

Completing a Cancellation of Registration

Login to the PeopleSoft Student Administration Self Service:

User ID	
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Password	
Sign In	
Enable Screen Reader Mode	
Forgot Password ?	

- 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

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MoU/PPA	Manage Classes	Student Finance	Undergraduate Funding	Postgrad & Postdoc Funding
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Join Clubs & Societies	Tasks	Service Requests	Cancellation of Registration	Important Links
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• Click the Cancellation of Registration tile on your Student Homepage





Downloading and Completing a Cancellation of Registration (ACA08) form

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Cancellation of Registration
Cancellation of Registration
Instructions
Steps to follow in order to apply for a cancellation of Registration:
Step 1: Download the ACA08 Cancellation of Registration Form.
Step 2: Follow the instructions that accompany the Application for Cancellation of Registration form.
Note: Please ensure that you have downloaded and completed the Cancellation of Registration form above. This will need to be uploaded along with your service request.
Submit Cancellation of Registration

• Click the Cancellation of Registration Form hyperlink.

Student Acaden	nic Administration (ACA)			×
File Name	Form Title	When To Use The Form	Help Document / Movie	Last Changed
<u>*ACA03</u>	Student bank account details	This form is for administrative use for students who do not have access to Student Self-Service and need to provide their banking details for a student refund. Note: This writable .pdf form cannot be completed directly in your Internet browser. You must download the form to your computer, before you can open and complete it using Adobe Acrobat Reader.	None	13.12.2022
<u>ACA07</u>	Senate fee waiver for enriched curriculum undergraduate students	Used when applying for a fee waiver from Senate for enriched curriculum undergraduate students. Note: This form must be handed in to your Faculty Office.	None	10.04.2018
<u>*ACA08</u>	Cancellation of Registration	To cancel your registration entirely (not to change your curriculum). Note: This form (writable PDF) must be completed and uploaded to Cancellation of Registration Application on service requests on PeopleSoft. For help in how to do this go to: <u>https://vulu.uct.ac.ak/r/rgtwa.</u> This writable.pdf form cannot be viewed or completed directly in your Internet browser. You must download the form to your computer, before you can open and complete it using Adobe Acrobal Reader.	None	15.05.2020
* <u>ACA09</u>	Application for Change of Curriculum	To add and/or drop a course, to change your academic programme and/or plan. Note: This is a writable PDF form and cannot be viewed or completed directly in an Internet browser. It must be downloaded to your computer (right-cick and Save link as), before it can be completed using a chock acrobat Reader.	None	17.01.2024

• Click the ACA08 hyperlink

Deliver Ann Koopitoo	ACA08 - CANCELLATION OF REGISTRATION
1.	Notes to students
1.1	This form is not to be used to apply for leave of absence.
1.2	Complete this form (writable PDF) and upload it to Cancellation of Registration Application on service
1.2	requests on PeopleSoft. For help in how to do this go to: https://ula.uct.ac.za/x//rgfuwa
1.5	The date of uploading the form to PeopleSoft service requests is taken as the date of cancellation.
1.4	The faculty office will check the form and process the cancellation of registration. Where this applies awards made
1.5	may be pro-rated or cancelled. Any outstanding fee debt as a result of such cancellation or proration is your responsibility.
1.6	Ensure that your contact details are correct or update these via the Student Self-Service URL: http://studentsonline.uct.ac.za
1.7	Refer Section 2.2 of the Student Fees Handbook for fee rebate information. A rebate does not apply in all cases.
1.8	If any fee refund is due to you see Section 2 below.
whic Pleas Stud We a Cara	has are unasterized to a onthe account unices payment was made via the on-line creat card functionality, in h case any credit will be reversed to the card holder. See ensure that your banking details are correct prior to submitting this form. It is your responsibility to use the ent Self-Service to load or update your banking details. re unable to transfer to the following: credit card, Bond or 32-day notice accounts; ATM, Credit Card or Debit numbers.
If yo befo Plea	u were not the Fee Payer, a signed consent letter from the Fee Payer must be forwarded to the Fees Office re a refund will be paid. This can be faxed to 021 650 4768 or e-mailed to fnd-feeenq@uct.ac.za. se mark the correspondence <i>Cancellation</i> .
STU	JDENT NUMBER
Sur	name:

- Read the "Note to students" and "Refund" instructions
- Complete the form
- Save the file on your device and return to Peoplesoft.



Submitting your Cancellation of Registration (ACA08) form

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My Request Deta	ail		
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Attached File		View	Add Attachment
		View	Add Attachment

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

F	ile Attachment	×
Choose File	No file chosen	
Upload	Cancel	

• Click the Choose File button to locate the file.

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

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Choose File	ACA08.pdf	
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• Click the Upload button



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- Add a comment in the Comment Section (e.g., "Please review my attached ACA09 form.").
- Click the **View** button to review your attached document.
- Click on the **Submit** button.

Note Only one Cancellation of Registration request may be submitted at a time. Once submitted, the option to submit will be greyed out until your Cancellation of Registration has been processed.

***** Viewing Cancellation of Registration information via Academic Records

UNIVERSITY OF CAPE TOWN UNIVERSITE TASEAPA - UNIVERSITEIT TAM LAMPIAD Student Administration System				۵	: 0
Student Homepage ~				< 1 of 3	> :
Profile	Application Summary	Admissions	Academic Records	Meeting Attendance	

Click the Academic Records tile on your Student Homepage

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Cancellation of Registration	
Course History	Cancellation of Registration
View Grades	Instructions Steps to follow in order to apply for a cancellation of Registration:
View Academic Record	Step 1: Download the ACA08 Cancellation of Registration Form.
Communication List	Step 2: Follow the instructions that accompany the Application for Cancellation of Registration form.
Progress Report	Step 3: Submit the completed form via the Cancellation of Registration Tile available on the Student Homepage.
Change of Curriculum	
Cancellation of Registration	←
Proof of Registration	
Request End of Year Results	
Mid Term Course Grade Average	
Proof of Qualification	

• Select the Cancellation of Registration tab from the menu on the left