IMM GRADUATE SCHOOL OF MARKETING

EXAMINATION CANCELLATION FORM 20 ☐☐

Semester One ☐ Semester Two ☐ Student number: (New students to leave blank) ☐☐☐☐☐☐

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS FORM (IN BLOCK LETTERS USING A BLACK PEN).

1. If this document is faxed, please confirm receipt.
2. Your modules will be cancelled as per your instruction.
3. The administration fee for cancellation is R210.00 per module. If you have submitted an assignment, this fee will be R310.00 per module.
4. Students who cancel after the published cancellation date will be liable for a special cancellation fee of R750.00. Special cancellation is subject to approval from the IMM GSM.
5. Assignment marks cannot be carried over to the next semester. When you register for the cancelled modules in future, you will need to submit a new assignment.
6. It is your responsibility to ensure that you register for the cancelled module in an upcoming semester as you will not automatically be registered.

SECTION A: PERSONAL DETAILS (COMPULSORY)

Title: Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other: _____ Gender: Male ☐ Female ☐

Surname: _____ First Name(s): _____
As per ID Document / Passport As per ID Document / Passport

SECTION B: CONTACT DETAILS

Postal Address: _____

_____

_____

Telephone No. Work: (_____) _____ Home: (_____) _____

Fax: (_____) _____ Cell Phone: (_____) _____

e-Mail: _____

SECTION C: EXAMINATION CANCELLATION DETAILS

Reason: Work ☐ Medical ☐ Other ☐

Modules to cancel:

Module Name:	Examination Date:
	D D M M Y Y Y Y
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	D D M M Y Y Y Y

SECTION D: STUDENT DECLARATION

I understand the IMM GSM policies and procedures and agree to abide by the rules therein.

Student signature: _____ Date: _____ / _____ / 20 _____

FOR OFFICE USE ONLY

Date application received: _____ / _____ / 20 _____

Documentation complete: ☐ Yes ☐ No

Members of Evaluation panel: | | |

Application approved: ☐ Yes ☐ No

Authorised by:

Date: _____ / _____ / 20 _____

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The IMM Graduate School of Marketing (IMM GSM) is registered with the Department of Higher Education and Training (DoHET) as a private higher education institution under the Higher Education Act, 1997. Registration certificate number 2000/HE07/013.

IMM Graduate School of Marketing
Shaping business leaders since 1948