

Graduate Program Deposit Guidelines and Request

General Guidelines:

- 1) Money from forfeited deposits remain with the University (centrally).
- 2) The standard Graduate deposit amount of \$500 will be used unless the program can adequately justify the need for a different amount. Payment must be lump-sum.
- 3) How far in advance of admission season should I begin the request process?
 - a. It is recommended that applications be submitted 180 days before the first payment deadline. Also, please allow time for your own communications to be updated so students/faculty/staff are aware that a deposit will now be required.
- 4) How will I know the deposit has been paid?
 - a. An email will be sent to the contact person listed on the Deposit Request Form (unless otherwise stated). The email will contain an attachment with the student ID numbers of those students who have paid their deposits.
- 5) What happens if the student doesn't attend after paying a deposit?
 - a. If the student chooses not to attend, the deposit will remain with the university. For extenuating circumstances, departments may request that the deposit be refunded back to the student – the request should be sent to ubo@jmu.edu. Credit cards can be refunded the following business day, but ACH payments require a 15-business day wait period before they are eligible to be refunded.

Application Process:

- 1) Who do I contact first, second, third...?
 - a. After you have the required signatures from the Graduate Program Director, Academic Unit Head, and Dean of your college, the paperwork will then need to be sent to the Graduate School (TGS). The Graduate School will review, sign off, and then forward to the Budget Office and the University Business Office for implementation.
- 2) What timeline can I expect on responses?
 - a. The Graduate School will respond within 30 days of the application submit date to let you know if your deposit has been approved, denied, or we require additional information.
 - i. If a graduate program is going to provide a letter to the prospective student with details regarding a deposit, TGS would like to review a sample of the letter the graduate program would use.

After Approval:

- 1) What happens after the deposit has been approved?
 - a. The University Business Office will use the information from the approved request to configure the deposit in PeopleSoft and M3 (the student payment portal). We will communicate with TGS and your department once the configuration is complete.
 - b. The Graduate School will make modifications to your specific graduate program and/or concentration requirement page and to the online application. Students will be given information on the steps required to pay their deposit within their acceptance letter or program recommendation letter.

Graduate Program Deposit Request

Name of Person requesting deposit? _____

Email: _____ Phone: _____

Graduate Program: _____ Concentration/s: _____

Which term(s) are students being admitted (Spring, Summer, Fall)? Please indicate if program deposits would skip years or terms due to multi-year programs. _____

When should students be allowed to pay their deposit (i.e. January 1st – September 30th)? _____

How long should students have to pay their deposit? You may enter a specific date or a certain number of days after admittance. You can also choose a combination dependent on the student's admit date (i.e. students admitted prior to June 30th will matriculate if they pay by June 30th, whereas students admitted after June 30th have 14 days to pay).

Proposed implementation go-live date. _____

Proposed deposit amount (Default amount is \$500 -- any amount other than \$500 will require justification and additional levels of approval). _____

Verification that admissions process/timing would allow for payment of a deposit. _____

Justification: Example of evidence to include:

- A) Explain why a deposit would be beneficial to the program's operation or admissions process
- B) Prior 'melting' rates from acceptance to enrollment....how many applicants accept but do not enroll?
- C) What evidence do we have that other programs are charging an admissions deposit? What amount(s)
- D) What reason(s), if any, would the program desire to waive a deposit for a student?
- E) Other relevant information to support request.

Approval Signatures:

Graduate Program Director _____ Date _____

Graduate AUH _____ Date _____

Graduate Dean _____ Date _____

The Graduate School _____ Date _____

University Business Office _____ Date _____

Budget Office _____ Date _____

University Business Office for implementation _____ Date _____