



## CANCELLATION APPLICATION FORM

Student Name:	
Student Number:	
Course/Programme:	
Telephone Number	
Cell Number:	
Email Address	

Tick below:

I hereby apply to cancel my course/programme registration.

**Cancellation application requests will only be reviewed if it is done in accordance with the Optimi College**

**Cancellation Policy.**

**The Cancellation Policy stipulates the following rules for cancellation:**

Any student is entitled to cancel the programme(s) he is enrolled for, subject to the below two [2] conditions:

- The Student has complied to the requirements of the cancellation process as set out in this document (The Cancellation Policy), and;
- The Student has settled any and all fee obligations in alignment with the table provided below:

<b>Time of cancellation</b>	Total fees due to process cancellation.
<b>Time from course commencement to cancellation application</b>	Total programme fees due to process cancellation.
<b>Within ten [10] business days from commencement</b>	a. Books returned undamaged, unused and unopened: Full refund of fees paid, OR b. Books unreturned/ used/opened/damaged: Student will be invoiced in accordance to the replacement value of study material deemed unfit for reuse.
<b>Between ten [10] and twenty [20] business days from commencement</b>	40% of the first six [6] months' programme fees.
<b>After twenty [20] business days from commencement</b>	100% of invoiced fees due to date + 60% of remaining fees for up to six [6] months of remaining programme fees.  <i>Example: Student enrolls for an 18-month course at R500 p.m. Student cancels in month five [5].</i>  <i>Fees due = (Current fees) + 60% x (next 6 months' fees)</i> <i>= 5 x R500 + 60% x (6 x R500)</i> <i>= R2500 + R1800</i> <i>= R4300</i>  <b>Note:</b> If the course duration is less than six [6] months, the number of months remaining will apply.  <b>Note:</b> In the event of students that have paid their full programme fees in advance, fees refundable will be determined by subtracting the cancellation fees due for an equivalent instalment-based student from fees paid.

Signed by Student: \_\_\_\_\_

Date: \_\_\_\_\_



## Optimi College Cancellation terms and conditions:

- On receipt of an application adhering to the rules mentioned above, including the validated supporting documents, the application will be reviewed by the Client Engagement Team.
- The duration of the cancellation process is dependent on the quality and completeness of documentation handed in by the applicant. If all documents are correct and validated as described above, the application will be reviewed and finalised within **twenty-one [21] working days** from the date of receipt.
- If the application reaches Optimi College without the validated supporting documents, as pre-scribed above *OR* stating any other reason for cancellation, the application will be declined.

## Optimi College Cancellation Process:

- The cancellation of a course with Optimi College can only be made according to the procedure below, as agreed on registration with Optimi College
- Cancellation requests via phone, fax or email is not accepted; only via the Optimi College Cancellation Application Form.
- The cancellation process only starts once we receive the **Optimi College Cancellation Application Form** and any relevant supporting documents, with a clear and detailed explanation of what changed from enrolment up until the cancellation request date. Please look at the compulsory supporting documentation required for each cancellation reason.
- If the reason(s) for the cancellation application is not listed, please submit the Optimi College Cancellation Application Form with a detailed letter stating the reason for the cancellation request, explaining what has changed from registration until now and supporting documentation as proof/motivation for the cancellation request.
- From the point all the required documents have been submitted, the lead time is **21 working days**, the outcome of the cancellation application will then be communicated to the Student.
- Documents to be submitted:
  - Completed & signed **Optimi College Cancellation Application Form**.
  - A **Cancellation Letter** giving a detailed explanation of what has changed from enrolment to the cancellation request date.
  - **Supporting Document(s)** as validation of the reason given for cancellation – (E.g. Retrenchment Letter, Medical Report, Enrolment Form for another Institute etc.)
- Please notify us immediately if you require assistance regarding the cancellation process, and send your query to [support@optimicollege.co.za](mailto:support@optimicollege.co.za)

Kind regards,

Optimi College – Client Engagement Team

