



# DE-REGISTRATION/ CANCELLATION OF SUBJECTS/ QUALIFICATION

Should a need arise to de-register, a de-registration form must be completed & signed by the person responsible for the tuition fees **within 21 days after the commencement of registration**. The form must be handed in to the relevant HoD.

**If submitted after 21 days from the day of registration, the student will be liable for the fees**

**Student requests form from relevant HoD**

**Person responsible for the tuition fees, completes & signs the form**

**Verification of reasons for de-registration**

**Student submits form to HoD**

**Form approved by Campus Manager**

**If request is NOT approved:**

The student will be informed

**If request is approved:**

- The form will be captured
- The role players will be informed
- Student will receive proof of de-registration