January 29, 2018

Dear Parents and Students,

The spring semester has just begun and we are already starting to prepare for next year. As we have done in years past, re-enrollment deposits for tuition and housing for the 2018-2019 academic year will be collected during the month of February. Enclosed you will find a bill for the deposit; this year’s deadline is Friday, February 23, 2018. In order to participate in the housing selection process you must meet this deadline. **Please note that the Housing portion of the deposit is non-refundable.** Deposits can be made on-line at www.loyola.edu/sasdeposits.

All full-time students planning to take classes on the Baltimore Campus in the Fall 2018 semester are required to pay a $300 Tuition Deposit. Any student currently living in the residence halls or those returning from one of Loyola’s abroad, exchange, or affiliation programs who wish to participate in the upcoming housing selection process are required to pay an additional $300 Housing Deposit. If there is currently a financial hold on your account you will not be eligible to register for classes or housing. Any deposit made will be applied to the outstanding bill. Past due statements will be mailed the week of February 5, 2018.

Current commuters, off-campus students, students who are on a leave of absence from Loyola, and those studying abroad in a non-Loyola program will not be required to pay the additional Housing Deposit. If these students are interested in living in campus housing, please contact Student Life to inquire about being placed on the housing wait list. Current on-campus resident students wishing to live off campus beginning in the fall semester only need to pay the $300 Tuition Deposit. As a reminder, all off-campus students must still complete Phase I of the Housing Selection process and provide a local address to the Records Office.

Students who will be studying at one of Loyola’s abroad campuses or as part of one of Loyola’s exchange or affiliation programs in the Fall 2018 semester should **NOT** submit the tuition or housing deposit, rather they should pay the required deposit for their respective abroad program. No bill will be sent for this, students will receive the required deposit form for international study directly from the International Programs Office. For non-Loyola study abroad programs, please contact the sponsoring college/university regarding their deposit and payment procedures.

Academic registration for Fall 2018 will take place between March 21 through April 11, 2018 and is based on the student’s class year. Students will be allowed to register at the designated time determined by seniority and lottery if they have paid their tuition deposit. Full-time students who have not paid the deposit by the February 23, 2018 deadline will be required to submit the tuition deposit along with a $100 late registration fee. The timing of a delayed tuition deposit can result in a loss of seniority in the registration process.
Housing selection will be held from March 22 to April 12, 2018. For more information about the housing selection process please visit the housing selection website at the following URL: https://www.loyola.edu/department/student-life/housing-process/returning-students.

Please review the following to ensure your deposit is paid correctly:

**Athletes** – Students who receive full tuition and full housing grants do not need to make a deposit. SAS informs Student Life and Records that these students are allowed to participate in registration and housing selection. Students who receive a full tuition grant and no room grant must submit the $300 housing deposit to be eligible for housing selection. The same applies for students who receive full housing grants but partial tuition grants. The $300 tuition deposit is required in order to register for classes.

**Resident Assistants** – All current RA’s returning to their position are required to pay the $300 tuition deposit in order to register for classes, but do not have the pay the $300 housing deposit. Any student applying to become an RA is required to pay both tuition and housing deposits.

**Merit Based Scholars** – Student receiving any form of merit based scholarship, whether privately funded or Loyola based, are required to pay both deposits if the student chooses to live on campus. Commuters are also required to pay the full $300 tuition deposit as these scholarships have requirements to be met each semester.

**Tuition Remission** – Like merit based scholarships tuition remission is reviewed on a semester by semester basis. Any student receiving tuition remission, whether Loyola based or from an outside university or college, is required to pay the full appropriate deposit.

**Returning from Abroad** – All students currently studying at Loyola’s abroad campuses or on one of Loyola’s exchange and affiliation programs are required to pay both deposits if living on campus or tuition deposit if living off campus. *We ask parents/guardians to make sure they pay the appropriate deposit on behalf of the student.*

Sincerely,

Michael J. Mansfield
Director of Financial Operations and Procurement