

Registration Contract
Cancellation Request

Cancellation Request Form

Complete this form to request the cancellation of your Emeris registration. All cancellation requests are reviewed by a designated Cancellation Committee in terms of the Registration Contract to determine any fee liability.

Submitting this cancellation request does not automatically release the student or fee payer from financial liability. The Registration Contract remains legally binding until a formal cancellation outcome has been issued in writing.

Date of Cancellation Request:

D

D

M

M

Y

Y

Y

Y

1. STUDENT INFORMATION

Student Number:

S

T

 Campus:

Student's First Name & Surname:

Qualification:

Core Discipline (If applicable): Qualification Start Date:

D

D

M

M

Y

Y

Y

Y

Registration Type:

Full Time

Part Time

 Mode of Delivery:

Contact

Distance

Reason for Cancellation Request:

This application must be accompanied by a signed cancellation letter from the account payer, clearly detailing the reasons for the cancellation request.

2. ACCOUNT INFORMATION

Fee Payer/Company Name:

Full Contractual Amount:

R

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Outstanding Balance:

R

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We would like to bring your attention to the Terms & Conditions as included in the 2026 Emeris Registration Contract approved by yourself/Fee Payer. Emeris may retain the following contractual amounts as a reasonable cancellation fee to cover administrative or other costs:

Contract Type	When You Cancel	Contractual amount payable (non-refundable)
Registration contract covers two semesters	Before the stipulated start date of the programme	10% of the Full Settlement amount , plus the full cost of any academic material already supplied.
	Before the stipulated end of semester one in your academic calendar	100% of the semester one contract amount , plus the full cost of any academic material already supplied.
	Any time after the end of the first semester	100% of the full contract amount , plus the full cost of any academic material already supplied.
Registration contract covers one semester	Before the stipulated start date of the programme	10% of the Full Settlement amount , plus the full cost of any academic material already supplied.
	Any time after the start date of the stipulated programme	100% of the contract amount, plus the full cost of any academic material already supplied.

3. REQUIRED DOCUMENTATION

Please ensure the following documents are provided:

- ☐ Copy of cancellation letter from Student/Fee Payer
- ☐ Any relevant supporting documentation

4. ACKNOWLEDGEMENT

By submitting this cancellation request, I/We confirm that the information provided is true and correct. I/We understand that the Registration Contract remains legally binding until a formal cancellation outcome has been issued in writing and that submission of this request does not automatically release the student or fee payer from financial liability. I/We further confirm that the required cancellation letter and supporting documentation have been submitted and that the fee liability outcomes will be applied in accordance with the 2026 Emeris Registration Contract.

Fee Payer:

Full Name: _____

ID Number: _____

Signature: _____

Date: _____

Student:

Full Name: _____

ID Number: _____

Signature: _____

Date: _____

NOTE: This form may be submitted electronically; however, typed names will not be accepted as a valid signature. A digital copy of the actual handwritten signature is required. Alternatively, the form may be printed, signed, and scanned for submission via Emeris Assist.

5. FOR OFFICE USE ONLY

Campus Head comments:

OUTCOME AS PER THE REGISTRATION CONTRACT

- ☐ **Full year billing:** 10% of payment in terms of Full Settlement irrespective of the payment arrangements you have made.
- ☐ **Full year billing:** 100% of semester 1 contract amount
- ☐ **Full year billing:** 100% of the contract amount.
- ☐ **1 semester billing only:** 10% of payment in terms of Full Settlement irrespective of the payment option you have made.
- ☐ **1 semester billing only:** 100% of the contract amount.
- ☐ **Release from contract**
- ☐ Other:

Campus Head Signature: _____ Date: _____