

**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](http://www.cao.ac.za) and click on the icon “Change of Mind” and follow the instructions. As soon as you click submit and pay the COM fee 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: \_\_\_\_\_

**This form is used when you want to:**

1. Change one or more programmes choices you previously submitted;
2. Change the rank order of your choices, e.g. from number 4 to number 1;
3. Add a programme to your list of choices to a maximum of 6 programme choices;
4. Extend your current application to the following year. When extending your application to the following year you may change programme choices.

The administration cost is R140 to do any one of the above. Pay through EasyPay. Use the same EasyPay number that you used when you paid for your application, OR pay by card at our office. If you have forgotten your EasyPay number you may call our Call Centre. Details provided below.

**Fill in your NEW List of Programme Choices in this grid** – this is how you would now like your programme choices to appear. All previous programmes will be deleted and only the programmes on this grid will be regarded as your active programmes.

	Code	Programme Name	Entry Year <b>2021</b>	Intake/ Start Month	TVET Trimester 1/2/3	Residence Required Yes/No
<b>EG</b>	<b>DU-D-ST3</b>	<b>Diploma in Somatology</b>	<b>2021</b>	<b>Jan</b>		<b>Yes</b>
1						
2						
3						
4						
5						
6						

- ✓ Check your application status on [www.cao.ac.za](http://www.cao.ac.za) at “My Application” **BEFORE** you complete this form.
- ✓ These requests will only be processed once the COM administration fee of R140 has been received.
- ✓ Completed forms may also be emailed to [comscao@cao.ac.za](mailto:comscao@cao.ac.za)

**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: \_\_\_\_\_