



Graduate School

CANCELLATION APPLICATION 20

STUDENT NUMBER (New students to leave blank)

Number input boxes for student number

Semester 1

Semester 2

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS CANCELLATION APPLICATION

- 1. Complete all sections of this form in block letters using black ink.
2. There are 5 types of cancellations namely:
2.1 Full Academic Programme Cancellations (costs apply): A signed motivational letter is required stating the reasons for the cancellation application.
2.2 Module (Examination) Cancellations (costs apply). Module cancellations have two cancellation deadlines:-
2.2.1 Published Cancellation Date: Cancellations must be received by the IMM Graduate School no later than the published date.
2.2.2 Special Cancellations (Medical): These cancellations apply when a student was booked off ill during the examination period and was unable to write an examination.
2.3 Module Swap (no cost): Certain modules are cancelled and replaced with other modules.
2.4 Workshops (costs apply): Assignment Workshops or Revision Workshops may be cancelled.
2.5 Tutorial Cancellations (costs apply): Depending on the cancellation date, a student may apply to cancel the remaining tutorials.
3. Cancellation Fees: Refer to the IMM Graduate School Prospectus Fee Structure to determine the relevant cancellation costs.
4. Cancellation Policies / Deadlines: Students must take note of the various deadlines which apply to all the above cancellation options.
5. Cancellations received after the published cancellation date will not be processed.
6. Special Notes:-
6.1 Assignment results are not carried over from one semester to another when a module is cancelled.
6.2 It is the responsibility of the student to re-register for the module.
7. Once completed, please submit this application form at any IMM Graduate School office, or submit via email to cancel@immgsm.ac.za or fax to +27 (11) 482 9421.
8. I understand and accept that should I withdraw from the programme at any time, I will give written notice of my intention and immediately pay all monies owing.

SECTION A: STUDENT PERSONAL DETAILS (COMPULSORY)

SURNAME FIRST NAME EMAIL (Compulsory) CONTACT NUMBER ID NO/PASSPORT NUMBER

SECTION B: MODULE CANCELLATION

Table with columns: MODULE NAME IN FULL, CANCELLATION TYPE (MODULE, ASSIGNMENT, REVISION, TUTORIALS)

SECTION C: MODULE SWAP

Table with columns: MODULES TO BE CANCELLED (MODULE NAME IN FULL, MODULE CODE, SEMESTER), REPLACEMENT MODULE (MODULE NAME IN FULL, MODULE CODE, SEMESTER)

SECTION D: STUDENT DECLARATION

I understand the IMM Graduate School policies and procedures and agree to abide by the rules therein, specifically those relating to cancellations.

STUDENT SIGNATURE DATE / / 20