



## APPLICATION TERMS AND CONDITIONS

### 1. YOUR APPLICATION IS YOUR RESPONSIBILITY

It is your responsibility to ensure that you complete the application process correctly and on time. Make sure that you:

- familiarise yourself with the University's Admission Policy, programme-specific admissions criteria and the faculties' selection guidelines;
- provide all the information and supporting documents before the closing date of 31 July;
- apply for the programmes for which you meet the programme-specific admissions criteria. Some programmes have selection criteria that are higher than the programme-specific minimum admissions criteria, and the applications are very competitive. We cannot guarantee that you will be admitted – even if you meet all the criteria.

Here are [guidelines on how and when to apply](#) for a programme and accommodation. However, we may adjust the information in the guidelines at any time. The latest information is available on [www.maties.com](http://www.maties.com) or from Client Services at 021 808 9111 or [info@sun.ac.za](mailto:info@sun.ac.za).

#### **Important**

We only consider applications that reach us by the closing date. You cannot hold us responsible if we do not consider your application because it is incomplete (e.g. you have not submitted all the required documents), incorrectly completed, or not submitted or corrected before the closing date.

### 2. YOU MUST COMPLETE YOUR APPLICATION ON TIME

We must receive your application, all supporting documents, and any additional information we may require before 31 July. The University will not consider applications that are incomplete on 31 July or made after 31 July.

### 3. CORRECT INFORMATION IS IMPORTANT

Make sure that all the information you provide is correct. If the information is incorrect:

- we can reject your application, or
- your application may be incomplete, and you could miss the closing date if you do not correct the information on time.

We may verify the information you have provided with other organisations or people like your parents, teachers, school, or other universities. If we receive contradictory information, we will ask you for clarification. This may delay your application, and you may miss the closing date. If your clarification is not satisfactory, we may reject your application.

The University may also ask you to provide original documents or additional supporting documents.

### 4. NOTHING IS GUARANTEED

Even if you submit a correctly completed application and meet the minimum admissions criteria, you may not necessarily qualify for admission.

### 5. COMMUNICATING DURING THE APPLICATION PROCESS

We will use the e-mail address and phone number you provided to communicate with you about your application. These e-mails will also be available on the Applicant Portal.

Keep an eye out for the following messages:

- Confirmation that we received your application
- Requests for further information
- Requests for further documents if what you provided was incorrect, incomplete or illegible
- Your conditional offer(s)
- Your final offer(s)

#### **Important**

We are not responsible if you do not receive these messages because your contact details are incorrect or outdated, or if you provide the details of another person (e.g. a parent) and they don't share the message with you.

You can track your application status online by logging into the Applicant Portal. All of these messages will also be there.

## 6. IF WE MAKE YOU AN OFFER

If you apply with your grade 11 marks, we could make you one or more conditional offers. You must accept one of those offers no later than 30 September. Then, once your grade 12 marks are available (usually in January), we will make you a final offer based on your final marks. You will have three days to accept a final offer.

If you have completed your final school year and apply with your grade 12 marks, you will be considered for a final offer (or offers), and you must accept one of those offers within the cut-off time specified in your offer. Any offers you don't accept by the deadline will expire.

## 7. YOUR PERSONAL INFORMATION

The University will use the personal information provided during the application process to:

- consider your application,
- communicate with you at the contact details you provided,
- make you an offer if you are selected, and
- conclude a Student Contract with you if you accept an offer.

We will only disclose information relating to your application to other people or organisations if:

- it is required to consider your application,
- you have provided their contact details in the application (e.g. if you provided the contact details of a parent),
- they contact the university to make enquiries on your behalf regarding your application (e.g. a parent contacts Client Services),
- we are required by law to disclose the personal information to them,
- you have permitted us to disclose the personal information.

If you want to know more about privacy at the University go to <http://www.sun.ac.za/privacy>.

## 8. WHAT HAPPENS NEXT

Keep an eye out for our e-mails and text messages – we will guide you through the process. If you accept any offer, we will ask you to sign and upload the Student Contract before you register.

Your parent(s) or guardian(s) will also be asked to sign as sureties for your student account. Before you accept the offer, make sure that you and your parents or guardian(s) are aware of the [student fees](#).

You can read the Student Contract and Surety [here](#).