

M E M O R A N D U M

Date: December 18, 2019

To: The University Community

From: Jasmine Campbell, Interim Director of Student
Financial Services, Office of Student Accounts

Re: End of Year Processing Deadline for Deposits

In preparation of the University closing until the new year, all deposits must be submitted to the Office of Student Accounts (OSA) located in Lyle Hall, room 246, by 10:00am on Tuesday, December 24th to receive credit in calendar year 2019.

Any deposits received after this time cannot be guaranteed completion prior to winter break.

If you have any concerns or questions, please contact the Student Accounts office at extension 5101.