Appendix B

**OTAGO POLYTECHNIC**

**CANCELLATION OR POSTPONEMENT OF A COURSE OR SHORT COURSE**

|  |
| --- |
| Tick which applies  |
|   |  **Cancellation**  |  |  **Postponement**  |
|  |  Course  |
|  |  Courses (multiple)  |
|  |  Occurrence  |
|    |  Occurrences (multiple)  |
| **Title**  |      |
| **Code**  |    |
| **Occurrence Number**  |    |
| **Occurrence Start Date**  |    |
| **Occurrence End Date**  |    |
| **Title**  |      |
| **Code**  |    |
| **Occurrence Number**  |    |
| **Occurrence Start Date**  |    |
| **Occurrence End Date**  |    |
| **Title**   |      |
| **Code**  |    |
| **Occurrence Number**  |    |
| **Occurrence Start Date**  |    |
| **Occurrence End Date**  |    |
| **Reason for Cancellation / Postponement** *(delete one)*  |
|          |
| **Approved by Appropriate Deputy Executive Director**   | Name Date   Signature    |
| **Head of College (HoC)**  | School HoC Name Date   Signature  |

**Head of College – Notification Checklists**

|  |  |
| --- | --- |
| **Check**  | **Notify**  |
|  |  Ākonga enrolled or in the process of enrolling  |
|  |  College Operation Leads  |
|  |  Student Administrators  |
|  |  School Administrators  |
|  |  Internal Stakeholders – refer to checklist below  |
|  |  Relevant School Kaimahi   |
|  |  External Stakeholders (if applicable)   |
|    |  Update Status of Programme Spreadsheet  |
|   |  Other (if applicable)  |

**Head of College Internal Stakeholders Checklist: Email PDF copies of this form to:**

|  |  |  |
| --- | --- | --- |
|  **Check**  | **Area**  | **Email**  |
|  |  Academic Excellence  | AcademicExcellence@op.ac.nz   |
|  |  Customer Services (unless a short course)  |  Customerservices@op.ac.nz   |
|  |  Finance  | Finance@op.ac.nz   |
|   |  Marketing, Engagement and Communication (unless a short course)  | marketing@op.ac.nz   |
|   |  OPSA  | opsaprez@op.ac.nz  |
|  |  Other  |    |