**NOTICE TO STUDENTS**

**“WINTER SCHOOL” 2015**

This year, we will be offering one module during Winter School, namely **INCOME TAX,** which will be taught by **Mr Schembri (cost R2 030)**

**PLEASE READ THE FOLLOWING IMPORTANT INFORMATION:**

* Lectures will take place on Tuesday andThursday evenings, from 17h15 to 20h15 each evening, starting on Tuesday 23 June and ending on Thursday 16 July 2015.
* The final examination will be written on Saturday 18 July from **09h00** to **11h00.** There will be **NO** supplementary/ aegrotat examination (see below) and no deferrals will be allowed.
* Because of time constraints, it is **NOT POSSIBLE** to schedule a supplementary examination session during Winter School. Students who qualify for a supplementary or aegrotat examination must therefore write the next **ORDINARY** supplementary examination offered in the module.
* No more than **80 students** will be permitted to register for the module and the module will not proceed if, by the closing date, less than **20 students** have subscribed to it.
* In the event of oversubscription, first preference will be given to **part-time** students in their **final and penultimate years of study** and then to those **final-year full-time students** who need the additional credits in order to **complete their degrees by the end of 2015** (this does **not** include students who are already on track to complete their degrees at the end of this year and who simply wish to reduce their workloads). Thereafter, if space permits, 3rd year students will be considered in exceptional circumstances. Winter school is not available to 1st or 2nd year students, or to students currently on probation.
* For the above reason, all applicants **must** indicate their year of study, whether they are studying full- or part-time and submit a **short written motivation,** setting out their reasons for wanting to take the course. Applications that do not contain the required information will be disregarded.
* Payment must be made **IN FULL** upon subscription. No student will be accepted until and unless such payment has been received, **nor will a place be reserved for him/her.**
* **Full-time students** should kindly note that, as the module is being offered as part of the Part-Time LLB programme, its cost will unfortunately **NOT** be covered by Financial Aid.
* In order to subscribe, kindly:-
	+ Pay the required tuition fee;
	+ Obtain a Change of Curriculum form and a print-out of your academic record from Ms Ntola in the College Office;
	+ Complete the Change of Curriculum form, indicating clearly in the top right-hand corner your **year of study** and whether you are a **full-time** or **part-time** student;
	+ Attach (1) your **payment** **receipt**, (2) a copy of your **academic record** and (3) your **motivation**;
	+ Submit the above documentation to Mrs Luthuli, in suite I, by no later than 12.00 noon on **Friday, 22 May 2015.**
* You will be notified of your acceptance/non-acceptance after the closing date. Your payment will be refunded in full if you are not accepted.

Shelley Walker

For the Part-time LLB Committee

9 April 2015