

## 2024/2025 CATALOG ADDENDUM - III

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Catalog changes included in this Addendum are listed below:

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## **ADMISSION CONFIRMATION DEPOSIT**

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Catalog Page Reference: 34

Effective Date: March 20, 2025

Summary of Changes: new section added.

### Change

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#### **Admission Confirmation Deposit**

In order to accept the admission offer and confirm admission, the student is required to pay a non-refundable \$200 admission confirmation deposit. This \$200 deposit will be deducted from tuition once the student successfully registers for classes.

All students must submit the deposit payment receipt to [deposits@bau.edu](mailto:deposits@bau.edu) within 5 days of receiving their Admission, Tuition Assistance (if applicable), and Admission Confirmation letters. For international students, the I-20 will only be issued once the admission confirmation deposit is received and processed by the Finance department.

The Admission Confirmation deposit of \$200 is required to secure a student's place in the program and is non-refundable, regardless of whether the student completes registration or later decides to withdraw. All fees at Bay Atlantic University are non-refundable. Failure to make the Admission Confirmation deposit payment or adhere to the statements in the Admission Confirmation form by the specified deadlines may result in the revocation of any admission offer, scholarship offer, or previously issued I-20.

If a student is unable to complete registration for the current semester, Bay Atlantic University will retain the Admission Confirmation deposit for up to two additional semesters. After this time, if the student wishes to defer their application, a new Admission Confirmation deposit will be required, along with any other necessary steps to complete the admission process or deferral.

Confirming admission is an important step in the enrollment process at Bay Atlantic University. After confirming their admission, students can proceed to the next steps.

By making the \$200 admission confirmation fee payment, the student indicates that they have read and understood each aspect of the BAU admission confirmation process. They declare that all information provided in the application is true and correct and that they have agreed to the terms and conditions outlined in the Admission Confirmation Form, the admission letter, and any scholarship letter received. Any willful dishonesty will result in the immediate revocation of the admission offer and scholarship decision.



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## **DEFERRAL PROCESS FOR INTERNATIONAL STUDENTS**

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Catalog Page Reference: 36

Effective Date: March 20, 2025

Summary of Changes: new section added.

### Change

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#### **Deferral Process for International Students**

International students requesting a deferral must provide the following information to proceed with the request:

- An updated financial statement (issued within the last three months)
- An updated sponsorship letter (if applicable)
- Payment of a \$45 deferral fee OR confirmation of an upcoming visa appointment
- SEVIS I-901 Form (SEVIS Fee Payment Confirmation)

Bay Atlantic University retains the Admission Confirmation deposit for up to two additional semesters after the initial application for students who are unable to complete registration. To receive a new, I-20, the student must submit a new non-refundable \$200 Admission Confirmation deposit along with a confirmation receipt and any other necessary steps to complete the admission or deferral process.

The Admission Confirmation deposit is required to secure a place on the program and remains non-refundable, regardless of whether the student completes registration or later decides to withdraw. All fees at BAU are non-refundable.

Applicants are encouraged to submit the required documents via email to [admissions@bau.edu](mailto:admissions@bau.edu) as soon as possible to ensure timely processing of their deferral request.

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## REGISTRATION

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Catalog Page Reference: 37

Effective Date: March 20, 2025

Summary of Changes: entire section has changed, and  
three (3) new sections added.

### Change

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Prior to registration, up to a \$7,500 non-refundable tuition deposit is required. This deposit is applied toward tuition and must be paid in full 30 days before the class start date. Additionally, students must confirm that all information on the I-20 and admission documents issued by the university are correct 30 days prior to the class start date. After this deadline, any requests for updates or changes to the admission documents and I-20 will not be approved.

Failure to submit the receipt for the tuition deposit payment by the deadline will be considered an indication that the student is no longer interested in enrolling. As a result, Bay Atlantic University may revoke the admission offer and cancel the student's I-20.

Students may also be removed from classes for non-payment or failure to submit all required registration documentation by the stated deadlines. Course registration occurs before the beginning of each semester and is open only to students formally admitted to the University by the appropriate admitting office. Registration is not considered complete until all financial obligations have been met. Individuals without valid registration may not attend class or earn any course credit.

Tuition and fees must be paid in full by the first day of the University's fall and spring semesters and summer sessions, as indicated in the Academic Calendar. While students may be removed from classes for non-payment, failure to drop registration or attend classes does not exempt them from financial obligations.

### **Scholarships and Admission Conditions**

Any scholarship amount, acceptance, and placement in a bachelor's or master's program are subject to review upon receipt of official transcripts and course-by-course evaluations. Admission and/or scholarship decisions may be revoked if these documents are not provided by registration day.

### **Tuition Deposit Policy**

The tuition deposit fee is required to secure a place in the program and is non-refundable, regardless of whether the student completes registration or later decides to withdraw. All fees at BAU are non-refundable.



If a student is unable to complete registration for a given semester, Bay Atlantic University will retain the tuition deposit for up to two additional semesters. After this period, the student must submit a new tuition deposit, along with any other necessary steps, to complete the admission process.

**Administrative Services Fee for Withdrawals**

Students who withdraw from their program at Bay Atlantic University after initiating enrollment to pursue studies at another institution will be charged a \$2,000 Administrative Services Fee (non-refundable). This fee covers administrative costs related to processing the withdrawal. Tuition deposits and other fees do not apply to this fee, as they are intended for securing enrollment and covering tuition-related expenses, not withdrawal procedures.

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## TRANSFER OUT TO ANOTHER UNIVERSITY

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Catalog Page Reference: 41

Effective Date: March 20, 2025

Summary of Changes: entire section has changed.

### Change

Students who wish to transfer their immigration status (SEVIS record) from Bay Atlantic University (BAU) to another institution in the United States before completing graduation requirements must follow the following guidelines:

#### Instructions to Request a Transfer Out:

1. **Contact the Registrar's Office** to initiate the transfer-out process.
2. **Obtain the Transfer-Out Form** from the Registrar's Office or via BAU HUB.
3. **Complete all requirements** outlined in the Transfer-Out Form.
4. **Gather signatures** from all relevant departments as indicated on the form.
5. **Return the completed and signed Transfer-Out Form** to the Registrar's Office.

The completed and signed Transfer-Out Form must first be submitted to the Registrar. If the student is on an F-1 visa, the form will then be directed to the DSO (Designated School Official). The student is responsible for settling any remaining payments. If the student withdraws from the enrolled program to transfer to another institution, they are required to repay any tuition assistance or scholarship amounts received from BAU for the credits completed so that the funds can be reallocated to other students. A non-refundable \$2,000 Administrative Services fee applies to all F-1 visa students who withdraw from BAU to transfer to a different institution.

**Important:** Admission to a new school does not automatically allow an international student in F-1 status to begin studying full-time at the new school. Before starting full-time studies at the new school, the student must request that BAU transfer/release their SEVIS I-20 record to the new institution. This process is referred to as a "SEVIS transfer" (which is different from an academic transfer). The U.S. government considers the following as possible "SEVIS transfer" situations:

- Completing a program at one school and starting a new program at a different school.
- Currently studying at one school and deciding to transfer to another school before completing the program.
- Currently enrolled in OPT and starting a new program of study at a different school.

**Important:** Transferring your SEVIS record does not automatically terminate your academic status at BAU. You must notify your academic advisor and submit all necessary forms to officially terminate your status. Tuition and fees will continue to accrue until this process is completed.

### **Eligibility for a SEVIS Record Transfer**

- You must currently have F-1 status.
- You must have received an offer of admission from the new school.
- If you have already graduated or completed OPT, you must still be within your 60-day grace period.
- The start of classes at your new school must be within 5 months of one of the following:
  - o Your academic program completion date at BAU (if graduating from BAU)
  - o The last day of the semester or session at BAU (if not graduating from BAU)
  - o The end date of your OPT authorization
  - o The requested SEVIS I-20 transfer/release date if you are not completing an OPT period

If the period between F-1 activities exceeds 5 months, your SEVIS record is not eligible for transfer. Your new school must issue a new initial I-20 with a new SEVIS number.

### **How to choose a SEVIS I-20 Transfer/Release Date**

The transfer release date is the date when access to the student's SEVIS record will shift from the DSO at the transfer-out school (BAU) to the DSO at the transfer-in school. According to 8 CFR 214.2 (f)(8)(ii)(C), the transfer release date is either "the current semester or session completion date, or the date of expected transfer if earlier than the established academic cycle." (See <https://studyinthestates.dhs.gov/sevis-helphub/student-records/transfers/manager-transfer-of-f-1-sevis-record>)

#### **For currently enrolled students (not graduating):**

Transfer requests can be processed at the end of an academic semester or session, or before the beginning of the new semester or session. Transfers during an ongoing academic semester or session are generally not permitted, except under special circumstances. The student must continue studying at BAU until the Transfer Release Date to complete the remainder of the semester or session.

#### **For graduating students (in their final academic term):**

Transfers can be processed within the 60-day grace period for F-1 visa holders after completing their program.

#### **For students on active Post-completion Optional Practical Training (OPT) or STEM OPT Extension:**

Transfers may be processed at any time, even during the 60-day grace period following the end of OPT.

**Important:** Students transferring during their OPT period must stop employment at least one day before the chosen transfer-out date. Their OPT status will automatically terminate on the transfer-out date in the SEVIS system.

#### **General Guideline:**



- Allow the DSO ten (10) business days for processing after you submit your completed and signed Transfer Out Form.
- The DSO cannot set a past date for the SEVIS I-20 transfer/release date.
- The DSO at the transfer-out school (BAU) sets the Transfer Release Date in SEVIS.
- If you are discontinuing studies at BAU without completing your degree, the recommended transfer date is one day after the end of finals in your current semester at BAU, according to the academic calendar.
- International students on an F1 visa should consult the DSO for further requirements. The university's refund policy applies to determine if the student still owes money to BAU.

### **Reenrolling at BAU after transferring out**

If a student who has transferred out from BAU wishes to reenroll to the University, the student must fill out the Reenrollment Form and submit it to the Admission Office.





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## AS-APPLICABLE FEES - BAU

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Catalog Page Reference: 45

Effective Date: March 20, 2025

Summary of Changes: "As Applicable Fees" table fee elimination and updated note.

### Change

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The Transfer out administrative fee of \$2000 is no longer applicable and has been deleted from the table.

The following note about the Administrative Services Fee\* has been updated as follows:

*\*The BAU Administrative Services Fee applies to students who receive full tuition assistance or scholarships, as outlined in the tuition assistance and scholarship section, and students who withdraw from BAU degree programs to pursue studies at another institution. In these situations, university resources have already been committed. The administrative services fee helps offset the operational costs associated with (1) processing a student's withdrawal and (2) managing attendance with full tuition assistance. These costs include updating records, providing student support services, managing financial transactions, and preparing necessary documents. This ensures that the university can maintain its operational efficiency without affecting current students or resources.*



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**AS-APPLICABLE FEES - MENTORA**

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Catalog Page Reference: 140

Effective Date: March 20, 2025

Summary of Changes: "As Applicable Fees" table fee updated.

**Change**

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A new fee has been added to the As-Applicable Fees table as follows:

Administrative Fee	\$500
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