



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

**Policy Title:**

Deposits - Pre-admissions - Graduate Program

Document Number:  
7802

Effective Date:  
November 02, 1984

This policy item applies to:  
State-Operated Campuses

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**Summary**

This document outlines the policy for a State University of New York (University) state-operated campus to establish a graduate pre-admission deposit.

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**Policy**

**Authorization for Advance Deposits**

Whenever it is determined that the number of applications received in relation to available openings in a graduate or professional program or curriculum warrants, the campus president may request authorization of an advance deposit in an amount not to exceed one quarter of the annual tuition cost of the program. Such request is to be sent to the vice chancellor for finance and business, for approval and must contain:

- amount of deposit requested;
- justification of the need for an advance deposit; and
- statement of a reasonable refund policy.

**Refunds**

A. When establishing a reasonable refund policy, campuses must incorporate the requirements established in NYS Education Law §212-a in relation to the return of deposits for professional and graduate schools which reads as follows:

"Return of deposits for professional and graduate schools. Any person who makes a deposit on tuition to a professional or graduate school for the fall semester next following the making of the deposit and who demands return of the deposit in writing by the April first previous to such fall semester shall be entitled to the return of such deposit within thirty days of receipt of such demand by the school, and such professional or graduate school shall return the deposit within thirty days."

Programmatic material distributed to prospective admittees in graduate or professional programs should include the publication of the advance deposit requirement, if approved, and the refund policy established by the campus.

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## Definitions

There are no definitions relevant to this policy.

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## Other Related Information

[Pre-Admission Deposits – Undergraduate Program](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

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.

[New York State Education Law § 212-a](#) (Return of deposits for professional and graduate schools)

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

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## History

Amended - November 2, 1884

- revised to reflect current University position titles.

Amended - March 11, 1982

- amended to include the disposition of advanced deposits and incorporate recent legislation regarding refund of this deposit.

Amended - August 12, 1971

- revision provides the requests for authorization of advanced deposits for graduate, post-graduate or post-doctoral programs shall be: sent to the director of administrative services, and approved by the vice chancellor for finance, business and management.

Amended - August 1, 1967

- amended indicating unless specifically requested by the campus president administrative officer and approved by the chancellor, there shall be no pre-admission deposit required of students entering graduate, post-graduate or post-doctoral programs or curriculums. In order to continue pre-admission deposits for such programs at campuses which currently have them, or to include other programs, the campus president must request approval as provided in this policy.
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Established - May 1, 1964

- policy applies only to Stony Brook. "Pre-admission Deposits Elementary Education" effective April 30, 1964 – July 31, 1964.

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## **Appendices**

There are no appendices relevant to this policy.