



CANCELLATION REQUEST FORM

Campus: _____

Student Name: _____

Student Number: _____

Fee Payer/Company Name: _____

Registration Type: Full Time Part Time Mode of Delivery: Distance Contact

Qualification Registered For: _____

Qualification Start Date: _____

Date of Cancellation Request: _____

Full Contract Amount: _____

Contract Amount: _____

Reason for Cancellation Request (please provide cancellation letter): _____

We would like to bring your attention to the Terms & Conditions as included in the registration contract approved by yourself/ Fee Payer.

The Institute may retain the following amounts as a reasonable cancellation fee to cover its administrative or other costs:

If your registration contract covers two semesters and you cancel: The amount below must be paid and will not be refunded:

- before the stipulated start date of the programme 10% of Full Settlement amount irrespective of the payment option you have made, plus the full cost of any academic material already supplied or ordered specifically for you.
- before the stipulated end of semester one in your academic calendar, 100% of the semester one contract amount, plus the full cost of any academic material already supplied or ordered specifically for you.
- any time after the end of the first semester 100% of the contract amount, plus the full cost of any academic material already supplied or ordered specifically for you.

If your registration contract covers one semester only and you cancel: The amount below must be paid and will not be refunded:

- before the stipulated start date of the programme 10% of Full Settlement amount irrespective of the payment option you have made, plus the full cost of any academic material already supplied or ordered for you.
- any time after the start date of the stipulated programme 100% of the contract amount, plus the full cost of any academic material already supplied or ordered for you.

Campus Head Comments: _____

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Outcome as per 2025 Registration Contract:

- Full year billing:** 10% of payment in terms of Full Settlement irrespective of the payment arrangements you have made.
- Full year billing:** 100% of semester 1 contract amount
- Full year billing:** 100% of the contract amount.
- 1 semester billing only:** 10% of payment in terms of Full Settlement irrespective of the payment option you have made.
- 1 semester billing only:** 100% of the contract amount.
- Release from 2025 contract**
- Other:** _____

Please ensure the following documents are provided:

- Copy of latest statement of account
- Copy of cancellation letter from Student/Fee Payer
- Copy of attendance (where applicable)
- Any relevant supporting documentation