



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.02.015

Effective Date: 2/26/09

Page 1 of 2

Policy on Intent to Enroll

PURPOSE:

Admitted applicants may reserve a space at the University for the term of admission for a limited time by submitting an Intent to Enroll form and enrollment deposit on or before the published deadline. The University uses the Intent to Enroll, which includes an expiration date, as an enrollment management tool and links it with required orientation for freshmen and recommended advising workshop for transfer students in order to gauge and control the yield from the applicant pool and to manage available resources to support enrollment.

BACKGROUND:

EO 863 Enrollment Confirmation Deposit Fee

POLICY:

Accountability:

Director of Admissions & Recruitment

Applicability:

Any undergraduate applicant who has been offered admission to the University.

Definition(s):

Intent to Enroll: Form used by applicant to notify the University of his/her acceptance of the offer of admission.

Enrollment Deposit: Non- refundable deposit that will be applied towards registration fees.

Text:

Admitted undergraduate applicants are required to indicate their acceptance of the offer of admission by submitting the Intent to Enroll form and enrollment confirmation deposit, if requested, by the published deadline. Students who do not submit their Intent to Enroll by the deadline may have their admission cancelled and application withdrawn.

Students who received an application fee waiver must submit an Intent to Enroll by the deadline but are not required to submit a deposit. The Intent to Enroll reserves a space at the University for a limited time and will expire on the published date.



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For First Time Freshmen, the terms of the “intent” agreement expire on the date that requires freshmen to register and pay for required orientation. Students who have submitted an Intent to Enroll form, but did not register for Orientation by the published deadline will be put on a waitlist by the Admissions and Recruitment office. Students on the admissions waitlist will be allowed to register for Orientation and enroll at the University on a space available basis.

Transfer students whose Intent to Enroll forms are received after the published deadline will have their deposits returned and be offered the option to be on a waitlist. Enrollment opportunities will be offered based on space availability.