

Students who accept their Offer of Admission but do not pay the Admission Deposit on time are subject to their Offer of Admission being cancelled. This process allows the identification of those individuals and if approved, the cancellation of their Offer of Admission. **Note:** It is important to ensure the cancellations are correct to avoid negative impacts on the student experience.

1. Click the [Student Admissions](#) link.
2. Click the [Processing Applications](#) link.
- 3.

[Admission Deposit not paid](#) link.

Group Cancel Offer of Admission

SA - Admission Deposit



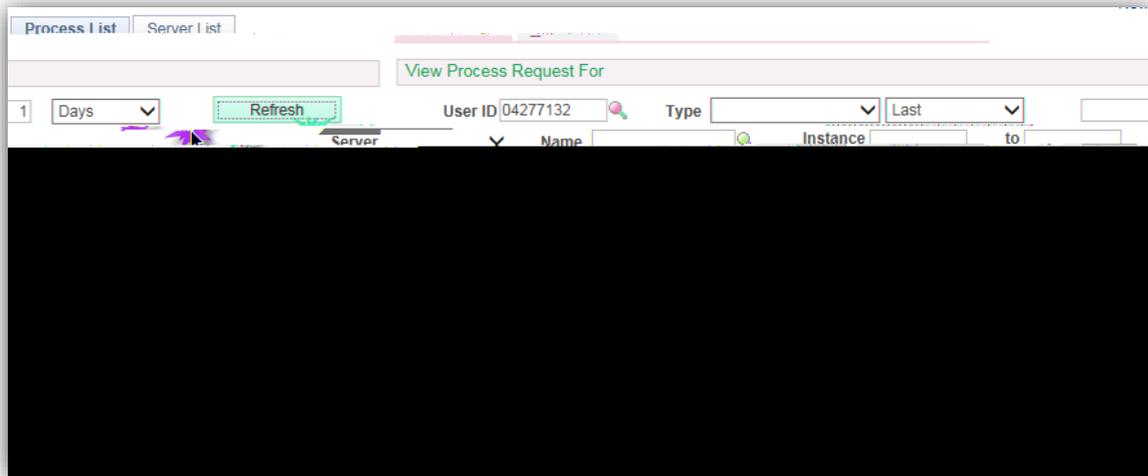
7.

Group Cancel Offer of Admission

16. It may be necessary to click Refresh to prompt the Run Status to display Success and Distribution Status = Posted.

Click the [Details](#) link.

[Details](#)



17. Click the [View Log/Trace](#) link.

[View Log/Trace](#)

Group Cancel Offer of Admission

SA - Admission Deposit



18. Tv0m-r/P <</MCI9 Tm [(T)1.2 (vd<</1.358 0 Td (2020)811.0(>>Bv51,)it) w>>B951,2020 W n BTBT /

21. This will run the process in update mode and immediately cancel the students' applications and offers of admission. Click the **Update mode** option.



22. Click the **Run** button.



23. Click the **OK** button.



24. Click the **Process Monitor** link to view when the process is successful and posted.

[Process Monitor](#)

End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.