

## CONFIRMATION DEPOSITS POLICY AND PROCEDURES

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1. US degree-seeking students who have accepted a place at the University are required to pay a non-refundable and non-transferable confirmation deposit. The deposit must be paid by 1 May for Fall of the same year and Summer entry and 1 November for Spring entry of the following year.
2. Visiting students who have accepted a place at the University are required to pay a non-refundable and non-transferable confirmation deposit. The deposit must be paid by 1 May for Fall of the same year and Summer entry and 1 November for Spring entry of the following year.
3. The confirmation deposit will be offset against Tuition Fees for the first semester. If the student does not attend the University, the total deposit is not refundable and is non-transferable. This does not apply to students via the University's Partnership with *API* whose non-refundable deposit is obtained via other means.
4. In cases of mitigating circumstances, students may request a refund from the Finance Office. Students must complete and submit a Refund Request form to the Finance Office. Please note under anti-money laundering regulations, deposits must be refunded to the original payer. Refunds will be paid by bank transfer.
5. Deposit charges are reviewed and updated annually and are available on the University website.

## VERSION MANAGEMENT

<b>Responsible Department: Finance</b>			
<b>Approving body:</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		29 August 2018	29 August 2018
002	Removal of Housing Deposit Information	01 June 2022	01 Sept 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	