

NEW BRUNSWICK THEOLOGICAL SEMINARY

SPRING 2012 COURSE REGISTRATION FORM

NAME: _____ STUDENT ID: _____
Last First

PROGRAM STATUS: Non-Traditional M.DIV. M.A. Special/Other

CAMPUS: New Brunswick New York TELEPHONE: () _____

ADVISOR: _____

COURSE NUMBER <small>9 DIGIT ALPHA-NUMERIC CODE</small>	COURSE TITLE	INSTRUCTOR	TERM	CR.	ACCOUNTING	
					PER CREDIT	TOTAL
					X 396.00	.
					X 396.00	.
					X 396.00	.
					X 396.00	.
					X 396.00	.
					X 396.00	.
					X 396.00	.
					X 396.00	.
<input type="checkbox"/> SM301 – 1 UNIT <input type="checkbox"/> SM302 – 2 UNITS <small>PER SEMESTER</small>	FIELD EDUCATION B1 (New Brunswick) Y1 (New York)	ASHLEY	# OF UNITS		X 396.00	.
APPROVED COVENANT MUST BE SUBMITTED				TOTAL CREDITS/UNITS:	SUBTOTAL:	.
BEFORE REGISTERING FOR SMU'S OR MINISTERIUM					REMISSION/CREDITS	- \$.
<input type="checkbox"/> CLINICAL PASTORAL EDUCATION <small>PLEASE INDICATE IF YOU ARE ENROLLED IN CPE</small>					<small>See reverse</small> REGISTRATION/ ACTIVITY FEE	+ \$.
					TOTAL DUE:	

HAVING READ THE PAYMENT OPTIONS AND AGREEMENT ON THE REVERSE SIDE OF THIS DOCUMENT, I CHOOSE TO PAY FOR MY ADDED COURSE(S) AS FOLLOWS:

- FULL PAYMENT DUE WITH THE SUBMISSION OF THIS FORM**
- STANDARD DEFERRED PAYMENT: 1/3 DUE WITH THE SUBMISSION OF THIS FORM** – See Reverse for Details
- STRUCTURED DEFERRED PAYMENT: 1/4 DUE WITH THE SUBMISSION OF THIS FORM** – See Reverse for Details
- FEDERAL DIRECT LOAN** – See Reverse for Details

I ACKNOWLEDGE AND ACCEPT TO THE REGISTRATION AND PAYMENT AGREEMENT POLICY:

By signing above I understand and agree that I am bound to the payment agreement, the policy on background checks and the privacy notice as detailed on the reverse of this form as indicated and chosen.

OFFICIAL USE ONLY	Advisor Approval: _____	Date Received: _____
	Bursar Approval: _____	Date Received: _____
	Registrar Approval: _____	Date Entered: _____

REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT.

INCOMPLETE REGISTRATION FORMS WILL NOT BE PROCESSED.

It is the student's responsibility to ensure that:

- all fields on their registration form are accurate and complete;
- their registration form has been received, reviewed and signed by their academic advisor;
- their registration form has been received, reviewed and signed by the Finance Office;
[Students must be in good financial standing and must make the necessary arrangements with the Finance Office including obtaining their signature of approval before this form is released to the Registrar's Office]
- their registration form has been received, reviewed and signed by the Registrar's Office;

STUDENTS MUST MONITOR THE PROGRESS OF THEIR REGISTRATION FORM UNTIL COMPLETION OF THE REGISTRATION PROCESS.

CONTINUING STUDENTS:

THE CLOSING DATE FOR SPRING 2012 REGISTRATION IS DECEMBER 16, 2011

A late registration fee of \$100.00 will be applied to registrations received after the closing date.

NEWLY ADMITTED SPRING 2012 STUDENTS:

THE CLOSING DATE FOR SPRING 2012 REGISTRATION IS JANUARY 6, 2012

A late registration fee of \$100.00 will be applied to registrations received after the closing date.

INSTRUCTIONS FOR PAYMENT AGREEMENT FORM

Tuition and fees may be paid with cash, check or major credit card by mail, telephone or in person through the Business Office.

REGISTRATION/ACTIVITY FEE:

\$396.00 if taking 12.0+ Credits | \$222.00 if taking 0-11 Credits, Including Supervised Ministry; Fees are non-refundable.

FULL PAYMENT: Full payment is due with the submission of this registration form.

FEDERAL DIRECT LOAN: Registration forms marked "Federal Direct Loan" will only be processed if all required documents have been received by the Office of Student Services. Effective July 1, 2010, private lenders no longer process loans. All Federal Direct Loan applicants will be required to complete a new entrance interview and a new Master Promissory Note (MPN).

DEFERRED PAYMENT OPTIONS: The deferred payment option costs \$30 per semester.

Standard Deferred Payment Option: After making the initial one-third payment plus registration and deferred fees, students on the standard deferred payment plan may make payments, on the balance due, whenever they wish during the semester, however, at the end of the semester they may not register for further course work or graduate until they pay all outstanding charges in full - [except housing charges less than 30 days old]. Interest will be charged monthly against the outstanding balance.

Structured Deferred Payment Option: After making the initial one-fourth payment plus registration and deferred fees, students on the structured deferred payment plan must make equal monthly payments, on the balance due, by the 15th of each month, until satisfied. Students that fail to make the minimum payment on time will automatically revert to the standard deferred payment plan where interest will be charged monthly against the outstanding balance.

When students complete a semester and still owe an overdue balance in their accounts, the Seminary will withhold grades, course credit, transcripts, registrations, diplomas, and certificates until students pay their overdue balance. Additionally, student accounts with unpaid balances more than 30 days old are subject to interest charges at the rate of 1.5% per month. Students with a history of returned checks, poor credit, or long-overdue account balances are not eligible for the deferred payment option.

BACKGROUND CHECK: A criminal background search is a requirement for matriculation in any program at N BTS. The background search will consist of a search of the national criminal file and social security number verification. By signing this form, you attest that you have not had any convictions during the period since the background search was performed. A student must inform the Dean of Students in writing of any convictions, including periods of hiatus.

PRIVACY RIGHTS OF STUDENTS: Notice is hereby given that New Brunswick Theological Seminary is prepared to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 90-247, as amended) and any regulations that may be promulgated there.