



Aspire, Acquire, Prosper

INTERNAL MEMORANDUM

FINANCE DEPARTMENT

TO : All ZCAS Students
FROM : The Chief Accountant
DATE : 8th October 2025
SUBJECT : ENFORCEMENT OF GUIDELINES FOR WITHDRAWING FROM A DULY REGISTERED COURSE AS PROVIDED FOR IN THE STUDENT HANDBOOK

As we progress through the semester, Management has observed what is slowly becoming an unhealthy practice wherein some students are withdrawing from registered courses without adhering to the guidelines in the Student Handbook.

We would like to remind you that, as per Section 5.3 of the Student Handbook, withdrawal is only permitted on medical grounds or due to progression rules where one registers for a successive course before passing a prerequisite one.

To ensure fairness and consistency, we will strictly enforce these policies going forward. Any requests for withdrawal outside these provisions will not be approved.

For admissible reasons, students must submit their withdrawal requests within two weeks of the extenuating circumstance, attaching documentary evidence.

Consequently, students are advised to:

1. Familiarize themselves with the withdrawal policies and procedures (**S5.3**).
2. Seek academic advice before making either enrolment or withdrawal decisions.
3. Submit requests with supporting documentation within the specified timeframe.

We encourage responsible academic planning and adherence to ZCAS policies.

Be guided accordingly.

Liversage Hanene

cc: Director of Professional Studies
Director of Finance
Program Coordinators
Student Admissions Officer
Student Admissions Officer - eLearning
Assistant Management Accountant