

RE-ADMISSION TO STUDY-REQUEST FORM

Students who interrupted their studies without a request for leave of absence, should complete this form and submit it on the Student Portal via the Help Desk tab.

Initials and surname of student:

Faculty of student:

Student number:

Cell nr.

Start date of current studies before interruption:

Qualification name (Programme Version Name):

Faculty and Research Unit (Programme group and Programme):

PROCEDURE TO BE FOLLOWED TO COMPLETE THE PROCESS

- The student states the request, attaches an academic record (available on the Student Portal) and presents this form on the Student Portal at the Help desk tab, using the upload function.
- The General Academic Rules of the NWU A-rule 1.18.
The link to the A-rules.
- The appointed supervisor considers the request. The approval process takes place according to the A-rules (which states that the executive Dean should give permission and may set reasonable conditions for re-admission. The SALA Faculty Administrative official who is responsible for the requests submitted via the Student portal facilitates the approval process, until completed..
- The student will receive the signed document, and should upload it on the Student Portal, at the My Document tab, Document Centre. If it is submitted, administrative staff will view it, and capture the approved status, upon which the application Hub may release the Conditional offer letter. The status of the student will change from withdrawn to admitted after the final offer has been accepted by the student. The student will be able to register on the Student Portal after the approval of the re-admission request.

1. STUDENT'S REQUEST AND MOTIVATION:

I confirm that I liaised with the accounts department, and I am aware of the fees payable to register

STUDENT'S SIGNATURE:

