

## US DEPOSITS POLICY AND PROCEDURES

---

### Confirmation Deposit

1. US 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. 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.

### Housing Deposit

3. A housing deposit must be paid by any student requesting housing. This must be paid by 1 May for Fall and Summer, and 1 November for Spring. Deposits received after this time may mean that the student is not allocated housing.
4. The housing deposit is non-transferable and will be held for the duration of the student's occupation of University housing.
5. Deductions from the relevant deposit will be made in respect of any damage or fines not paid for at the time, according to the policies and procedures laid out in the Student Code of Conduct. If such deductions occur, the deposit must be re-established immediately.
6. The housing deposit is only returnable on request when officially leaving University housing.
7. 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.
8. Deposit charges are reviewed and updated annually and are available on the University website.

