

**Innovative Adult Education
 SHORT-TERM COURSE REGISTRATION FORM**

Name _____ IAE Group # _____
 (First) (Middle Initial) (Last)

Address _____

City _____ State _____ Zip _____

SS # _____ Birthdate _____

Home Phone _____ Work Phone _____

E-mail Address _____ I.D. # _____

| <u>CRN</u> For office use only | <u>Course #</u> | <u>Course Title</u> | <u>Payment Method</u> cash/check/credit card/ financial aid | <u>Course Type</u> | | |
|-----------------------------------|-----------------|---------------------|---|-----------------------|-----------------------|-----------------------|
| | | | | Weekend | Online | Evening |
| _____ | _____ | _____ | _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____ | _____ | _____ | _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____ | _____ | _____ | _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____ | _____ | _____ | _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

- Submit this form along with tuition payment to the IAE office by 5:00 p.m. on the specified registration deadline. Note: Weekend courses fill early. Seating is limited – registration may close early.
- Tuition is due in full at the time of registration. A registration form submitted without tuition will not reserve a place in class. NOTE: Enrollment is limited and reserved on first-come-first-serve basis; registration may close early if the maximum enrollment is reached.
- You will receive confirmation of enrollment following registration deadline.
- If you require special accommodation for this class, notify the IAE office at the time of registration.
- Information regarding withdrawal from a course is printed on the reverse side of this form. The policy applies for all payment options.*
- For on-line courses, students are responsible for purchasing required books.

I agree to the above mentioned conditions of registration and withdrawal.

Signature _____ Date _____

**Costs: \$260.00 for 2-credit hour course; \$390.00 for 3-credit hour course.

*Payment Options:

- Check** Check # _____ Amount _____
- Visa**
Account # _____ Exp. _____
- MasterCard**
Account # _____ Exp. _____
- Discover**
Account # _____ Exp. _____
- Bill employer.** Letter of authorization to bill employer is enclosed.
- Special arrangements.** Students must secure a special arrangements form from Financial Aid prior to registration. Form and counseling required. Completed financial aid form must be attached to registration form at the time of enrollment.

**REGISTRATION AND REFUND POLICY FOR
SHORT-TERM COURSES INCLUDING WEEKEND AND ONLINE**

1. Courses must be paid with cash, check, or credit card at time of registration. The registration deadline is at 5:00 p.m., two weeks prior to the class starting.
2. A Registration form must be completed and signed by the student. No phone registrations will be accepted. (This will include Dantes test registrations also with the deadline remaining the second Thursday of each month.)
3. Refunds will follow this schedule:

Two-hour weekend classes \$260
\$60 nonrefundable after registration deadline
No refund after 12:00 noon Friday of class date
Student will be charged for any textbook(s)

Two-hour online \$260
\$60 nonrefundable after registration deadline
During first week \$160 refund
During second week \$105 refund
No refund after second week

Three-hour accelerated \$390
\$90 nonrefundable after registration deadline
Student will be charged for any textbook(s)
During first week \$235 refund
During second week \$160 refund
During third week \$80 refund
No refund after third week

Three-hour weekend class \$390
\$90 nonrefundable after registration deadline
\$160 refund after first weekend
No refund after 12:00 noon Friday of second weekend
Student will be charged for any textbook(s)

Three-hour online \$390
\$90 nonrefundable after registration deadline
During first week \$235 refund
During second week \$160 refund
During third week \$80 refund
No refund after third week

Nonrefundable amount will be charged if student withdraws for any reason after the deadline date. A student may make application for a refund of this amount if extenuating circumstances exist.

At the close of registration, any student with holds on his or her student account will have 24 hours after notification to clear the holds in order to remain eligible for registration.

A student may not withdraw from an IAE or MAPP short-term course after the final session of the course.

All moneys will be refunded if MNU cancels class.