

4. Administration Fees

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4.1 What is the Administration Fee?

Please check the Administration Fee grid below for the entry year term you are applying for and the related administration fee that you need to pay.

ADMINISTRATION FEE	To Start Studies In January 2026			To Start Studies In July 2025			To Start Studies In July 2026		
	Date	SA Citizens	International Applicants	Date	SA Citizens	International Applicants	Date	SA Citizens	International Applicants
If Administration Fee reaches us on or before	31 Oct 2025	R250.00	R300.00	31 May 2025	R250.00	R 300.00	31 May 2026	R250.00	R300.00
If Administration Fee reaches us on or after	01 Nov 2025	R470.00	R580.00	01 Jun 2025	R470.00	R 580.00	01 Jun 2026	R470.00	R580.00

Any request to add, change or renumber Programme Choices will incur a 'Change of Mind' administration fee of R140.00

4.2 Ways to pay the Administration Fee/ COM Administration Fee?

You have two options of making payment:

4.2.1 Online (two ways)

4.2.1.1 Paying Online at the same time when you are doing your Application OR Change of Mind

- Select the 'Make Payment' option.
- Follow the instructions onscreen to make payment.

4.2.1.2 Paying Online at any time after you have logged out

- Go to www.cao.ac.za

(a) Option 1

- Click on the 'Payments' on the top menu bar.
- Enter your CAO number and Click 'Make Payment'.
- Select payment option: 'MyGate' to pay by credit card or 'EasyPay' to pay by debit/credit card.

(b) Option 2

- Click on the 'Check My Application' icon on the Homepage.
- Enter your CAO or ID number and click 'Submit'.
- Click on Make a payment to pay by credit card or Click 'Here' to pay by debit /credit card through EasyPay.
- Follow the prompts on screen.

4.2.2 Via EasyPay

4.2.2.1 Paying via EasyPay for your application OR Change of Mind

- You can pay at any EasyPay outlet, e.g. Shoprite, Checkers, Pick n Pay, Woolworths, etc.
- Use your unique EasyPay Number on your application as the reference when making payment.