

NWU Higher Degree Administration

Faculty of student:

STUDENT'S REQUEST FOR FINANCIAL ARRANGEMENTS (C)

Students may submit this form if they need financial assistance 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 or for amendments;
- 4) due to the need to re-register as result of NWU administrative delays in the examination process,
- 5) reasons in the drop-down list under point 4.

Initials and Surname of student:

Qualification name:

Student no:

Program and curriculum code:

Cell no:

Procedure to be followed:

The student submits the request via the Student portal for approval by the relevant faculty and finances personnel.

- 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. 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). (Names may change).
- 5. Finances evaluates the request, verifying information with regards to the request, and captures the information on the student's account. If approved, the registration of the student could then be finalized, via registration on the Student Portal.

1. Student's reason for the request:

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

Comment:

Student's signature:

Please complete the next two lines if it is applicable to your situation:

- I submitted my examination copy to Higher Degrees on:
- I have received results, it was Option: My mark % was:

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

Comment:

3. Confirmation by School Director/M and PhD Programme Manager:

Comment: Complete only if applicable for your faculty's specific arrangements).

Signature as per faculty procedure:

Signature of Supervisor/Promoter:

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

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 captured on the student's account:

Comment: