

# 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 1<sup>st</sup> and the add/drop deadline (approximately one week after the start of classes)
    - **Spring semester students:** between January 1<sup>st</sup> and the add/drop deadline (approximately one week after the start of classes)
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## 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](mailto: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](mailto: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](mailto: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.

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**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.