

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) by means of the self-service process, except during examination periods.

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

- The electronic process cannot be used by students who register for occasional study modules. These 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. CUT-OFF DATES FOR CANCELLATIONS TO QUALIFY FOR FINANCIAL CREDIT OF MODULE FEES

Type of Module	100% Credit Deadline	50% Credit Deadline
First-Semester Modules	31 March 2025	N/A
Second-Semester Modules	15 August 2025	N/A
Year Modules	31 March 2025	15 August 2025

3. IMPORTANT NOTES

- The registration fee is non-refundable and will not be credited to accounts in the case of cancellations/discontinuations.
- Students must contact the Student Support Centre by sending requests for the cancellation/discontinuation of study to StudentAdmin@ufs.ac.za.
- Requests for cancellation/discontinuation must NOT be submitted to lecturers or any other faculty staff members unless they are responsible for cancellations.
- The date on which the notice is received by the university will be considered the date of notification for the purposes of calculating the amount due.
- Oral cancellations or cancellations received telephonically will NOT be accepted.