Completing a Cancellation of Registration
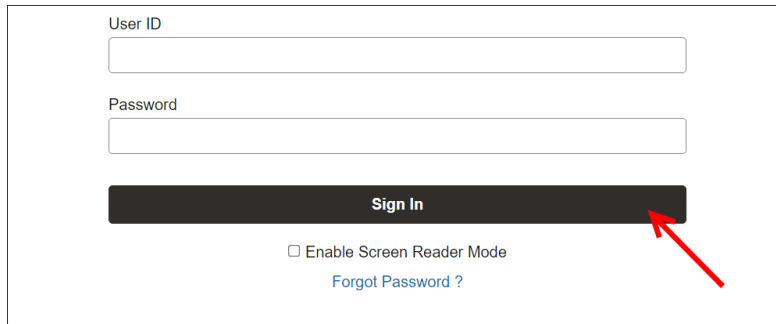
- Login to the [PeopleSoft Student Administration Self Service](#):

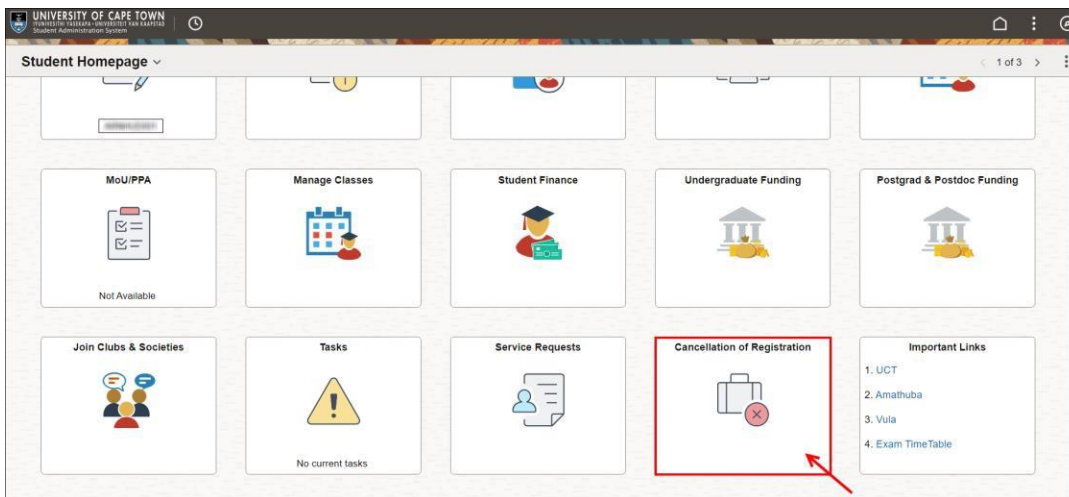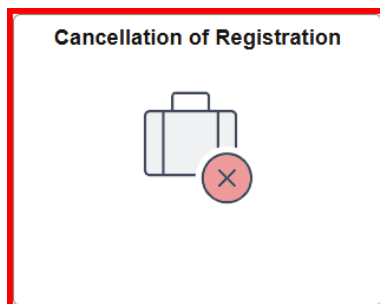- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button

- Click the **Cancellation of Registration** tile on your **Student Homepage**
-

❖ Downloading and Completing a Cancellation of Registration (ACA08) form

- Click the **Cancellation of Registration Form** hyperlink.

- Click the **ACA08** hyperlink

- 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

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

- Click the **Choose File** button to locate the file.
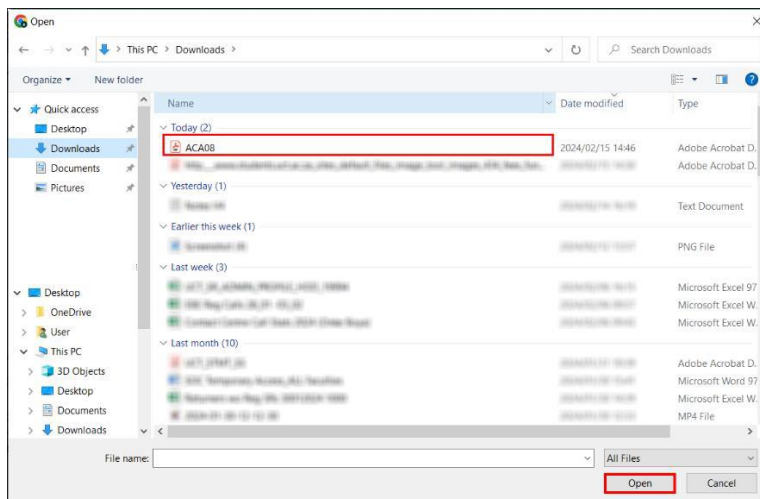
- Select your Cancellation of Registration (ACA08) form.
- Click the **Open** button

- Click the **Upload** button

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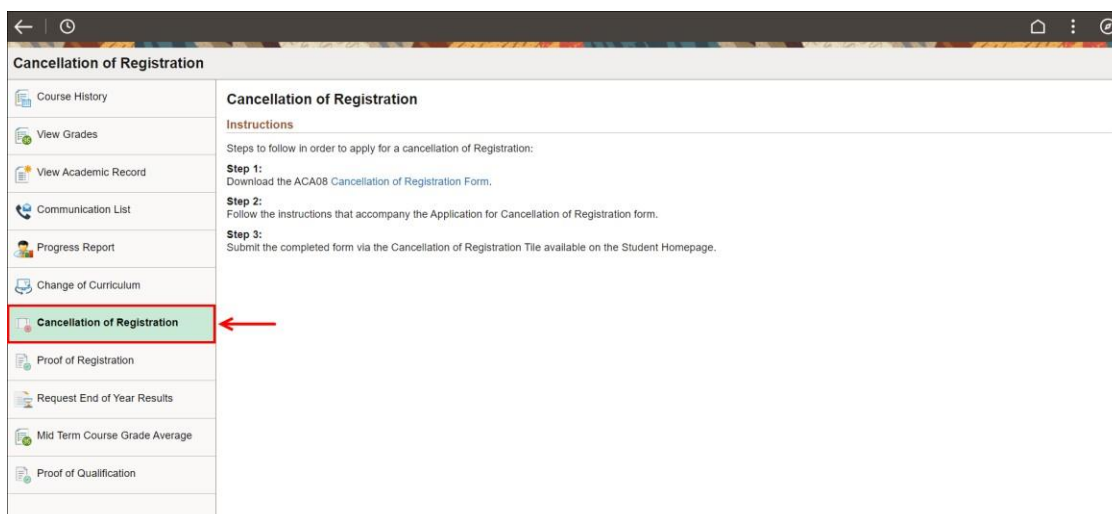- Click on the **Submit** button.

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**
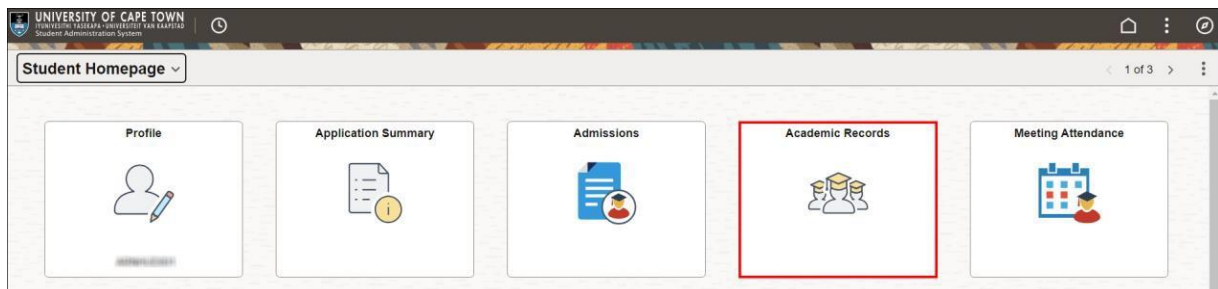
- Click the **Academic Records** tile on your Student Homepage

- Select the **Cancellation of Registration** tab from the menu on the left