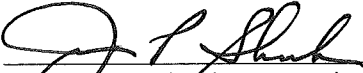



EDINBORO UNIVERSITY OF PENNSYLVANIA

ADVANCED REGISTRATION DEPOSIT REQUIREMENT - Policy No. F003

Supersedes Policy No. F003 dated 12/4/98, 7/10/93, and 5/1/2004

Recommended for Approval by: 
James P. Sheehan, Interim Vice President
Finance and Administration

Approved by:  on 7/28/18
Dr. Michael J. Hannan, Interim President Date

Review Date: As Required.

INTENT

Proper planning to accurately forecast class schedules requires that an accurate count of accepted students who intend to enroll be obtained. It is the intent of this policy to ensure such accuracy by establishing terms for an advanced tuition deposit.

POLICY

All new undergraduate students shall pay a non-refundable advanced tuition deposit. Graduate students in high demand programs may also be required to pay a non-refundable deposit. The amount of the deposit can vary by program and will be posted on the University website. This deposit is required when a student is approved for admission to the University. This is an indicator of the intention of the applicant to register at the University for the term indicated on the admissions letter. Applicant admission will be canceled if the deposit is not paid. The full deposit will be applied to the basic tuition charge or any other outstanding charges appearing on the student's account.

Applicants who cancel their applications or fail to register within one year following admission to the University after having paid the deposit will not receive a refund or credit of the deposit or any part thereof.

PROCEDURE

1. **Fall Term Applicants:** All students accepted to Edinboro between July 1 and March 1 of one academic year for the Fall Term of the following year must submit payment of the advanced tuition deposit by April 1 preceding their enrollment date. Payment extensions will be granted until May 1 upon request. All students accepted after March 1 must pay the advanced tuition deposit within thirty (30) days of notification of acceptance. Students are not expected to pay the advanced tuition deposit if accepted within thirty (30) days before the start of the semester. The students accepted with less than thirty days remaining until the beginning of a semester will pay all fees as required by the first day of that semester.

2. **Spring Term Applicants:** All students accepted to Edinboro for a Spring semester must pay the advanced tuition deposit within thirty (30) days of acceptance. Students are not expected to pay the advanced tuition deposit if accepted within thirty (30) days before the start of the semester. The students accepted with less than thirty days remaining until the beginning of a semester will pay all fees as required by the first day of that semester.
3. All students requesting deferment of the advanced tuition deposit based on a financial inability to pay are referred to the Financial Aid Office. Based upon uniform need analysis and the recommendation of the Financial Aid Office, appropriate action is taken on the deferment request and the student and the Admissions Office are so informed.
4. All exceptions to this policy must be approved by the Vice President for Finance and Administration.