

4. Administration Fees

4.1. What is the Administration Fee?

4.2. Ways to pay the Administration Fee

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4.1 What is the Administration Fee?

Please check the below grid for the entry year term you are applying for and then the related administration fee that is payable

ADMINISTRATION FEE	To Start Studies in January 2023			To Start Studies in July 2022			To Start Studies in July 2023		
	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 2022	R250.00	R300.00	31 May 2022	R250.00	R 300.00	31 May 2023	R250.00	R300.00
If Administration Fee reaches us on or after	01 Nov 2022	R470.00	R580.00	01 Jun 2022	R470.00	R 580.00	01 Jun 2023	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?

You can pay both administration fees Online OR via EasyPay

4.21 You may pay the administration fee ONLINE by credit card:

- At the same time that you apply
- After you click 'Process my Application' a message will appear telling you how you may pay the application administration fee.

4.22 . If you applied online or via the APP and wish to pay later:

- Go to www.cao.ac.za
- Click on 'My Application' and enter your CAO or ID Number and click 'Submit'
- Thereafter click on 'Pay Now by Credit Card'

4.23 If you have submitted a hard copy form:

- Go to www.cao.ac.za
- Click on 'My Application'
- Enter the CAO number that is on the hardcopy application form you have or intend submitting and click 'Submit'
- Thereafter, click on 'Make a Payment'

4.24 For COMS, you may pay the COM administration fee online at the same time as when you submit the COM. After you click 'Process my Change of Mind', a message will appear telling you how you may pay the administration fee

OR

4.25 You may pay the administration fee at any EasyPay outlet, e.g. Shoprite, Checkers, Pick 'n Pay, Boxer Superstores, Woolworths etc. (Please use your unique EasyPay number as the reference when making payment).

4.26 If you pay the COM Administration fee AFTER you have submitted your COM online, you can only pay the COM administration fee at any EasyPay outlet, e.g. Shoprite, Checkers, Pick 'n Pay, Boxer Superstores, Woolworths, etc. (Please use your same unique EasyPay number on your original application as the reference when making payment).