

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.

SA - Admission Deposit



7.



SA - Admission Deposit

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

Click the **Details** link.

Details

Process List Server List				
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17. Click the View Log/Trace link.

View Log/Trace

SA - Admission Deposit



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

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22. Click the **Run** button.

Run

23. Click the OK button.

OK

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.