

8 INSTITUTION'S SELECTION DECISIONS

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WHO MAKES SELECTION DECISIONS?

8.1 INSTITUTIONS MAKE SELECTION DECISIONS. THE CAO DOES NOT MAKE SELECTION DECISIONS.

THE CAO RECEIVES APPLICATIONS, PROCESS THE APPLICATIONS, AND PASS ON THE INFORMATION TO THE INSTITUTIONS. INSTITUTIONS USE THE INFORMATION TO MAKE THEIR SELECTION DECISIONS AND INFORM THE APPLICANT. SOMETIMES INSTITUTIONS ALSO INFORM THE CAO OF THEIR SELECTION DECISION, AND THE CAO THEN PASSES THE DECISION ON TO THE APPLICANT.

WHEN WILL I HEAR FROM THE INSTITUTION REGARDING MY APPLICATION?

8.2 INSTITUTIONS MAKE SELECTION DECISIONS (CONDITIONAL OFFERS, FIRM OFFERS, REGRETS, ETC.) THROUGHOUT THE YEAR. THE EARLIER IN THE YEAR YOU APPLY, THE EARLIER YOU MAY RECEIVE THE SELECTION DECISION.

HOW WILL I KNOW IF I HAVE BEEN SELECTED/OFFERED A PLACE TO STUDY?

8.3 IF YOU HAVE GIVEN US YOUR EMAIL ADDRESS OR CELL PHONE NUMBER, WE WILL SEND YOU A MESSAGE WHEN A DECISION IS MADE ON ANY OF YOUR PROGRAMME CHOICES. AS SOON AS YOU ARE MADE AN OFFER, WE WILL COMMUNICATE THIS TO YOU.

SOME INSTITUTIONS MAY ALSO SEND YOU LETTERS OR MESSAGES INFORMING YOU OF YOUR OFFER.

HOW DO I ACCEPT AN OFFER?

8.4 YOU MUST INFORM THE INSTITUTION AND NOT THE CAO ABOUT WHETHER YOU WISH TO ACCEPT THE OFFER. THEY SHOULD SEND YOU A LETTER OR MESSAGE DETAILING THE PROCEDURES YOU MUST FOLLOW. IF THEY GIVE YOU A DEADLINE TO ACCEPT A PLACE, IT IS IMPORTANT THAT YOU REPLY WITHIN THAT TIME, OR THE PLACE WILL BE OFFERED TO SOMEONE ELSE. MOST INSTITUTIONS WILL ASK YOU TO PAY A NON-REFUNDABLE ACCEPTANCE OF OFFER FEE TO SECURE YOUR PLACE. THIS FEE WILL USUALLY COUNT TOWARDS YOUR REGISTRATION AND TUITION FEES. **PLEASE DO NOT PAY THIS MONEY TO THE CAO.** CONSULT THE INSTITUTION REGARDING THE DETAILS OF HOW AND WHEN YOU NEED TO RESPOND AND PAY.

HOW DO I DECLINE AN OFFER?

8.5 IF YOU HAVE DECIDED NOT TO ACCEPT THE OFFER, PLEASE COMMUNICATE THIS DIRECTLY TO THE RESPECTIVE INSTITUTION.

WHAT HAPPENS AFTER I HAVE ACCEPTED AN OFFER?

8.6 ONCE YOU HAVE ACCEPTED A PLACE AND PAID THE DEPOSIT REQUESTED, THE INSTITUTION SHOULD SEND YOU DETAILS OF REGISTRATION. FIRST SEMESTER REGISTRATION TAKES PLACE BETWEEN THE SECOND WEEK OF JANUARY AND THE BEGINNING OF FEBRUARY. SECOND SEMESTER REGISTRATION TAKES PLACE BETWEEN JUNE AND AUGUST. CHECK THE INSTITUTIONS' WEBSITES FOR DETAILS.