

# **SUBMITTING A CHANGE OF MIND (COM)**

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# WHEN DO I SUBMIT A CHANGE OF MIND (COM)?

A CHANGE OF MIND (COM) IS SUBMITTED WHEN YOU WANT TO CHANGE YOUR STUDY CHOICES. THIS NORMALLY HAPPENS WHEN:

**6.1.1.** YOU NO LONGER WANT TO DO A PARTICULAR PROGRAMME OR PROGRAMMES.

**6.1.2.** ONE OR MORE OF YOUR CHOICES HAS BEEN UNSUCCESSFUL.

**6.1.3.** AN INSTITUTION DISCONTINUES ONE OF YOUR PROGRAMME CHOICES (THIS CHANGE IS FREE)

**6.1.4.** YOU WANT TO CHANGE THE RANKING OF YOUR CHOICES.

**6.1.5.** YOU WANT TO EXTEND YOUR APPLICATION TO THE FOLLOWING ENTRY YEAR/TERM.

COMS CAN ONLY BE SUBMITTED IF YOU HAVE APPLIED AND FULLY PAID FOR YOUR APPLICATION IN THE APPLICABLE ENTRY YEAR/ TERM.

# HOW CAN I SUBMIT A COM?

6.2.1 COM'S MAY BE SUBMITTED ONLINE ONLY.

# HOW DO I SUBMIT A COM ONLINE (STEP BY STEP GUIDE)

6.3.1. GO BACK TO THE HOMEPAGE [WWW.CAO.AC.ZA](http://WWW.CAO.AC.ZA)

6.3.2. CLICK ON THE 'CHANGE OF MIND' ICON THE HOMEPAGE.



6.3.2. FOLLOW THE PROMPTS TO LOGIN.

6.3.3. ONCE YOU HAVE LOGGED INTO YOUR PROFILE, SELECT 'CHANGE OF MIND' FROM THE LEFT NAVIGATION BAR.

6.3.4. YOU WILL BE PRESENTED WITH A LIST OF YOUR CURRENT PROGRAMME CHOICES.

6.3.5. ENTER YOUR PROGRAMME CHOICES AS YOU NOW WISH THEM TO APPEAR I.E. THE ONES YOU ARE CHANGING AND THOSE PROGRAMMES YOU WISH TO RETAIN MUST BE ENTERED. IF YOU DO NOT INDICATE WHICH PROGRAMME CHOICES MUST REMAIN ON YOUR APPLICATION; THOSE PROGRAMME CHOICES WILL BE WITHDRAWN BY THE SYSTEM ONCE YOUR COM IS SUBMITTED.

6.3.6. REVIEW AND MAKE SURE THAT YOU HAVE ENTERED THE CORRECT CHOICES AND IN THE CORRECT RANK ORDER.

6.3.7. ONCE YOU HAVE CHECKED AND ARE HAPPY WITH THE PROGRAMMES YOU HAVE ENTERED CLICK 'PROCESS MY CHANGE OF MIND'

**TAKE SPECIAL NOTE OF THE GUIDELINES TO ASSIST YOU WHEN ENTERING YOUR PROGRAMME INFORMATION BEFORE SUBMITTING.**

**NOTE: YOU WILL NOT BE ABLE TO MAKE ANY CORRECTIONS TO YOUR CHOICES ONCE YOU HAVE CLICKED ON 'PROCESS MY CHANGE OF MIND'**

**YOUR CHANGE OF MIND HAS NOW BEEN SUBMITTED**

**6.3.8. YOU CAN NOW PAY ONLINE IMMEDIATELY, OR YOU CAN PAY AT ANY EASYPAY OUTLET. YOUR EASYPAY NUMBER WILL BE PROVIDED ON SCREEN.**

**6.3.9. CLICK 'LOGOUT'.**

**FOR YOUR CHANGE OF MIND TO BE MADE AVAILABLE TO THE INSTITUTIONS TO WHICH YOU HAVE APPLIED WE MUST HAVE RECEIVED YOUR COM ADMINISTRATION FEE OF R140.**

VIEW OUR [VIDEO TUTORIAL](#) ON HOW TO SUBMIT YOUR CHANGE OF MIND

# **I'VE SUBMITTED A COM BUT HAVEN'T PAID FOR IT YET. CAN I CANCEL IT AND SUBMIT ANOTHER ONE WITH DIFFERENT PROGRAMMES?**

**6.4.1** IF YOU SUBMIT PROGRAMME CHANGES/ADDITIONS IN MORE THAN ONE CHANGE OF MIND REQUEST AT DIFFERENT TIMES, EACH CHANGE OF MIND SUBMISSION WILL BE REGARDED AS A SEPARATE REQUEST AND AN ADMINISTRATION FEE MUST BE PAID FOR EACH SUBMISSION, NOT FOR EACH PROGRAMME CHANGE.

**6.4.2** PAYMENT/S FOR MULTIPLE COM SUBMISSIONS WILL BE ALLOCATED AND PROCESSED STRICTLY IN THE SEQUENCE THAT THE COM WAS RECEIVED BY CAO.