# 

# APPEAL TO REGISTER AFTER THE DEADLINE

*Applicable to all programmes and for use after the deadline for late registration*

**SECTION A**

**PERSONAL AND QUALIFICATION DETAILS OF STUDENT**

|  |  |  |
| --- | --- | --- |
| STUDENT NUMBER | NAME OF QUALIFICATION TO BE REGISTERED | FULL-TIME / PART-TIME |
|  |  |  |
| SURNAME | INITIALS | LAST REGISTRATION YEAR |
|  |  |  |
| STUDY ADDRESS | CONTACT DETAILS |  |
| Code: |  |  |

*Appeal forms will only be provided to students* ***during the 2 weeks*** *following the last day for late registration and registration changes.*

**NB: You must ensure that all your financial obligations have been met. You must have attended lectures (where applicable)**

**NO APPEALS WILL BE ENTERTAINED OR CONSIDERED AFTER THE END OF APRIL.**

1. Please note that as you are late you have missed the centralized and late registration processes. You are now following the extended, manual registration appeals process.
2. Complete **Section A and Section B**, provide/attach a motivation for your request and sign at the bottom of page 2 (section B).
3. Attach all supporting documents (where applicable)
4. Email this form back to your Faculty Academic Administration Consultant / PG Consultant who will initiate the process on your behalf.
5. Notify your lecturer that you have appealed for late registration and you are waiting for a decision regarding your appeal (where applicable).
6. **The outcome of the application will be communicated to you via e-mail by the Faculty Academic Administration /Postgraduate Consultant.**

### **MOTIVATION FOR REQUEST (You may attach motivation as a separate document if needed)**

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***SECTION B***

***REGISTRATION FORM (YEAR \_\_\_\_\_\_\_) (indicate year here)***

***REGISTRATION DETAILS***

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| --- |
| **INDICATE MODULES TO BE REGISTERED**  **AND / OR**  **CONFIRMATION OF ATTENDANCE BY LECTURER(S)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MODULE CODE | Attended lecture Y/N | LECTURER’S SIGNATURE AS CONFIRMATION THAT STUDENT ATTENDED LECTURES  ***(Not applicable to treatise module / Research M & Ds)*** | MODULE CODE | Attended lecture Y/N | LECTURER’S SIGNATURE AS CONFIRMATION THAT STUDENT ATTENDED LECTURES  ***(Not applicable to treatise module / Research M & Ds*)** |
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**Student signature Date**

**PLEASE EMAIL FORM BACK TO YOUR FACULTY ACADEMIC ADMINISTRATION ONCE SECTION A HAS BEEN COMPLETED**

## *SECTION C*

#### **RECOMMENDATION**: FACULTY ACADEMIC ADMINISTRATION

***Date on which student was registered in previous year* :** --------------------------------------------

**Did student apply for late registration in previous year : …………………………………….**

**If Yes, was student issued with a formal letter: ……………………………..……..**

**Date form was given to student: ……………………………………..**

**Comments:**

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…………………………………………….. ……………………

**Staff signature Date**

***SECTION D***

#### **RECOMMENDATION**: DIRECTOR OF SCHOOL / HEAD OF DEPARTMENT

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**Staff signature Date**

***SECTION E***

***FINANCE DEPARTMENT***

*Student finances are in order: YES / NO*

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**Staff signature Date**

***SECTION F***

#### **RECOMMENDATION**: OFFICE FOR INTERNATIONAL EDUCATION (**for international students only)**

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**Staff signature Date**

***SECTION G***

#### **RECOMMENDATION** : **DEPUTY DIRECTOR: FACULTY ACADEMIC ADMINISTRATION**

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**Staff signature Date**

***DECISION : DIRECTOR ACADEMIC ADMINISTRATION***

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**Staff signature Date**