



# Roosevelt University

## Policy on Admission Deposit for Undergraduate Students

### **Policy 3.1**

Responsible Executive: Vice  
President of Enrollment and  
Student Services

Originally Issued: month, day,  
year

Revised: 04/16/2004

Effective date: 04/28/2004

## **Policy on Admission Deposit for Undergraduate Students\***

### **Policy**

Beginning in Spring 2005, all new undergraduate students will be required to submit a \$100 admission deposit to reserve their admission to Roosevelt University. This policy will be in effect for all new undergraduate students who are admitted to a fall or spring term at the university. The deposit will be requested upon admission to the university and will be fully refundable prior to a specified date each term (December 1 for spring and May 1 for fall). The Office of Admission will handle all communication with admitted students regarding this deposit. The chief admission officer at the university will approve requests for refunds. This \$100 deposit will be credited to the student's account and will be applied to their tuition and fees for the first term of enrollment.

### **Rationale**

This policy is common practice at four-year colleges and universities, allowing the admitted student an opportunity to make a firm commitment to an institution. This also provides a significant source upon which the university can prepare short-term enrollment projections and related potential fiscal impact.

### **Exceptions**

Exceptions to this policy will be made for those students who have financial aid packages that cover their cost of attendance.

\*A separate admission deposit policy governs students admitted to the Chicago College of Performing Arts as well as International students.

Update 04-16-04