



Administration Centre

Zone D, Gwadana Drive, Ezibeleni
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REFERENCE : De-registration.
ENQUIRIES : Adv. A. Mgaleli.
CIRCULAR : General Circular Number 02/2025.
EXPIRY DATE : None.
TO : ALL Campus Managers
All HoDs/HoPs.
All students

BRIEF SUMMARY: A circular aimed at the implementation of de-registration of students.

SUBJECT : IMPLEMENTATION OF STUDENT DE-REGISTRATION.

1. You are all informed and advised of the process of de-registration of students due to absenteeism in line with the college Student Attendance Policy and Student Data Management Policy.
2. A student shall automatically be de-registered if she/he is absent without a report or notice as follows:
 - 30 consecutive days for NC(V)
 - 25 consecutive days for Nated Business Studies (Report 191)
 - 20 consecutive days for Nated Engineering Studies (Report 191)
3. A list of students to be de-registered shall be compiled, signed by the campus manager and submitted to the office of DPR for further verification and implementation/de-registration.
4. The campus should inform all affected students by bulk sms or phone.
5. All copies of class attendance registers shall be available as source documents for de-registration and easy reference.
6. This circular must be implemented with immediate effect.

SIGNED: .....

ACTING DP-REGISTRAR: Adv. A. MGALELI

DATE: 13/03/25

(The circular must be circulated to all teaching staff and data capturers and/or admin clerks)

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