

## MEMORANDUM

Date: December 11, 2020  
To: The University Community  
From: 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), Lyle Hall Room 246, by 3:00pm on Tuesday, December 22<sup>nd</sup> to receive credit in this calendar year.

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.