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Originating Office: Admissions
Responsible Executive: VP of Enrollment, Marketing,
 University Relations and Student Service
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Enrollment Deposit Refund

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I. REASON FOR THIS POLICY

Incoming students are required to pay a \$100 deposit before being able to register for classes. This policy is in place to provide guidance in the event a student pays the \$100 deposit, then later chooses not to attend the University of South Dakota.

II. STATEMENT OF POLICY

All incoming students are required to pay a \$100 deposit before the student is able to register for classes. The deposit is applied to the student's charges for attending classes. Any request for a deposit refund must be made prior to May 1st for students applying for Fall term admission, or prior to December 1st for students applying for Spring term admission. In the event a refund request is made prior to the applicable deadlines stated above, a 50% refund will be given to the requesting student. No refund will be given to requests made after the applicable deadlines.

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

Before a student can register for classes, the student shall pay a \$100 deposit to the University of South Dakota. The student must complete the university deposit form available through the Office of Admissions and pay the \$100 deposit. After paying the deposit, any request for a deposit refund must be made through the [Office of Admissions](#). A request for refund may be made verbally or in writing. The deposit refund process will then be governed by the rules state previously in this section.

V. RELATED DOCUMENTS, FORMS AND TOOLS

University Deposit Form -available from the [Office of Admissions](#)