Category: Financial Student Affairs Responsible Office: University Budget	**Policy Title:** Pre-Admission Deposits - Undergraduate Program Document Number: 7801 Effective Date: January 30, 1985 This policy item applies to: State-Operated Campuses

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Summary

An advance deposit of up to $150 shall be required from each new student admitted to any state-operated campus. This deposit is payable upon tentative or conditional acceptance into an undergraduate program and is applicable against charges incurred by the depositor when he/she commences attendance at the University.

The dormitory rental deposit is included in University policy, Residence Hall Operations, Under IFR Procedures and continues in effect in addition to the deposits listed below.

Policy

I. Which Advance Deposit Must be Paid

A. The advance deposit is due and payable not later than the dates indicated below:

1. For terms which begin between June 1 and November 30, payment is due not later than the preceding May 1, if the student is notified of acceptance on or before April 1. If the student is notified after April 1, payment is due 30 days after notification of acceptance.

2. For students who are admitted into terms which begin between December 1 and May 31, payment is due not later than the preceding November 1, if the student is notified of acceptance on or before October 1. If the student is notified after October 1, payment is due 30 days after notification of acceptance.

3. Whenever the pre-admission deposit due date as established in 1 or 2 above is later than the registration date, the pre-admission deposit is due and payable before registration.

B. Any campus which asks that the pre-admission deposit be made prior to the dates in section A above shall state the date for refund ability as part of that request.

C. Campuses which choose to require a deposit prior to the dates indicated in section A above must allow the applicant not less than 30 days after notification of acceptance for making the pre-admission deposit.

II. Disposition of Funds

Pre-admission deposits will be deposited in the local depository and will be forwarded to the State University of New York Income Fund in accordance with the requirements of the NYS Finance Law (Revenue Classification 12811 - Tuition Advance Deposits).

III. Deferral of Payment

When a student's fees and charges are supported by a state or federal program, and when advance payment as required by this schedule would cause undue hardship to the student, the campus president may in his/her discretion allow waiver of the advance payment until receipt of the payment by the student from the state or federal authorities.

Definitions

There are no definitions relevant to this policy.

Other Related Information

Refund of Pre-Admission Deposits for Undergraduate Programs

Deposits - Pre-admissions - Graduate Program

The following link to FindLaw's New York State Laws is provided for users' convenience; it is not the official site for the State of New York laws.

NYS Finance Law §121 (Payments to state treasurer; financial statements)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of New York State Consolidated.

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

State University of New York Board of Trustees Resolution No. 61-35, dated February 16, 1961.

History

Amended - January 30, 1985

- amended to allow for advance tuition deposits of up to $150.

Amended - November 2, 1984

- revised to make it gender neutral.

Amended - January 30, 1976

- July 1, 1976, pre-admission deposits will continue to be deposited in the local depository, however, such deposits will be forwarded to the State University of New York Income Fund in accordance with the requirements of theNYS Finance Law (Revenue Classification 12811 – Tuition Advance Deposits).

Amended - August 1, 1967

- revised to reflect pre-admission deposits only to students entering *undergraduate* programs.

Amended - November 19, 1965

- revised to establish dates by which the advanced deposit must be paid when a student is accepted for admission.

Amended - June 15, 1962

- revised to reflect $50.00 pre-admission deposit required of students entering the University, applicable to 2-year nursing program students at Upstate Medical Center (excludes medical students at medical colleges).

Established - November 28, 1960

- the policies on pre-admission deposits from new students, effective with student admission on or after July 1, 1961.

Appendices

There are no appendices relevant to this policy.