

## ACA42 – Unregistered local student request for grace period to attend classes while fee block applies

**Closing date for applications: Friday, 01 February 2019** (no late applications will be accepted)

All applications to be sent to [graceperiodapplications@uct.ac.za](mailto:graceperiodapplications@uct.ac.za)

### Notes

- The grace period applies to access to classes, tutorials, libraries, Vula and laboratories.
- Residence accommodation is **NOT** covered by the grace period.
- Those **NOT** eligible: international students, RENN (academically ineligible to continue), those who had a grace period in 2018

### 1. Grace period applicant details (unregistered local student)

I hereby apply for grace period:											
Surname						First name					
Student number						Mobile number					
E-mail address											
ID number											
Current residential address											
Applied for UCT residence? (✓)			Yes		No		Residence name				

### 2. Grace period details

In the table below, list the courses you wish to participate in while unregistered											
Course code						Course title					

### 3. Acknowledgment checklist

I acknowledge that I am in breach of Rules G5.1 and GB4/GH5/GM14 by attending classes without being registered and on termination of the grace period will register for courses attended, and pay the fees due. <i>Initial in each box to indicate that you understand and acknowledge the rules and implications.</i>												
<b>Rules and implications of grace period</b>										<b>Initial to acknowledge</b>		
1.	A grace period confers third party access to, and participation, in courses. During this period I will be able to access learning resources and academic support. I will not be given assessment outcomes.											
2.	I will not have access to University housing and student accommodation during this period.											
3.	I will take curriculum advice, and complete and sign a Curriculum form before attending any classes. I understand that all courses listed on this form will be added to my academic record when I register.											
4.	If I want to change my course participation, I will do so by submitting a completed Change of Curriculum form to the Faculty by the published deadlines.											
5.	The grace period ends at <b>16:00</b> on Friday <b>15 March 2019</b> . I will settle all outstanding debt and register by this deadline.											

6.	If I do not register by 16:00 on Friday 15 March 2019, my third party access will be terminated and I will stop participating in classes and using University resources. I understand I will not be able to submit assignments or write exams if I am not registered by this deadline.	
7.	I understand the grace period cannot be extended beyond 15 March 2019.	
8.	I am a South African (or permanent resident), noting that grace periods cannot be offered to international students. International students are not eligible as attendance without registration leaves them in breach of the conditions of their immigration visa and/or study permit.	
9.	I understand that I am not eligible for a grace period if I held one last year.	
10.	I understand that in registering late, I am liable for the late registration and late payment penalties.	
11.	I understand the grace period applies to my fee block only and is subject to my academic standing and eligibility for continued registration. If I am in poor academic standing (RENN), I will NOT be permitted to participate in classes or to register.	
12.	I understand that failure to submit this application by the deadline, or to provide the required supporting documents, leaves me ineligible for grace period.	
13.	While in a grace period, I am subject to all University and student conducts rules.	

Student signature		Date	
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If you are emailing this form, enter your full name or initials in the relevant fields and email the completed application and all supporting documents from your MyUCT email account.

**4. Supporting documents required**

<b>Provide and/or attach the following:</b>		✓
4.1	Current fee statement	
4.2	Proof of loans applied for and turned down (bank loans etc.)	
4.3	Proof of financial position and income/ earnings (e.g. bank statements, salary slips etc.)	
4.4	Details of how debt will be paid within the grace period	

**5. Finance approval**

ED: Finance (or nominee) name		Signature		Date	
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