University Policy 100.06
ENROLLMENT CONFIRMATION FEE

Responsible Administrator: Vice President of Fiscal Affairs
Responsible Office: Office of Fiscal Affairs
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Authority: Office of the President

Policy Statement
It is the policy of Claflin University to establish and to explain University related fees to include the University’s confirmation fee.

Statement of Purpose
This policy establishes guidelines for University students and staff who are involved in the registration process.

Applicability
This policy is generally applicable to first time freshmen, transfer and re-admit students who have been accepted to the University, who wish to confirm their interest in attending the University.

Definition
The enrollment confirmation fee is paid by a student to the University as a means to confirm intent to attend the University.

PROCEDURES
1. An enrollment confirmation fee is paid by a student who wishes to confirm his/her intent to attend the University. For the Fall Semester, the student must pay the enrollment confirmation fee by July 1st prior to that Fall Semester. If a student is admitted after the deadline, the payment is due no later than 2 weeks from the date posted on their admissions acceptance letter. For the Spring Semester, the student must pay the fee by December 1st prior to that Spring Semester. If a student is admitted after the deadline, the fee is due upon receipt of their admission’s acceptance letter. The enrollment confirmation fee will be applied to the student’s account.
2. A student’s failure to pay the enrollment confirmation fee by the specified date for the intended semester of enrollment, may cancel the student’s enrollment, to include housing and pre-registration.
3. The enrollment confirmation fee is only refundable when the student provides written notification to the University’s Admission Office of the decision not to attend the University by July 1 for the Fall Semester and
December 1 for the Spring Semester. The fee is otherwise non-refundable to the student.

4. The enrollment confirmation fee must be paid to the University’s Office of Fiscal Affairs by cash, cashier’s check or credit card (Visa, MasterCard or Discover). **Personal checks are not accepted for the enrollment confirmation fee.**