

# 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	Second-semester modules	Year modules
<ul style="list-style-type: none"><li>• <b>Cancellation before/on 31 March 2023:</b> Full credit will be granted for all canceled modules.</li><li>• <b>Cancellation after 31 March 2023:</b> No credit will be granted for first-semester module fees.</li></ul>	<ul style="list-style-type: none"><li>• <b>Cancellation before/on 15 August 2023:</b> Full credit will be granted for all canceled modules.</li><li>• <b>Cancellation after 15 August 2023:</b> No credit will be granted for second-semester modules.</li></ul>	<ul style="list-style-type: none"><li>• <b>Cancellation before/on 15 August 2023:</b> 50% credit will be granted for all canceled modules.</li><li>• <b>Cancellation after 15 August 2023:</b> No credit will be granted for year modules.</li></ul>

## 3

### MINIMUM COST CHARGES

- If a student cancels all his/her courses before **31 March**, he/she will be held liable for the minimum cost charges.
- A student who registers for the first time in the second semester and cancels all his/her courses before **15 August** will be held liable for the minimum cost charges.

## 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

T: +27 51 401 9111 | E: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

 UFSUV |  UFSweb |  UFSweb |  ufsuv

*Inspiring excellence, transforming lives  
through quality, impact, and care.*

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA

