



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Controller](#)

**Policy Title:**

Refund of Pre-Admission Deposits for Undergraduate Programs

Document Number:  
7807

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, payable upon tentative or conditional acceptance and applicable against charges incurred by the depositor when he/she commences his/her attendance at the State University of New York (University), shall be required from each new student admitted to an undergraduate program at any campus of the University. This deposit is not refundable except as noted below.

**NOTE:** Refunds of pre-admission deposits for graduate programs and curriculums shall be made in accordance with the University policy, Pre-Admission Deposits - Graduate Programs.

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**Policy**

**Refunds Before Registration**

Refunds of pre-admission deposits to students meeting the requirements below will be made directly from the local depository. The refund date must be stated in all pre-admission deposit payment requests made prior to the refund date.

1. For students who are admitted into terms which begin between June 1 and November 30, the pre-admission deposit is refundable if requested on or before May 1.
2. For students who are admitted into terms which begin between December 1 and May 31, the pre-admission deposit is refundable if requested on or before November 1.
3. Notwithstanding the refund dates established in Sections A or B above, when a student is notified of acceptance after April 1 (Section A) or October 1 (Section B), the advance deposit is refundable if both of the following conditions are met:

- The refund must be requested within 30 days after notification of acceptance is sent to the student.
  - The refund must be requested before the first day of classes in the term for which the advance deposit was paid.
4. Students who have forwarded their deposits based on conditional acceptance by the college but who later have been found not acceptable are eligible for refund of the pre-admission deposit.
  5. Students who withdraw to enter military service are eligible for refund of the pre-admission deposit.
  6. Any deposits made prior to the completion of registration may be refunded if in the opinion of the campus president conditions beyond the control of the student warrant such refund. Refunds made under such conditions shall be supported in the files by proper documentation.

### **Refunds After Registration**

After the student's registration has been completed, refunds to the student will be made in accordance with the policy of the State University Board of Trustees.

**NOTE:** Generally, a student would be considered as having completed his registration when he has satisfied all of the college's requirements including the payment of all required fees or the completion of arrangement to pay these fees.

### **Method of Reporting of Refunds to Students**

The University's policy, Pre-Admission Deposits – Undergraduate Program, provides that pre-admission deposits will be deposited in the local depository and forwarded to the State University of New York Income Fund in accordance with the requirements of the NYS Finance Law.

Refunds to students in compliance with the section entitled, "Refunds before Registration" will be made directly from the local depository

The money refunded to the student will be deducted from the total of "The Funds Forwarded" to the State University of New York Income Fund for the period in which the refund was made.

Each such refund must be properly documented for audit purposes.

### **Example:**

During the period March 1 - 15, 200 prospective students forwarded \$150 each as pre-admission deposits. The money is deposited in the local depository and when it is forwarded to the State University of New York Income Fund (April 1) the AC 1370 is completed with the following entry:

Tuition - Advance Deposits \$30,000

During the period April 16 - 31, 100 more students submit pre-admission deposits but two of those who had paid previously notify the college that their plans have changed and request a refund. Both individuals met the requirements of the University refund policy. The college then prepares its own refund checks, drawing on the local depository, and forwards the balance to the State University of New York Income Fund on May 15. The AC 1370 entry should read:

Tuition Advance Deposits (\$15,000 less \$300) \$14,700

The above figure represents the \$15,000 received April 16-31 for pre-admission deposits less the \$300 that was refunded.

Colleges having accelerated programs whereby freshman enter in July, will credit the advance deposit against the next subsequent September charges.

## Definitions

There are no definitions relevant to this policy.

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## Other Related Information

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

[Deposits - Pre-admissions - Graduate 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.

[NYS Finance Law](#)

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

[Tuition, Fees and Charges \(8 NYCRR 302\)](#)

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## History

Amended - January 30, 1985

- Policy revised permitting advanced tuition of up to \$150.

Amended - January 30, 1976

- Policy revised to provide the method and reporting of refunds of pre-admission deposits.
- Procedure clearance signed by vice chancellor for finance and business dated January 19, 1976

Amended - April 22, 1969

- Policy amended for the provision that when students are notified of acceptance after April 1 or October 1 and pre-admission deposits are requested, the pre-admission deposit is refundable if the refund is requested within 30 days after the notification of acceptance is sent to the student but before the first day of classes in the term for which the deposit was made.

Amended - August 28, 1967

- Policy revised to indicate students who withdraw from undergraduate programs to enter military service are eligible for a refund of the pre-admission deposit.

Amended - November 19, 1965

- Policy revised to establish dates whereby refunds must be requested.
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**Appendices**

There are no appendices relevant to this policy.