

**SALA: Registration & Student Record Management**

**NOTICE OF DISCONTINUATION OF STUDIES and/or CAMPUS  
RESIDENCE  
KENNISGEWING VAN KANSELLASIE VAN STUDIES en/of  
KAMPUSVERBLYF**

**ACCOMMODATION FEES ARE LEVIED FOR A WHOLE YEAR, IRRESPECTIVE OF THE DATE OF CANCELLATION.** It is the responsibility of the student to confirm any outstanding balance on the student's account. See Fees Payable & Financial Rules: [http://www.nwu.ac.za/webfm\\_send/59044](http://www.nwu.ac.za/webfm_send/59044)  
**LOSIESGELD WORD VIR 'n JAAR GEHEF, ONGEAG DIE KANSELLASIEDATUM.** Dit is die student se verantwoordelikheid om enige uitstaande balans op die studenterekening te bevestig. Sien Betaalbare Gelde & Finansiële Reëls: [http://www.nwu.ac.za/webfm\\_send/59044](http://www.nwu.ac.za/webfm_send/59044)

**STUDENT:**

<b>STUDENT NUMBER / STUDENTENOMMER:</b>	
<b>SURNAME AND INITIALS / VAN EN VOORLETTERS:</b>	
<b>DATE OF BIRTH / GEBOORTEDATUM:</b>	
<b>CURRENT QUALIFICATION / HUIDIGE KWALIFIKASIE:</b>	
<b>CELL PHONE NUMBER / SELFOONNOMMER:</b>	
<b>EMAIL ADDRESS / E-POSADRES:</b>	

<b>DISCONTINUATION OF <u>STUDIES</u> / STAKING VAN <u>STUDIES</u></b>			
<b>DATE OF CANCELLATION / DATUM VAN KANSELLASIE:</b>			
<b>REASON FOR CANCELLATION / REDE VIR KANSELLASIE:</b>			
<b>SIGNATURE (STUDENT) / HANDTEKENING (STUDENT):</b>			
I confirm that University card was returned in case of discontinuation of studies / Ek bevestig dat Universiteitskaart ingehandig is met staking van studies:	YES/ JA	<input type="checkbox"/>	NO / NEE
Confirmation by library on campus that no books are outstanding / Bevestiging deur biblioteek op kampus dat geen boeke uitstaande is nie:	YES / JA	<input type="checkbox"/>	NO / NEE

<b>CANCELLATION OF RESIDENCE ACCOMMODATION / KANSELLASIE VAN KOSHUISVERBLYF</b>	
<b>NAME OF RESIDENCE / NAAM VAN KOSHUIS:</b>	
<b>DATE OF CANCELLATION / DATUM VAN KANSELLASIE:</b>	
<b>REASON FOR CANCELLATION / REDE VIR KANSELLASIE:</b>	
<b>SIGNATURE (STUDENT) / HANDTEKENING (STUDENT):</b>	
<b>IF REPLACEMENT FROM TOWN RESIDENCE / INDIEN PLAASVERVANGER UIT DORPSKOSHUIS:</b>	
<b>NAME &amp; STUDENT NUMBER / NAAM &amp; STUDENTENOMMER:</b>	

FINANCIAL ENQUIRIES / FINANSIËLE NAVRAE:		
<b>MC/MK:</b> Contact numbers / Kontaknommers: 018 389 2503 / 2478 Email / E-pos: <a href="mailto:mc-studyfees@nwu.ac.za">mc-studyfees@nwu.ac.za</a>	<b>PC/PK:</b> Contact numbers / Kontaknommers: 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673 Email / E-pos: <a href="mailto:PC-Studyfees@nwu.ac.za">PC-Studyfees@nwu.ac.za</a> Fax / Faks: 087 230 3700	<b>VTC/VDK:</b> Contact numbers / Kontaknommers: 016 910 3167 / 016 910 3156 Email / E-pos: <a href="mailto:Vaalaccounts@nwu.ac.za">Vaalaccounts@nwu.ac.za</a>
<b>Office hours:</b> Monday to Friday, 08:00 - 16:30 / <b>Kantoorure:</b> Maandag tot Vrydag, 08:00 - 16:30		

**FOR OFFICE USE BY RESIDENCE SERVICES / VIR KANTOORGEBRUIK DEUR INWONINGSDIENSTE:**

RECOMMENDATION OF SECTION HEAD OR HOUSE PARENT / AANBEVELING VAN AFDELINGSHOOF OF HUISOUER:				
1.				
2. Confirmation that the policy regarding payment of the year's accommodation fees was explained to student and that student's parents or guardian are aware of it / Bevestiging dat die beleid t.o.v. kansellasië van losies en die betaling van die jaar se losiesgelde aan student verduidelik is en dat student se ouers of voog daarvan bewus is:			YES / JA:	NO / NEE:
SECTION HEAD OR HOUSE PARENT / AFDELINGSHOOF OF HUISOUER:		DATE / DATUM:		

PAYABLE RESIDENCE FEES / BETAALBARE KOSHUISGELD:
Amount payable / Bedrag betaalbaar: _____  Comment / Opmerking: _____  _____  _____
DATUM / DATE: _____ SECTION HEAD: RESIDENCE SERVICES / GUEST ACCOMMODATION AFDELINGSHOOF: INWONINGSDIENSTE / GASTEVERBLYF

CLEARANCE OF STUDENT / UITKLARING VAN STUDENT:
Are room and its contents in order? / Is kamer en inhoud in orde? _____  Breakage / Breekskade: _____  _____
RESIDENCE OFFICER / INWONINGSBEAMPTTE DATE / DATUM: _____

It is the responsibility of the student to make a copy of the form before submitting the original at Undergraduate Records. (Please note that NO copies will be made by SALA Registration & Student Records. The copy must be stamped by SALA Registration & Student Records as proof that the form has been handed in timely and at the correct counter. If needed, the stamped copy must be shown as proof that the original was handed in. It remains the student's responsibility to confirm that the request is completed.

Dit is die student se verantwoordelikheid om 'n afskrif van die voltooide vorm te maak voordat die oorspronklike by Voorgraadse Rekords ingehandig word. (GEEN afskrifte sal deur SALA Registrasie & Studenterekords gemaak word nie.) Die afskrif moet deur SALA Registrasie & Studenterekords gestempel word as bewys dat die vorm betyds en by die korrekte toonbank ingedien is. Indien nodig sal die gestempelde afskrif dien as bewys dat die oorspronklike vorm wel ingehandig is. Dit bly die student se verantwoordelikheid om te bevestig dat die versoek afgehandel is.