



NON-DEGREE SEEKING APPLICATION/COURSE REGISTRATION FORM

SPRING 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: capsadmissions@immaculata.edu
 or **Walk** into the offices of the College of Adult Professional Studies
 in the lower 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 Tuition and Fees.

Spring 2019: Tuition and fees are due to be paid in full by December 17. Registrations received after December 17, 2018 must be accompanied with payment in full or according to the installment plan. 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 attend class, occupy University Housing, and 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.

Ethnicity: Please circle (information needed for Federal Reporting)

1. Are you Hispanic/ Latino? Y or N

2. Regardless of your answer to the prior question, please indicate how you identify by circling one or more of the following:
 Black or African American Asian White American Indian or Alaska Native Native Hawaiian or other Pacific Islander

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 does not constitute a withdrawal.

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

Financial Responsibility must be signed by student. Please FAX all pages of document when submitting.

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class(es) at Immaculata University or request any service(s) from Immaculata University I am accepting full responsibility to pay all tuition, fees, and other associated costs, including for housing and meal plans, assessed as a result of my registration, and/or request for services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement in which Immaculata University is providing me educational and related services and I promise to pay for all assessed tuition, fees, and other associated costs including housing charges and meal plans on or before the published or assigned due date. Failure to comply with the payment terms, including payment plans or agreements with Immaculata University, may result in cancellation of my attendance in classes and/or suspension of my eligibility to register for future classes at Immaculata University.

I understand and agree that if I 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 the assigned tuition and fees in accordance with the University [Refund and Academic Credit Policy](#), published in the University Catalog which is available on the Immaculata University website.

I have read the terms and conditions of the published [refund schedule](#) and understand those terms are incorporated herein by reference. 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, and therefore I understand that I am responsible for viewing and paying my student account e-bill on or before the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available on the MyIU student portal, through the SSIU campus application.

I 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.

REJECTED PAYMENTS

If a payment made to my student account is rejected by the bank, credit card, or any other payment processor for any reason, I agree to repay the original amount of the payment plus a rejected payment fee of at least \$30 to Immaculata University. I understand that multiple rejected payments will revoke my ability to submit payment by check or credit card in the future.

FINANCIAL AID

I understand that financial aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the financial 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(es) 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 due a change in my eligibility for the funding that I received, I agree to repay all revoked aid that was disbursed to my account and the University paid to me.

I agree to apply any financial aid I receive toward any and all charges assessed to my account at Immaculata University such as tuition, fees, campus housing, meal plans, health center fees, parking permits, service fees, fines, bookstore transfers, or any other charge, in accordance with the terms of the aid.

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room, and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, and Perkins Loan.

Awards, Scholarships, Grants: I understand that all awards, scholarships, and grants awarded to me will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of an award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

Financial Aid Terms and Conditions As a financial aid recipient, you must assume responsibility for remaining aware of the program eligibility requirements and the policies that govern the approval, disbursement and use of financial aid funds for all Federal, State, and University types of financial assistance. By agreeing to the [Terms and Conditions](#) of your financial aid, you are "accepting" your financial aid awards through this self-service portal. You may review the Immaculata University Office of Financial Aid [Terms and Conditions](#) information online.

DELINQUENT ACCOUNT/COLLECTION

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

Late Payment Charge: I understand and agree that if I fail to pay my student account bill and any monies due and owing Immaculata University by the scheduled due date, Immaculata University will assess late payment charges at the rate of at least \$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 University may refer my delinquent account to a collection

agency. I further understand that if Immaculata University refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. Finally, I understand that my delinquent account may be reported by the University or the third party collection agency to one or more of the national credit bureaus.

COMMUNICATION

Method of Communication: I understand and agree that Immaculata University uses the student's Immaculata email address as an official method of communication with me, and that therefore I am responsible for reading the emails I receive from Immaculata University on a timely basis.

Contact: I authorize Immaculata University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Immaculata University or to receive general information from Immaculata University. I authorize Immaculata University 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 name changes, current physical addresses, email addresses, and phone numbers by contacting the Office of the Registrar in writing at registrarhelp@immaculata.edu. Upon leaving Immaculata University for any reason, it is my responsibility to provide Immaculata University with updated contact information in writing for purposes of continued communication regarding any amounts that remain due and owing to Immaculata University.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that Immaculata University is bound by the [Family Educational Rights and Privacy Act \(FERPA\)](#) which prohibits Immaculata University from releasing any information from my education record without my written permission. Therefore, I understand that if I want Immaculata University to share information from my educational record with someone else, I must provide written permission by completing the online permission form located on the MyIU student portal under My Finances, Forms & Info. I further understand that I may revoke my permission at any time by contacting the University Registrar in writing at registrarhelp@immaculata.edu

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Immaculata University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Immaculata University, I agree to pay any and all IRS fines assessed to Immaculata University as a result of my missing SSN/TIN.

Student Age

I understand that if I am under the age of 18 on the day I execute this agreement that the educational services provided by Immaculata University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Immaculata University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Immaculata University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Student Signature: _____ **Date:** _____

Phone: 484-323-3238

Fax: 610-647-0215

capsadvising@immaculata.edu