

# COLLEGE of CHARLESTON

**Confirm Your Intention to Enroll** Congratulations on having been accepted to the College of Charleston! It is important that you confirm your intention to enroll at the College and also reserve on-campus housing. Please read this letter carefully and follow the instructions.

## ENROLLMENT CONFIRMATION AND HOUSING DEPOSIT

If you plan to attend the College and want to request on-campus housing, send in your enrollment confirmation form and advance tuition and housing deposits to the Office of Admissions before May 1. Your deposit is \$300.

The \$300 deposit will be credited to your account as follows:

- \$100 will be applied to your tuition.
- \$200 will be a housing deposit for the fall and spring terms.

If you have questions, please contact the Office of Residence Life and Housing at 843.953.5523 or [reslife@cofc.edu](mailto:reslife@cofc.edu).

## ENROLLMENT CONFIRMATION WITHOUT A HOUSING DEPOSIT

If you plan to attend the College, but do not want to sign up for on-campus housing, your deposit is \$100. This deposit will be applied toward your tuition.

## REFUND REQUESTS

In order to request a refund of your deposit(s), you must contact the admissions office in writing.

- mail – Office of Admissions, College of Charleston, Charleston, S.C. 29424-0001
- fax – 843.953.6322
- e-mail – [admissions@cofc.edu](mailto:admissions@cofc.edu)

All deposits are dated on the day they are received in the Office of Admissions.  
If you have any general questions, please contact the Office of Admissions at 843.953.5670 or [admissions@cofc.edu](mailto:admissions@cofc.edu).

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Please return this form with your payment, or complete the form and make your payment online through CougarTrail.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Social Security number    -   -     term:  fall  spring 200\_\_\_\_\_

Yes, I would like to attend the College of Charleston and I want to live in on-campus housing (enclosed is a \$300 deposit\*).

Yes, I would like to attend the College of Charleston, but I do not require on-campus housing (enclosed is a \$100 deposit\*).

No, I will not be attending the College of Charleston. Please withdraw my application for admission.

## Payment methods

1. By credit card or e-check through <https://cougartrail.cofc.edu>.
2. By check (made payable to College of Charleston). Please note that your deposit will be dated based on the day it is received in the Office of Admissions. It may take up to two weeks for checks to be processed.

\*I understand that the above deposit is refundable by written request prior to May 1 and that campus housing is guaranteed to freshmen who pay the enrollment confirmation deposit by May 1. In addition, I understand that all housing deposits will be processed based on the date they are received in the Office of Admissions. Lastly, I certify that I have read and understand all of the above information.

Signature \_\_\_\_\_ Date \_\_\_\_\_