTE

The registration fee is non-refundable and will not be credited to accounts in the case of cancellations/discontinuations.

## NB!

- Students must contact the Student Support Centre by sending the request for cancellation/discontinuation of study to [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za).
- Requests must NOT be submitted to lecturers or any other faculty staff members.
- The date on which the notice is handed in/received by the university will be considered the date of notification for the purposes of calculating the amount due.
- Oral cancellations or cancellations received by fax or telephone, will NOT be accepted

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