



Graduate School

MODULE CANCELLATION FORM

STUDENT NUMBER

(New students to leave blank)

Grid of 10 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 Workshops (costs apply): Assignment Workshops or Revision Workshops may be cancelled.
2.4 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.

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). Rows 1-4.

SECTION C: STUDENT DECLARATION

- I have read the IMM Graduate School Prospectus and Yearbook.
The IMM Graduate School (IMM) does not endorse third parties who offer tuition on IMM programmes.
I understand and accept all policies and procedures pertaining to the IMM Graduate School, including the IMM Graduate School's examination policy, and agree to abide by the rules stated therein.
I understand and accept that upon my acceptance to the IMM Graduate School, I immediately become liable to the IMM Graduate School for the full programme fees and therefore undertake to pay the full programme fees on or before the due dates.
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.
I have read the Tutorial Fee Structure document where applicable.

IMPORTANT: I understand and accept that for each semester a separate Registration Form must be completed and that no faxed or emailed Registration Forms will be accepted by the IMM Graduate School. I can register on the Student Portal.

STUDENT SIGNATURE DATE / / 20

**SECTION D: DOCUMENTATION REQUIRED**

**Cancellation Application Form – Documents Required**

The  indicates that a document is required. Make a  inside the  to indicate the document/s have been attached

Cancellation Type	Tick (✓) the relevant box	Applicant Checklist		IMM Graduate School Checklist	
		Motivational Letter	Medical Certificate	Academic Record	Attendance Register
Full Academic Programme	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Module Cancellation	<input type="checkbox"/>	<input type="checkbox"/>			
Module Cancellation - Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Workshop	<input type="checkbox"/>	<input type="checkbox"/>			
Tutorial	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**SECTION E: OFFICE USE ONLY: DOCUMENT CONTROL**

Application complete   Application scanned into SIMS   NO

Received by

DATE:  /  / 20  SIGNATURE

IMM GRADUATE SCHOOL  
DATE STAMP

**SECTION F: OFFICE USE ONLY: PROCESSING**

**F1: MODULE CANCELLATIONS**

TYPE:   EXAM DATE  /  / 20 DR NOTE DATE:  /  / 20

DATE:  /  / 20 PRINT NAME: \_\_\_\_\_

COMMENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**F2: TUTORIAL CANCELLATION**

TIME SLOT  WEEK 1  WEEK 2  WEEK 3  WEEK 4  WEEK 5+  TUTORIAL COMMENCEMENT DATE  /  / 20

CLASS ATTENDANCE: ATTENDED  OUT OF  =  % CREDIT VALUE  R

SSC HEAD APPROVAL:  APPROVED  DECLINED  DATE:  /  / 20 SIGNATURE: \_\_\_\_\_

COMMENT: \_\_\_\_\_

**F3: WORKSHOP CANCELLATION**

DATE OF WOKSHOP  /  / 20 DATE OF CANCELLATION  /  / 20

SSC HEAD APPROVAL:  APPROVED  DECLINED  DATE:  /  / 20 SIGNATURE: \_\_\_\_\_

COMMENT: \_\_\_\_\_

**F4: NATIONAL OFFICE APPROVAL (ONLY FOR MEDICAL AND TUTORIAL CANCELLATIONS)**

APPROVED  DECLINED  DATE:  /  / 20 SIGNATURE: \_\_\_\_\_

COMMENT: \_\_\_\_\_

National Office: No. 2, 3rd Avenue, Parktown, Johannesburg, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0) 726 4505, Email info@immgsm.ac.za  
 Cape Town: Floor 1, The Cape Town Cruise Terminal (Next to Makers Landing), Victoria & Alfred Waterfront, Cape Town, 8002, Tel +27 (0)76 6018 422, Email info.ct@immgsm.ac.za  
 Durban Student Support Centre: Suite 752, Level 1, Ramp 5, Johnson Kings Park, Jacko Jackson Drive, Stamford Hill, Durban, Tel +27 (0)31 312 2239, Email info.dbn@immgsm.ac.za  
 Parktown Student Support Centre: No. 2, 3rd Avenue, Parktown, Johannesburg, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0)11 726 6016, Email info.pta@immgsm.ac.za  
 Pretoria Student Support Centre: 150 Anderson Street, Corner Jan Shoba Street, Brooklyn, Pretoria, 0181, Postnet Private Bag X1, Menlo Park, 0102, Tel +27 (0)81 756 6016, Email info.pta@immgsm.ac.za  
 Stellenbosch Student Support Centre: 2nd Floor, Bosman Business Centre, Distillery Street, Bosman's Crossing, Stellenbosch, 7600, Postnet Suite 15, Private Bag X5071, Stellenbosch, 7600, Tel +27 (0)21 883 9104, Email info.stellenbosch@immgsm.ac.za  
 Zimbabwe Student Support Centre: 21 Lezard Avenue, Milton Park, Harare, Tel +263 (0)86 7700 or +(0)773 475 003, Email imm.zim@immgsm.ac.za