

CHANGE OF MIND/EXTENDING YOUR APPLICATION REQUEST FORM

Important: Your “Change of Mind” (COM) is processed immediately if your request is done online. To request a “Change of Mind” online you must go to www.cao.ac.za and click on the icon “Change of Mind” and follow the instructions. As soon as you click submit and pay your latest choices will be available to the institutions.

If you complete and submit a hard-copy “Change of Mind Request Form” and after you’ve paid the COM fee it takes up to 4 weeks after we receive it to be processed and made available to the institutions.

CAO Number: _____ Applicant ID/Passport Number: _____

Applicant’s First Name/s: _____ Applicant’s Surname: _____

1. To request a change of mind using the **Change of Mind/Extending your Application Request Form**
When you want to change a previously submitted programme choice or when you want to change the rank order of your choices, complete and submit your fully paid Change of Mind/Extending your Application Request form and submit to comscao@cao.ac.za or post to Central Applications Office, Private Bag X06, Dalbridge, 4014 or hand deliver to our office Gate 11, Mary Thiphe Street, Cato Manor, Durban.
 - a) You may submit more than one Change of Mind/Extending your Application Request form with any number of changes on it. Each form that you submit will cost R135, irrespective of the number of changes on the form.
2. If you wish to extend your application to the next available entry year/intake using the **Change of Mind/Extending your Application Request Form**.
 - a) If, for some reason, you do not register to study the year for which you have applied, you can complete a **Change of Mind/Extending your Application Request Form**, which allows you to extend your application to the next entry year. If you do this before the end of March you DO NOT have to complete a new application. You pay the COM fee and not the Application Fee, which is much higher.
3. **How much does it cost?**
 - a) A fee of **R135** is charged for each Change of Mind/Extending your Application Request form submission or a request to extend your application.
 - b) **No request will be processed until payment is received in full.**

Fill in your NEW List of Programme Choices in this grid – this is how you would now like your programme choices to appear

	Code	Programme Name	Entry Year 2020	Intake/ Start Month	TVET Trimester 1/2/3	Residence Required Yes/No
EG	DU-D-ST3	Diploma in Somatology	2020	Jan		Yes
1						
2						
3						
4						
5						
6						

Ways of making payment

- You can pay online or you can use your unique Easypay reference number used when paying your application fee. If you did not retain your Easypay reference number, contact us on 0860 860 226 and we will provide you with your reference number
- You can pay by credit or debit card if you visit the CAO office at Gate 11, Mary Thiphe Street, Cato Manor, Durban

Signature of Applicant: _____

Date: _____