

**University Policy 100.06**  
**ENROLLMENT CONFIRMATION FEE**

**Responsible Administrator:** Vice President of Fiscal Affairs

**Responsible Office:** Office of Fiscal Affairs

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**Revision Date:**

**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 1<sup>st</sup> 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 1<sup>st</sup> 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.**

