



**CERTIFICATE PROGRAM COURSE REGISTRATION FORM
Fall 2019**

NAME: _____ STUDENT ID: _____
Last First

- AREA OF CONCENTRATION:
- Certificate in Theological Studies
 - Certificate in Theological Studies (ONLINE)
 - Certificate in Expository Preaching

EMAIL: _____ TELEPHONE: () _____

COURSE NUMBER <small>9 DIGIT ALPHA-NUMERIC CODE</small>	COURSE TITLE	INSTRUCTOR	TUITION	TOTAL
			SUBTOTAL:	
			REGISTRATION FEE:	
			TOTAL DUE:	

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

- Cash Check/Money Order Credit Card: _____

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.

 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 \$250.00 + Registration Fee is due at time of registration. Balance is due by the fifth class session. Please review the terms on the reverse side of this form.

 STUDENT DESIGNATED AID - Church/Organization _____ Amount \$ _____

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

NAME: _____ DATE: _____
PRINT LEGIBLY

SIGNATURE: _____

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

CERTIFICATE PROGRAM COURSE REGISTRATION FORM

**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.

REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT

TUITION AND FEES

REGISTRATION FEE (PER SEMESTER)	\$ 50.00	PARKING TAG (VALID ON SATURDAY ONLY IN A SINGLE ACADEMIC YEAR)	\$ 15.00
COURSE TUITION (PER COURSE)	\$300.00	RETURNED CHECK FEE	\$ 40.00
LATE REGISTRATION (APPLIES AFTER FIRST CLASS SESSION)	\$ 30.00	OFFICIAL TRANSCRIPT COPY	\$ 5.00
AUDITING FEE (MUST PAY REGISTRATION FEE AS WELL)	\$150.00	LOST BOOK FEE (MATERIALS BORROWED FROM SAGE LIBRARY)	\$ 60.00

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.

DEFERRED PAYMENT

Students who have been admitted to the Certificate Program, and are taking two courses per semester, may partially defer their tuition payment(s) as follows: By the first day of class, a deposit of \$250.00 is required. The balance of the tuition and registration fees 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.

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.