

Faculty of student:

STUDENT'S REQUEST FOR FINANCIAL ARRANGEMENTS (C)

Students may submit this form if they need to re-register for a new academic year due to following reasons:

- 1) An extended examination process (such as a fourth examiner),*
- 2) delays in the finalisation of results due to an examiner exceeding the time frame for examination or,*
- 3) the final result of the examination is an option 3,4 or 5: referred back for resubmission of amendments or for re-examination or;*
- 4) due to the need to make a financial request for re-registration as result of the effect of COVID regulations on studies.*

Initials and Surname of student:**Qualification name:****Student no:****Program and curriculum code:****Cell no:****Prodedure to be followed:**

1. The student reports his/her request and submits the form to his/her supervisor/promoter for processing. Select relevant option in drop down list.
2. The supervisor/promoter verifies the facts with regard to the request by contacting all the role players if necessary. Then confirms or rejects the request by writing a comment in the recommendation block under point 2.
3. For lectured-module studies: It is submitted to the School Director/M- and D- programme manager and the Research Director for the final approval. For research only degrees: The R&I -or Executive Dean signs off on the form for the final approval of the request.
4. After the approval signatures, on faculty level, the form is submitted to the financial staff members responsible for capturing such financial arrangements on the system: They are: Hanlie Myburg (PC), Pule Pule (MC), and Lize Bierman (VC).
5. Finances evaluates the request, verifying information with regards to the request, and informs the faculty and Higher Degree Administration of the outcome of the request. If approved, the registration of the student could then be finalised.
6. The Higher Degree Administration official dealing with the case contacts the student with regard to the submission of the signed registration form.

1. Student's reason for the request:

I am hereby requesting for a special financial arrangement to re-register due to:

2. Recommendation by the Supervisor/Promoter of the student:

Student's signature:

Name of supervisor/promoter:

[Comment](#)

Signature of Supervisor/Promoter.

Complete **if applicable** (faculty specific arrangements).

3. Confirmation by School Director/M and PhD Programme Manager:[Comment](#)

Signature as per faculty procedure.

4. FINAL DECISION: R & I Dean or Executive Dean or the Research Director of the programme:

Financial arrangement due to COVID:

Other reason for financial arrangement:

5. The Faculty's arrangement's message to finances:**Approved:****Not approved:**

Signature of R&I Dean or Research Director.

6. Outcome of evaluation by the Finances department:[Comment](#)

Signature of Finances.