

STUDENTS' RIGHTS AND RESPONSIBILITIES IN THE COLLEGE ADMISSION PROCESS

WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES YOU HAVE RIGHTS:

Before You Apply:

*You have the right to receive full information from colleges and universities about their admission, financial aid, scholarship, and housing policies. If you consider applying under an early decision plan, you have a right to complete information from the college about its process and policy.

When You Are Offered Admission:

*You have the right to wait to respond to an offer of admission and/or financial aid until May 1.

*Colleges that request commitments to offers of admission, financial assistance, and/or housing prior to May 1, must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for housing and/or financial aid. (This right does not apply to candidates admitted under an Early Decision Program.)

If You Are Placed on a Wait List or Alternate List:

*The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.

*Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.

*Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

WHEN YOU APPLY TO COLLEGES AND UNIVERSITIES YOU HAVE RESPONSIBILITIES

Before You Apply:

*You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

As You Apply:

*You must complete all material that is required for application, and submit your application on or before the published deadlines. You should be the sole author of your applications.

*You should seek the assistance of your high school counselors early and throughout the application period. Follow the process recommended by your high school for filing college applications.

*It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

After You Receive Your Admission Decisions:

*You must notify each college or university which accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than May 1. (See sample letter on previous page.)

*You may confirm your intention to enroll and, if required, submit a deposit to ONLY ONE college or university. (The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify the college or university at which you previously indicated your intention to enroll, if applicable).

*If you are accepted under an Early Decision Plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an Early Decision Candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

If you think that your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to: Executive Director, NACAC, 1631 Prince Street, Alexandria, VA 22314-2818.

Source: The information presented here is consistent with changes to the NACAC Statement of Principles of Good Practice, approved in October 1991.