

**NEW BRUNSWICK THEOLOGICAL SEMINARY**  
**SPRING 2017 COURSE REGISTRATION FORM** (2016-2017 ACADEMIC YEAR)

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	CREDITS	ACCOUNTING	
				TUITION	TOTAL
				X \$565.00	.
				X \$565.00	.
				X \$565.00	.
				X \$565.00	.
				X \$565.00	.
				X \$565.00	.
<b>TOTAL CREDITS</b>				<b>SUBTOTAL:</b>	.
<input type="checkbox"/> <b>CLINICAL PASTORAL EDUCATION</b> <small>PLEASE INDICATE IF YOU ARE ENROLLED IN CPE DURING THIS SEMESTER</small> LOCATION: _____ <small>THE SITE THAT WILL BE SERVING</small>  START/END DATE: _____ <small>START AND END DATE OF THE PROGRAM</small>				<b>CREDITS:</b>	- .
				<b>REGISTRATION FEE:</b>	+ .
				<b>TOTAL DUE:</b>	.

Having read the payment options and agreement on the reverse side of this document, I choose to pay for my course registration as follows:

- FULL PAYMENT DUE WITH THE SUBMISSION OF THIS FORM  
 STANDARD DEFERRED PAYMENT: 1/3 DUE WITH THE SUBMISSION OF THIS FORM  
 STRUCTURED DEFERRED PAYMENT: 1/4 DUE WITH THE SUBMISSION OF THIS FORM  
 FEDERAL DIRECT LOAN (Unsubsidized)  
 STUDENT DESIGNATED AID - Church/Organization/Person \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 SCHOLARSHIP (Please check this box only if you have received an award letter.)    Awarded Amount \$ \_\_\_\_\_

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

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT LEGIBLY

SIGNATURE: \_\_\_\_\_

BY SIGNING ABOVE, I UNDERSTAND AND AGREE THAT I AM BOUND TO THE PAYMENT AGREEMENT NOTED ABOVE AND THAT I HAVE READ AND UNDERSTAND THE POLICIES STATED IN THE STUDENT HANDBOOK.

<b>APPROVALS</b>  <b>OFFICIAL USE ONLY</b>	Faculty Advisor: _____	Date Received: _____
	Financial Aid: _____	Date Approved: _____
	Finance Office: _____	Date Approved: _____
	Registrar: _____	Date Entered: _____

## REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT

It is the student's responsibility to ensure that:

- all fields on the registration form are accurate and complete;
- the registration form has been received, reviewed, and approved by their faculty academic advisor;
- the registration form has been received, reviewed, and approved by the Bursar;
- the registration form has been received, reviewed, and approved 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 2017 REGISTRATION IS DEC. 15, 2016**  
A late registration fee of \$100.00 will be applied to registrations received after the closing date.

**NEWLY ADMITTED STUDENTS: THE CLOSING DATE FOR SPRING 2017 REGISTRATION JULY 29, 2016**  
A late registration fee of \$100.00 will be applied to registrations received after the closing date.

### PAYMENT OPTIONS AND AGREEMENT

Tuition and fees may be paid by cash, check or a major credit card by mail, telephone or in person through the Office of Finance and Administration. On-line registration is not available at this time. Tuition is \$565.00 per credit hour. The registration/student activity fee is \$565.00 for full-time students (those taking 12+ credits per semester); and \$282.50 for part-time students (those taking 1-11 credits per semester.) Fees are non-refundable.

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

**DEFERRED PAYMENT:** The deferred payment option costs \$30 per semester. There are two options to choose from:  
**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. 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 15<sup>th</sup> 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.

**FEDERAL DIRECT LOAN:** NBTS participates in the Federal Direct Loan Program. Under this program, the loan funds come directly from the U.S. Government. Unsubsidized loans, which are not based on need, are available for students who don't qualify for need-based financial aid. Registration forms marked "Federal Direct Loan" will only be processed if all required documents have been received. To be eligible all students must complete a Free Application for Federal Student Aid (FAFSA) and an NBTS Financial Aid Application. All first time borrowers must complete an Entrance Interview and Master Promissory Note (MPN.) Matriculating students receiving financial aid (Title IV) must be enrolled in at least six credit hours per semester to maintain eligibility.

**SCHOLARSHIP** - Please check this box only if you have received an award letter. Please enter the awarded amount on the line provided. See the Financial Aid Coordinator for details.

**STUDENT DESIGNATED AID** - Please check this box only if a third party is submitting tuition on your behalf. See the Bursar for details.

**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.