



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

AMENDMENT

to

Resolution of July 13, 1973

concerning

Transfer of Admissions Binder to Other Constituent Units of
Connecticut System of Public Higher Education

September 7, 1973

- WHEREAS, The Board of Trustees on July 13, 1973 authorized the transfer of the Admissions Binder imposed on new students from the Fees Fund to any other public institution of higher education in Connecticut in which the student enrolls, and
- WHEREAS, The Board of Trustees on December 13, 1972 approved for returning students a Re-enrollment Binder for the same purpose and under requirements similar to those imposed for the Admissions Binder; therefore, be it
- RESOLVED, That the aforesaid resolution of July 13, 1973 be amended to include the Re-enrollment Binder together with the Admissions Binder under the terms of said resolution.

73-45

See Reso-73-32
Tab. #13

*Amended
to
include
re-enrollment*



SOUTHERN CONNECTICUT STATE COLLEGE
501 Crescent Street • New Haven, Connecticut 06515

OFFICE OF THE PRESIDENT

(203) 397-2101

July 26, 1973

To: Presidents Haas, James and Webb,
and Dr. Frost

From: Manson Van B. Jennings
Chairman, Council of Presidents

Subject: Transfer of Admissions Binder

At the last meeting of the Board of Trustees for the State Colleges, the Board resolved that the presidents and the executive secretary should establish uniform procedures for processing the transfer of the admissions binder from one state institution to another. (The resolution failed to include the binder for returning students or readmitted students; I assume this was an oversight, but will raise the question at our next meeting.)

The Administrative Deans have developed a proposal in accordance with the Board's resolution, a proposal which encompasses both the admissions binder and the binder for returning students. The proposal of the Administrative Deans is contained in the attached memorandum from Paul Lowe, dated July 23, 1973.

Since the proposal has been agreed to by the four Administrative Deans and seems to represent no problems or unnecessary complexities, I propose that, unless I hear from any of you to the contrary within the next few days, we consider the proposal the official procedure established by the presidents and the executive secretary and proceed to implement its provisions.

Sincerely,

Manson Van B. Jennings
Chairman, Council of Presidents

MVBj/p

Encl.

*Approved by
Council of Presidents
August 21, 1973*

*Mr. Baptista
approved
JR*

INTERDEPARTMENT MESSAGE

SAVE TIME: *Handwritten messages are acceptable.*

STO-201 12-69

Use carbon if you really need a copy. If typewritten, ignore faint lines.

TO	Dr. Manson Van B. Jennings,	AGENCY President	DATE July 23, 1973
FROM	Paul F. Lowe, Dean of Administrative Affairs	AGENCY Administrative Affairs	TELEPHONE
SUBJECT	Transfer of Admissions Binder to Other Constituent Units of Connecticut System of Public Higher Education		

On July 13, 1973 the Board of Trustees for the State Colleges adopted a resolution which provided for students entering another public institution of higher education the privilege of transferring the "non-refundable binder" to the new institution the student will attend, and further directs that the college Presidents and the Executive Secretary shall establish uniform procedures for processing the transfer.

At a meeting of the Deans of Administrative Affairs, on Saturday, July 21, 1973, it was agreed to recommend to the Presidents the following procedures:

1. A new student must have the Admissions Officer of the receiving institution forward a statement by mail to the Dean of Administrative Affairs of the appropriate State College, indicating that the student has been accepted for admission at that institution and will attend there. The statement should also include a request for the transfer of the "non-refundable binder".
2. For returning students who have paid the "re-enrollment binder" the same procedure will be followed, with the letter from the receiving institution to be signed by either the Admission's or Registrar's Office.

Upon receipt of the written statement, the request for the transfer of the deposit will be endorsed by the persons so authorized at each college, and the funds deposited, then transferred to the new institution. In each case the written statement from the receiving institution must be on file and retained in the Business Office to document the transfer of funds.

Please note that it is the responsibility of the student who wishes to have the benefit of the transfer to have the correct statement forwarded from the receiving institution.

Since the question of the transfer of funds has already been raised, an early reply will be appreciated.

PFL:mjs



RECEIVED

JUL 27 1973

**BOARD OF TRUSTEES
FOR THE STATE COLLEGES**