



## SUMMER 2019 NON-DEGREE SEEKING APPLICATION/COURSE REGISTRATION FORM for HIGH SCHOOL STUDENTS

**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](mailto: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 by check or credit card.

**SUMMER 2019:** Registrations must be accompanied with payment in full. Students with outstanding financial obligations are not permitted to attend class, occupy University Housing, and receive grades, teacher certifications, transcripts or diplomas.

**HIGH SCHOOL STUDENTS:** Name of High School \_\_\_\_\_

Will you have graduated when the course begins? Yes \_\_\_\_\_ No \_\_\_\_\_ If "No" Application must include written verification from school guidance counselor or principal verifying that the student has a "B" average or higher and is capable of college level coursework. Please note that individuals completing this application will be admitted as non-degree seeking students and do not qualify for financial aid.

University ID# \_\_\_\_\_ (will be provided): \_\_\_\_\_ 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# \_\_\_\_\_

Parent's e-mail \_\_\_\_\_

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

### Course Registration Information

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

**High school students may register for no more than 12 credits per semester.** Requests 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.

Your login credentials will be emailed to you. Once you receive your login credentials, you can log onto **MyIU** or **SSIU** via [www.immaculata.edu](http://www.immaculata.edu) to confirm that your registration has been processed..

**Attached financial forms must be signed by student and returned in order for registration to be processed.**

**STUDENT FINANCIAL RESPONSIBILITY AGREEMENT (SFRA) NOTE: Agreement language has been updated on October 12, 2018****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.

## 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](mailto: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](mailto: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:** \_\_\_\_\_

**Immaculata University Office of Financial Aid  
Terms and Conditions: 2018-2019 Academic Year**

***Must Be Signed By All Students Regardless of Your Current Plans to Apply or Not to Apply for Federal Loans***

Immaculata University (the University) provides tuition assistance to all students enrolled in matriculated degree seeking programs including full-time College of Undergraduate Studies (CUS), College of Adult Professional Studies (CAPS), and College of Graduate Studies (CGS). The purpose of tuition assistance is to make attendance at the University more affordable for eligible students. The University may use other methods including but not limited to discounts, adjustments, endowments or grants to make tuition affordable. Should the University apply any of these or other methods to the student's University bill, the amount of the University tuition assistance can be reduced at the University's sole discretion.

The University does not contract with the student nor guarantee to the student upon acceptance to the University, that the terms and conditions for the offer and acceptance of tuition assistance will not change during the student's enrollment at the University. An offer and acceptance of tuition assistance is required for each academic year. The financial aid may be revised at the sole discretion of the University due to corrections, changes in federal or state regulations, or funding levels.

Tuition assistance is applied toward comprehensive annual tuition paid to Immaculata. Tuition assistance may not be applied to room and board or other fees or charges. Tuition assistance is not applied to tuition charged by any other institutions. The University may replace any form of tuition assistance in part or full with other University aid at any time during the student's enrollment as a full time undergraduate student.

Tuition assistance in the form of Immaculata Academic Scholarships and Immaculata University Grants are given to full time, undergraduate, matriculated, degree seeking students in the College of Undergraduate Studies (CUS), who will complete a minimum of 12 credits in the fall and a minimum of 12 credits in the spring semester with the goal of graduation in four academic calendar years. If a student changes enrollment to part time in the traditional CUS program or enrolls in the College of Adult Professionals Studies (CAPS), they are not eligible for the Immaculata Academic Scholarships nor the Immaculata University Grants. If a student goes beyond the eight semesters, takes a semester to study abroad, withdraws or stops out for a semester, goes below half time for a semester, studies all online for a semester or enrolls and pays tuition at any other institution, the student is not eligible for Immaculata Academic Scholarships or Immaculata University Grants during that time. For these purposes, a semester is defined as a spring semester or a fall semester. Immaculata aid, scholarships and grants apply only to tuition paid for the spring and the fall semesters. Failure to maintain minimum academic standards, withdrawal, and disciplinary action are cause for adjustments or cancellation of any or all University scholarships, grants or financial aid.

**Academic Scholarships**

Immaculata provides tuition assistance in the form of Academic Scholarships based upon the student's academic and extracurricular record along with other information provided by the student or the student's high school during the enrollment process. Immaculata reserves the right to revise an offered Academic Scholarship if the information provided by the student or on the student's behalf in the enrollment process is incomplete or inaccurate. Academic Scholarships require the student to maintain a minimum cumulative Grade Point Average (GPA) to be eligible for the Academic Scholarship to be renewed and awarded each fall or spring semester. The offer and acceptance of an Academic Scholarship applies only to the academic year covered by the terms and conditions for the applicable academic year.

**Immaculata University Grants**

Immaculata University financial Aid or grants are awarded to students based upon financial need. The offer of financial aid is contingent on the accuracy of the information provided by the student and the completion of all of the required financial aid requirements. These awards are subject to change, which shall be determined by the University each academic year, if there is a change to the student's eligibility, if there is a change in family income, if incorrect information was provided, if there is a change in enrollment status, if the student receives additional outside aid, and/or fails to submit all required paperwork.

**Special University Grants**

The University may offer the student a special university tuition reduction in form of a special grant. This grant may or may not, at the University's sole discretion, have an academic performance/minimum GPA requirement. This grant may be offered for one semester, one academic year or for up to four consecutive academic years. The qualifications for the grant may be dependent upon a requirement met prior to enrollment at the University or to be met during the student's enrollment at Immaculata.

**Financial Aid Assistance**

Your financial aid assistance is based on information provided by you and/or your family on your Free Application for Federal Student Aid (FAFSA). Your award(s) are subject to adjustment or cancellation if incorrect or incomplete information was provided, changes in law, regulations, and/or appropriations occur, errors in processing occur or you did not meet eligibility requirements. You must be a U.S. citizen, permanent resident or eligible non-citizen to receive need-based financial aid. State residency for tuition purposes is determined from the information you provided to Immaculata University. State residency for Pennsylvania Higher Education Assistance Agency (PHEAA) is determined in accordance with the rules of Pennsylvania Higher Education Assistance Agency. 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. When you "accept" your financial aid awards through this self-service portal, you are accepting the terms and conditions of receiving financial aid. When you accept a loan offer electronically, you are giving consent to electronic processing of your student loan.

STUDENT NAME (Print): \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_