

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal:

**Graduate Council**

**TOPIC:** Increase in the graduate student admission offer deposit.

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal)

**Graduate students have been paying a \$50.00 deposit to accept the offer of admission since the fall of 1999. The amount now matches the application for admission fee and creates confusion.**

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

**Current Catalog Copy with change in bold:**

DEPOSIT

A ~~\$50.00~~ **\$100.00** tuition deposit is required of all degree and professional endorsement seeking graduate students as an indication of commitment to attend Longwood University. New students will be invoiced for the deposit in the offer-of-admission letter from the College of Graduate and Professional Studies. Deposits, made payable to Longwood University, are processed in the Office of Cashiering and are refundable provided a written withdrawal/refund request is submitted to the College of Graduate and Professional Studies prior to the stated deadlines in the table above. The deposit becomes a credit on the new student's account.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

To eliminate confusion – because applicants know they have paid a \$50.00 application fee, they ignore the request for the deposit in their offer letter believing it is the same. The deposit is a credit on their account towards their first charges so this is NOT an increase in monies they owe.

Date submitted to Senate Executive Committee for Consideration: \_\_\_\_\_

Action(s) Taken:

Date first read at Faculty Senate: \_\_\_\_\_

Action(s) Taken:

Date final action taken by Faculty Senate: \_\_\_\_\_

Final action(s) Taken: