

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">• Cancellation before/on 31 March 2022: Full credit may be granted for all cancelled modules.• Cancellation after 31 March 2022: No credit may be granted for first-semester module fees.	<ul style="list-style-type: none">• Cancellation before/on 15 August 2022: Full credit may be granted for all cancelled modules.• Cancellation after 15 August 2022: No credit may be granted for second-semester modules.	<ul style="list-style-type: none">• Cancellation before/on 15 August 2022: 50% credit may be granted for all cancelled modules.• Cancellation after 15 August 2022: No credit may be granted for year modules.

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.
- 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 | www.ufs.ac.za

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