

Graduate Admissions Deposits



University of Wisconsin
Stevens Point

Last updated 4/15/24 –by Jamie Bednarek, Bursar

REFERENCE:

[UW System Administrative Policy 805](#)

A.XIX. ADMISSION DEPOSITS

An admission deposit, which is refundable until May 1 for admission in the fall semester and November 15 for admission in the spring semester, may be assessed to all applicants that have been accepted for admission. This deposit shall not exceed \$200 for undergraduate admission nor \$500 for graduate/professional programs at institutions that assess an admissions deposit. The deposit is not required to file an application but would be required to confirm an accepted application. The deposit shall be applied to the fees for the semester of admission.

If the applicant fails to attend the institution and does not request a refund of the deposit by the stated deadlines, 50% of the admission deposit will be deposited to an institution's Fund 128 account. The remainder will be retained in the Academic Fee Appropriation (Fund 131).

Students may request a refund of a graduate admission deposit until March 15 for programs beginning in the summer semester.

PROCEDURES:

1. Upon acceptance into a graduate program, students are notified by the department and assessed an admission deposit not to exceed \$500. Payment is due upon acceptance of the offer and is mailed to the department.
2. The department will deposit funds to a Graduate Program Deposit Clearing account.
 - a. Contact General Ledger to set up a deposit clearing account within fund 128, program 2. The name should include the graduate program and "clearing" to assist with identifying accounts needing to be reconciled at fiscal year-end.
 - b. Submit the funds collected to Student Financial Services with a [Deposit Form](#) coded to the clearing account 128-2-XXXXXX-9196.
 - c. Students may request their deposit be refunded by the stated deadlines from the department.
 - i. The department will submit student refund requests via ShopUW+ using the Refund of Receipts form with supporting documentation (i.e. deposit information copied from WISER).
3. Once a class roster is confirmed and Admissions creates student accounts, funds will be 'transferred' from the deposit clearing account to the respective student account to be applied to the fees for the semester.
 - a. The department will submit a Refund of Receipts request via ShopUW+ with supporting documentation (i.e. student roster and corresponding admission deposits).

- i. Supplier will be “University of Stevens Point” with the “C/O Bursar Office” remittance address.
 - ii. Please add comment noting the direct payment is to be applied to the provided student roster in the amount of \$X per student.
4. Funds remaining in the deposit clearing account must be reconciled and ‘cleared’ by the department. Admission deposits retained by the institution for students who fail to attend and do not request a refund will be transferred 50% to a department PR account 128-2-XXXXXX and 50% to 131-2-024733.
 - a. The department will request this transfer from the deposit clearing account to the fund 128 and 131 accounts via an email to General.Ledger.Accounting.Office@uwsp.edu with details regarding the specific transfer request.
 - b. The Controller Office will request a reconciliation of all “clearing” accounts with balances at fiscal year- end.