




❖ Cancellation of Registration Service Request Upload

Cancellation of Registration Process:

- This form **is not to be used** to apply for Leave of Absence.
- Complete the ACA08 form.
 - This form can be obtained on the [UCT Student Administrative Forms website](#).
- The date of uploading the form via a service request is taken as the date of cancellation.
- Funding disbursed via UCT may be affected by a cancellation of registration. Where this applies, awards made may be pro-rated or cancelled. Any outstanding fee debt as a result of such cancellation or proration is your responsibility.
- Ensure that your contact details are correct, you may update your contact details via Student Self-Service.
- Refer to Section 2.2 of the [2022 Student Fees Handbook](#) for fee rebate information.

❖ Submitting your Cancellation of Registration Service Request

- Login to the [PeopleSoft Student Administration Self Service](#):

 **UNIVERSITY OF CAPE TOWN**
IYUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

User ID

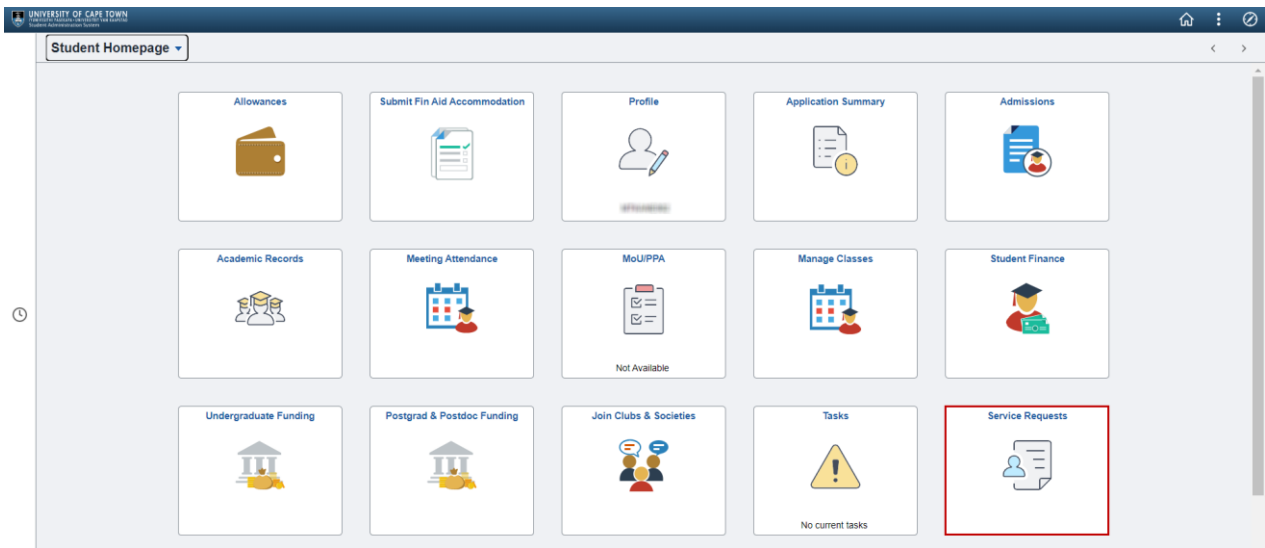
Password

Sign In

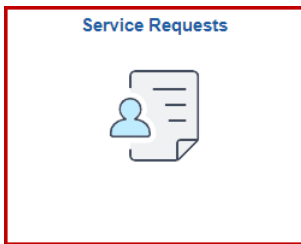
Enable Screen Reader Mode
[Forgot Password ?](#)
[Set Trace Flags](#)

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button





- Select the **Service Requests** tile on the Student Homepage



My Service Requests

My Service Requests

My Service Requests

1-1 of 1 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

[Create New Request](#)

- Click the **Create New Request** button.



Academic Institution

Select a Request Category

Select a Request Category

Request Category	
<input type="radio"/>	Registration Curriculum Approvals
<input checked="" type="radio"/>	Change of Curriculum Applications
<input type="radio"/>	Deferred Examination Applications
<input type="radio"/>	Leave of Absence (LOA) Applications
<input type="radio"/>	Thesis/Dissertation related matters
<input type="radio"/>	International Student Pre-registration Applications

Cancel **Next >**

- Select the **Change of Curriculum Applications** radio button.
- Click the **Next** button once the radio button has been selected.

Select a Request Type

Select a Request Type

Request Type	
<input checked="" type="radio"/>	Upload Curriculum Change Application

Cancel **Next >**

- Select the **Upload Curriculum Change Application** radio button.
- Click the **Next** button after the radio button has been selected.

Select a Request Subtype

Select a Request Subtype

Request Subtype	
<input checked="" type="radio"/>	Cancellation of Registration
<input type="radio"/>	Change of Curriculum in current Faculty
<input type="radio"/>	Change of Curriculum for transfer to Commerce
<input type="radio"/>	Change of Curriculum for transfer to Engineering

Cancel **Next >**

- Select the **Cancellation of Registration** radio button as your Subtype.
- Click the **Next** button after the radio button has been selected.



Learn More

My Request Detail

Category Change of Curriculum Applications Type Upload Curriculum Change Application

Subtype Cancellation of Registration Request Date 19/10/2022

Status Submission received

Comment

File Attachments

Attachments Audit

Attached File	View	Add Attachment	
	View	Add Attachment	-

Submit Cancel

- Click the **Add Attachment** button to upload your Cancellation of Registration form (ACA08).



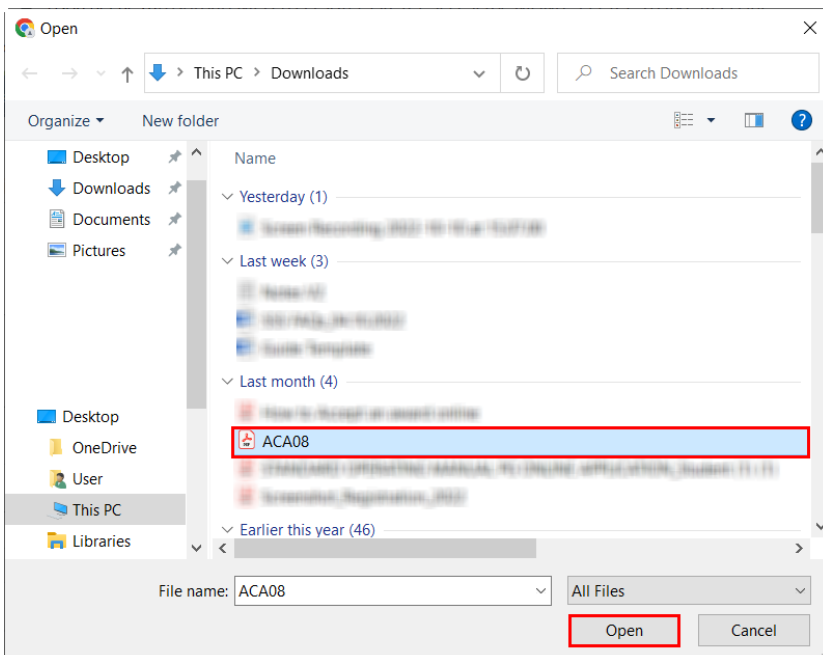
Note The ACA08 form can be obtained on the [UCT Student Administrative Forms website](#).

File Attachment

Choose File ACA08.pdf

Upload Cancel

- Click on the **Choose File** button to locate the file.





- Select your **Cancellation of Registration form (ACA08)**.
- Click the **Open** button.

File Attachment ×

Choose File ACA08.pdf

Upload **Cancel**

- Click the **Upload** button.

My Request Detail

Category Change of Curriculum Applications Type Upload Curriculum Change Application

Subtype Cancellation of Registration Request Date 19/10/2022

Status Submission received

Comment

File Attachments

Attachments Audit

Attached File	Description	View
ACA08.pdf	ACA08.pdf	View

Submit **Cancel**

- Add a comment in the **Comment Section** (e.g., “Please review my attached Cancellation of Registration application.”).
- Click on the **View** button to review your attached document.
- Click on the **Submit** button.

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
161068	Upload Curriculum Change Application	Cancellation of Registration	19/10/2022	Submission received	19/10/2022

Create New Request

- The **Status** column will indicate **Submission received**, which means you have successfully created your **Cancellation of Registration application** service request and a notification has been sent to the relevant administrator to process the request.



❖ Reviewing your Cancellation of Registration Application Status

- Check your service request **Status** column timeously, as the application status may change to either **Submission declined** where the documentation is incomplete or additional information is required. If the application has been approved the Status will be updated to **Submission approved**.

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
161068	Upload Curriculum Change Application	Cancellation of Registration	19/10/2022	Submission declined	19/10/2022

Create New Request

- A **Submission Declined** status indicates that your application is incorrect in some way, or incomplete and you will need to **create a new Service Request** with the outstanding information. The faculty will add a comment to the service request to indicate what you will be required to update.

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
161068	Upload Curriculum Change Application	Cancellation of Registration	19/10/2022	Submission approved	19/10/2022

Create New Request

- A **Submission Approved** status indicates that the Faculty has processed and captured the Cancellation of Registration.



❖ Reviewing your Cancellation of Registration Application Comments

My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
161068	Upload Curriculum Change Application	Cancellation of Registration	19/10/2022	Submission declined	19/10/2022

[Create New Request](#)

- Click on the **Upload Curriculum Change Application** hyperlink to view the administrator's comments.

My Request Detail

University of Cape Town

Category	Change of Curriculum Applications	Request Number	161068
Type	Upload Curriculum Change Application	Request Date	19/10/2022
Subtype	Cancellation of Registration	Status	Submission declined

Status Date	Comment	By
19/10/2022	Dear Student, Please complete section XXX on your ACA08. Regards Faculty Administrator	Staff
19/10/2022	Dear Sir/Madam Please review my application. Regards	XXXXXXXXXXXX

[Add Comment](#)

[Update Last Comment](#)

- The comments updated by the Faculty Administrator will be displayed in the **Comment** field.