



NON-DEGREE SEEKING APPLICATION/COURSE REGISTRATION FORM

WINTER 2019

Mail this form to:

Immaculata University
 College of Adult Professional Studies
 1145 King Road, Good Counsel Hall
 Immaculata, PA 19345-0300

or **FAX** the completed registration form to: 610-647-0215
 or **Email** your registration information to: capsadvising@immaculata.edu
 or **Walk** into the offices of the College of Adult Professional Studies
 Terrace Level of Good Counsel Hall

Payment Information: Students may make payment online by e-check or credit card. Additional payment information and instruction for paying online can be found on the back of the paper bill and on the IU website under Business Office, Payment Policy.

Winter 2019: Tuition and fees are due to be paid in full by December 17, 2018. Registrations received after December 17, 2018 must be accompanied with payment in full. Late fees of \$30 are assessed monthly. Once registered, a student assumes financial responsibility for charges. Students with outstanding financial obligations are not permitted to occupy University Housing, receive grades, teacher certifications, transcripts or diplomas.

Application: This application is designed for individuals who are taking a course to transfer back to another college, or who are taking the course for personal enrichment. Please note that individuals completing this application will be admitted as non-degree seeking students and do not qualify for financial aid. If you would like to apply to enroll in a degree program at Immaculata University please contact admissions at 484-323-3524.

University ID# _____ SS# _____ Date of Birth: _____ Male Female

Mr.
 Ms.

_____ First Name _____ Last Name _____

_____ Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____ Email address _____

Emergency Name _____ Home # _____ Cell # _____ Work# _____

Please check one: U.S. Citizen Resident/Green Card Visa Status (Please specify) _____

Other than traffic offenses, have you ever been convicted of any misdemeanor, felony, or other crime or do you have any such charges pending?
 Yes No If you answered "yes," please provide an explanation and the approximate dates of each incident.

To meet newly revised federal requirements for the collection and reporting of race/ethnicity, please answer the following questions

- Are you Hispanic Not Hispanic nor Latino
- Select one or more of the following groups in which you consider yourself to be a member:
American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White

Course Registration Information

<u>Complete Information Below to Register</u>							OFFICE USE ONLY	
							Canceled	
CRN #	Section #	Course #/Title	Credits	Tuition	Time	Day	IU	Student

Your registration can be processed only if your student account is current. Request to Drop or Withdraw from a course must be submitted in writing to the CAPS office.

The cessation of attendance/non-participation in online courses does not constitute a withdrawal.

Log onto MyIU, then SSIU via www.immaculata.edu to confirm that your registration has been processed and to make a payment.

Reverse side of form must be signed by student. Please fax both sides of document when submitting.

Student Financial Responsibility Agreement (SFRA)

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Immaculata University or receive any service from Immaculata I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.

I understand and agree that if I add, drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the Tuition Refund and Academic Credit Policy published in the University Catalog available online. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

METHOD OF BILLING

I understand that Immaculata University uses electronic billing (e-bill) as its official billing method, billing notices are sent to my university student email and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date(s) . I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time.

I also understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Immaculata University.

RETURNED PAYMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25. I understand that multiple returned payments will revoke my ability to submit payment by check in the future.

FINANCIAL AID

I understand that my financial aid awards are considered "pending" until all eligibility criteria for each award has been established. If updated information becomes available through FAFSA corrections, federal verification of FAFSA data, or other sources, my award package may be subject to change. My Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due by the scheduled due date, Immaculata will place a financial hold on my student account, preventing me from registering for future classes, receiving grades, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due by the scheduled due date, Immaculata will assess a late payment charge of \$30 per month.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Immaculata University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Immaculata may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

COMMUNICATION

Method of Communication: I understand and agree that Immaculata University uses the student's university e-mail as the official method of communication with me, and that therefore I am responsible for reading my student e-mails I receive from Immaculata on a timely basis.

Contact: I authorize Immaculata and its agents and contractors to contact me at my current and any future cellular phone numbers, email addresses or wireless devices regarding my delinquent student account/loan(s), any other debt I owe to Immaculata, or to receive general information from Immaculata. I authorize Immaculata and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.

Updating Name and Contact Information: I understand and agree that I am responsible for keeping Immaculata University records up to date with my names changes, current physical addresses, email addresses, and phone numbers by contacting the Office of the Registrar.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Immaculata University.

Student Signature: _____ **Date:** _____