

NEW BRUNSWICK THEOLOGICAL SEMINARY

New Brunswick Campus – Certificate Program Registration Form

NAME: _____
LAST FIRST M.I.

EMAIL: _____ **TELEPHONE:** _____

PROGRAM STATUS: (check one) **Certificate in Theological Studies** **Personal Enrichment (Non-CTS Track)** **Special/Other**

COURSE NUMBER <small>9 DIGIT ALPHA-NUMERIC CODE</small>	COURSE TITLE	INSTRUCTOR	TERM	TOTAL
				.00
				.00

REGISTRATION FEE	\$ 50.00
TOTAL:	.00

I CHOOSE TO PAY FOR MY COURSE(S) AS FOLLOWS:

FULL PAYMENT
 Full payment is due at time of registration. Students may, upon dropping a course, request a full refund in writing up until the third week of class. After the third week, no refunds will be given. The registration fee is non-refundable.

CASH **CHECK** **MONEY ORDER** **CREDIT CARD***
 \$ _____ \$ _____ \$ _____ \$ _____

DEFERRED PAYMENT
 Only students who have been admitted to the Certificate Program and are taking two courses per semester are eligible for the deferred payment plan. A deposit of \$100.00 + Registration Fee is due at time of registration. Balance is due by the fifth class session. Interest will be charged monthly at the rate of 1.5% on any unpaid balance. All outstanding balances must be paid in full by the fifth class session in order for the student to continue attending class, to receive credit for the class, or to register for future courses. Students may, upon dropping a course, request a full refund in writing up until the third week of class. After the third week, no refunds will be given. The registration fee is non-refundable.

CASH **CHECK** **MONEY ORDER** **CREDIT CARD***
 \$ _____ \$ _____ \$ _____ \$ _____

***CARD #:** _____ **SECURITY CODE:** _____ **EXP. DATE:** _____

SIGNATURE _____

PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO: NEW BRUNSWICK THEOLOGICAL SEMINARY

I ACKNOWLEDGE AND AGREE TO THIS PAYMENT SCHEDULE:

NAME: _____ **DATE:** _____
PRINT LEGIBLE

SIGNATURE: _____

Registration Form due January 21, 2011
First Payment due on the first Day of Class - January 29, 2011

OFFICIAL USE ONLY
 DIRECTOR APPROVAL: _____ DATE: _____
 BURSAR APPROVAL: _____ DATE: _____
 REGISTRAR APPROVAL: _____ DATE: _____

**PLEASE COMPLETE, SIGN & DATE THE REVERSE SIDE OF THIS FORM.
INCOMPLETE REGISTRATION FORMS WILL NOT BE PROCESSED.**

IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT:

- ALL FIELDS ON THIS FORM ARE ACCURATE AND COMPLETE;
- THEY ARE IN GOOD FINANCIAL STANDING AND DO NOT HAVE AN OUTSTANDING BALANCE;
- THEY MONITOR THE PROGRESS OF THIS FORM UNTIL COMPLETION OF THE REGISTRATION PROCESS.

FINANCIAL POLICIES

TUITION AND FEES

Registration Fee (Per Semester)	\$ 50.00
Course Tuition (Per Course)	\$ 300.00
Late Registration (Applies After First Class Session)	\$ 30.00
Auditing Fee (Must Pay Registration Fee as Well)	\$ 150.00
Returned Check Fee	\$ 40.00
Request For Official Transcript	\$ 5.00

DEFERRED PAYMENT

Students who have been admitted to the Certificate Program and are taking two courses per semester may partially defer their tuition payments as follows:

By the first day of class \$100.00. Balance of tuition and registration fees due by the fifth class session. Interest will be charged monthly at the rate of 1.5% on any unpaid balance. All outstanding balances must be paid in full by the fifth class session in order for the student to continue attending class, to receive credit for the class, or to register for future courses.

REFUNDS

Students may, upon dropping a course, request a full refund in writing up until the third week of class. After the third week, no refunds will be given. The registration fee is non-refundable.