

# Application Policy

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## Application Fee

The application fee is non-refundable. This rule includes, but is not limited to, the following cases: an applicant is denied, an applicant does not complete the application process, the applicant applies to a program for which he or she is ineligible, or the admitted applicant does not enroll as a student.

## Retention of Documents by the Graduate School

All documents and materials submitted for a graduate application at VSU become the property of the University and will not be returned. Application materials submitted without an application are retained for a period of two years. Application materials for incomplete applications, denied applicants, and admitted applicants who did not enroll are retained for a period of three years. Application records for students who enroll are retained for a period of seven years from the date of last enrollment.

## Changes to Applications

Applicants who wish to change their desired term, program, or major following submission of an application may do so in some circumstances. Applicants are permitted one update or change per application. Subsequent changes in term, program, or major will require a new application and application fee.

Admitted applicants should be aware that any offer of admission is valid for that semester only (as notated in official acceptance letter). Admitted applicants who do not begin taking courses for the semester they are admitted must contact the Graduate School to request a change in the semester prior to the admission deadline of that semester. Deferment of admission is not guaranteed and will be evaluated on a case-by-case basis.

Please contact the Graduate School for further information on application updates and eligibility.