



## Institutional Deadlines

By academic term

### Fall

Date	Activity
Aug/Sept – Census date	Submit Fall enrollment verification report
December 15	Deadline for submitting balancing report for Fall
December 15	Fall refunds due to SFA
Dec/Jan – 5 <sup>th</sup> working day after Fall session concludes	Submit Fall grade report

### Spring

Date	Activity
January – Census date	Submit Spring enrollment verification report
May/June – 5 <sup>th</sup> working day after Spring session concludes	Submit Spring grade report
June 15	Deadline for submitting balancing report for Spring
June 15	Spring refunds due to SFA
July 15	Last date SFA will request a Fall or Spring disbursement

### Summer (Trailing – FAITH only)

Date	Activity
June – census date	Submit Summer enrollment verification report for FAITH
August – 5 <sup>th</sup> working day after summer session concludes	Submit Summer grade report for FAITH
September 1	Last date to submit grade changes for Summer FAITH
September 10	Last date SFA will request a Summer disbursement for FAITH
October 1	Deadline for submitting balancing report for Summer FAITH
October 1	Summer refunds for FAITH due to SFA