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| <b>Policy Number:</b>         | 1.010                                                          |
| <b>Originating Office:</b>    | Admissions                                                     |
| <b>Responsible Executive:</b> | Vice President for Marketing, Enrollment, and Student Services |
| <b>Date Issued:</b>           | 03/16/2011                                                     |
| <b>Date Last Revised:</b>     | 03/16/2011                                                     |

# Enrollment Deposit Refund

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## I. REASON FOR THIS POLICY

Incoming students are required to pay a \$100 deposit before being able to register for classes. This policy is in place to provide guidance in the event a student pays the \$100 deposit, then later chooses not to attend the University of South Dakota.

## II. STATEMENT OF POLICY

All incoming students are required to pay a \$100 deposit before the student is able to register for classes. The deposit is applied to the student’s charges for attending classes. Any request for a deposit refund must be made prior to May 1<sup>st</sup> for students applying for Fall term admission, or prior to December 1<sup>st</sup> for students applying for Spring term admission. In the event a refund request is made prior to the applicable deadlines stated above, a 50% refund will be given to the requesting student. No refund will be given for requests made after the applicable deadlines.

## III. DEFINITIONS

Not Applicable

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## IV. PROCEDURES

Before a student can register for classes, the student shall pay a \$100 deposit to the University of South Dakota. The student must complete the university deposit form, available through the Office of Admissions, and pay the \$100 deposit. After paying the deposit, any request for a deposit refund must be made through the Office of Admissions. A request for refund may be made verbally or written. The deposit refund process will then be governed by the rules stated previously in this section.

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## V. RELATED DOCUMENTS, FORMS AND TOOLS

**University Deposit Form** – Available through the Office of Admissions