




Office of the Registrar

To All Staff and Students
From Registrar – Mr Maurice Garde 
Date 26 June 2020
Subject **Student Credit During COVID 19 Period**

Please note that Management Committee of Council has resolved the following;

1. That all students be given an opportunity to familiarise themselves with on-line learning after which they may make an informed decision to cancel their studies. The deadline for final cancellation is **03 July 2020** after which the full tuition fee remains payable.
2. Students who cancel their studies will be granted a credit of 75% on tuition fees, however the registration fee remains non-refundable.
3. Students that cancelled their studies before the COVID-19 lockdown will not be affected by this, i.e. their status quo remains.
4. Students that resided in the hostels will be charged for the actual number of days from the registration period until the lock-down only.
5. Work Integrated Learning (WIL) Students that have not completed up to 50% of their learning may be credited with 100% tuition for the course and be allowed to re-register at an appropriate time upon application at their respective Department.
6. Students may defer courses to the next available mode of study without financial (tuition) penalty provided that the course would be completed in the same Academic/Financial year and that the University is able to carry out the teaching and administration thereof.

PROCEDURE

Students may collect application forms to cancel their 1st semester course/subject registration(s) which will be available from 29 June – 3 July 2020 from the Office of the Registrar, COLL Regional Centres or from the University website. All completed cancellation forms must be emailed to the Office of the Registrar at registrar@nust.na, hand delivered to the Main Campus or to any COLL Regional Centre.