

International Enrollment Deposit Refund Procedure

The enrollment deposit for all international students is \$1,000. **Enrollment deposits are non-refundable** with three exceptions:

1. The deposit is refundable **if the student is denied a visa**, provided that the student paid the SEVIS fee and applied for the visa **using Montclair's I-20**.

OR
2. The deposit is refundable **if the student paid the SEVIS fee using Montclair's I-20 but is unable to secure a visa appointment** in time to arrive for the start of the term.

OR
3. The deposit is refundable **if the student is from a country impacted by recent travel bans**.

Important Dates/Deadlines:

All students must request a refund of the enrollment deposit by the add/drop deadline (approximately one week after the start of classes)

- **Students denied a visa or impacted by travel bans:** may request a refund at any time, but no later than the add/drop deadline of the semester they were admitted to.
- **Students unable to obtain a visa appointment:** may request a refund between the time frames noted below:
 - **Fall semester students:** between August 1st and the add/drop deadline (approximately one week after the start of classes)
 - **Spring semester students:** between January 1st and the add/drop deadline (approximately one week after the start of classes)

Refund Request Process for International GRADUATE Students

1. Drop Your Classes

Ensure you drop any registered courses before proceeding with the refund request. To drop your classes, go to [NEST](#). Note that your refund request will not be processed until your classes have been dropped.

2. Request Access to the Refund Form

Email global@montclair.edu with the subject line:

 "Graduate Refund Request – [Your Full Name & CWID]"
to request access to the refund request form and confirming that you have dropped
your classes

3. Complete the Refund Request Form

Follow the instructions provided after receiving access to the form and upload the any required documents to the form located in your admissions portal:

For students requesting a refund due to visa denial:

- SEVIS fee payment receipt (Form I-901)
- Visa appointment confirmation page (showing the scheduled date and time)
- Visa denial letter (issued by the U.S. embassy or consulate)

For students requesting a refund due to unavailability of visa appointments:

- SEVIS fee payment receipt (Form I-901)

For students requesting a refund due to recent [travel bans](#):

- No documentation is required – just submit the request form.

Important Notes for Graduate Students:

 **Document Submission:** All documents must be uploaded through the portal - emailed documents will not be accepted.

 **One-Time Submission:** You must submit the form and upload any required documents at the same time.

 **Deposit Refund Policy:** If your deposit refund is approved, **your admission AND Form I-20 will be cancelled immediately** and you will **not** be eligible to defer your admission or apply for a visa using the same Form I-20. To be considered for a future semester, you must submit a new application.

Refund Request Process for International UNDERGRADUATE Students

1. Drop Your Classes (Undergraduate Transfer Students Only)

If you are a transfer student, you must drop any registered courses before proceeding with the refund request. To drop your classes, go to [NEST](#). Note that your refund request will not be processed until your classes have been dropped.

2. Complete the Admissions Cancellation Form

- Both **freshman and transfer** students must complete the admissions [cancellation form](#) before the add/drop deadline (typically one week after the start of classes).
- After the end of the add/drop deadline, you must contact redhawkcentral@montclair.edu for assistance in dropping your courses.

 **Important:** Refund requests will not be reviewed until you have confirmed that you are no longer registered for classes.

3. Submit Your Refund Request

After confirming that you are no longer registered for classes, email global@montclair.edu with the subject line:

 "Refund Request – [Your Full Name & CWID]"

Attach any required documents to your email:

For students requesting a refund due to visa denial:

- SEVIS fee payment receipt (Form I-901)
- Visa appointment confirmation page (showing the scheduled date and time)
- Visa denial letter (issued by the U.S. embassy or consulate)

For students requesting a refund due to unavailability of visa appointments:

- SEVIS fee payment receipt (Form I-901)

For students requesting a refund due to recent [travel bans](#):

No documentation is required – just email us with the refund request.

Important Notes for Undergraduate Students:

 **Deposit Refund Policy:** If your deposit refund is approved, **your admission AND I-20 will be cancelled**. You will not be able to apply for a visa using the same Form I-20.

For ALL Students:

Processing Time: Our office will review refund requests within 7–10 business days of receipt.

Refund Method: If approved, refunds will be issued via the original payment method used for the deposit.

Processing Duration: Please allow up to 4-6 weeks for the refund to be fully processed. Note that refunds for payments received via PayMyTuition can take additional time to be processed.