



CENTENARY UNIVERSITY FULL TIME REGISTRATION FORM

12 OR MORE CREDITS SEMESTER: FALL SPRING 2 _____ (select semester/fill in year)

Student Name:			ID #:			
Major:		Advisor:		Commuter: <input type="checkbox"/>		Resident: <input type="checkbox"/>
<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post-Bacc <i>(please check one)</i>						
Course #	Section	Credits	Course Title	Days	Time	Permission

Total # of credits _____

FORMS SUBMITTED IN PENCIL CAN NOT BE ACCEPTED

*I agree to abide by the rules & regulations of Centenary University as stated in the catalog and on the back (or 2nd page) of this form.

*All changes to your schedule must be done on an Add/Drop form in the Registrar's Office.

Student Signature: _____ Date: _____ Advisor's Signature: _____ Date: _____

Received by the Registrar's Office: _____ Date Received: _____



Centenary College Institutional Refund Policy

The following is a summary of Centenary University's refund policies with regards to tuition, room & board, and fees.

This policy is used to determine the adjusted costs the student is obligated to pay the University after the percentage to be refunded has been applied. The date used to calculate the refund percentage, regardless of whether or not a student has attended, will be one of the following: 1. The date the student submits an Add/Drop form to the Registrar's Office 2. The date the student submits an Official Withdrawal or Leave of Absence form to Student Life; 3. The date the University is notified that the student has ceased participating in an academic related activity for all courses. This policy is not to be confused with Federal and State regulations regarding the return of federal and state aid funds when a student receiving federal and state financial aid withdraws or takes a leave of absence. (Federal and State aid includes all aid identified on a student's financial aid awards as a federal or state; scholarship, grants and/or loans.)

A separate calculation, to determine the aid which must be returned if any, is done according to federal and state regulations. The date used in determining the federal refund policy will be the last date the student participated in an academic related activity for the applicable term's course. However, the percentage of funds that must be returned, as prescribed by the regulations, may not match the percentage used to determine costs. This may then create a balance owed by the student to the university, above any prior unpaid balance or a balance due on federal grants, which must be repaid directly to the federal government.

For example, if you withdraw from all of your classes in a traditional undergraduate program 4 weeks after the semester started, you will receive no refund of your tuition according to the Institutional Refund Policy. In addition, you will have completed 4 of 15 weeks of the semester which is about 26%. As a result, you will be eligible to retain about 26% of your federal aid and the remaining 74% of your federal aid may be returned to the federal government.

For detailed information see our Student Withdrawal and Return of Federal Title IV Funds Policy page.

Changes effective July 1, 2012

INSTITUTIONAL REFUND POLICY FOR TRADITIONAL-UNDERGRADUATE AND GRADUATE PROGRAM STUDENTS-Fall and Spring Semesters *

Refunds of the Semester Charges paid will be made in accordance with the following schedule:

Withdrawal Prior to the 1st day of the Semester	100%
Withdrawal During the 1st week of the Semester	75%
Withdrawal During the 2nd week of the Semester	50%
Withdrawal During the 3rd week of the Semester	25%
Withdrawal after the 3rd week of the Semester	0%

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the University, as stated above, of his/her intent to withdraw or take a leave of absence from the university or a course. Refunds will be made in accordance with any federal and/or state loan or grant program regulations.

Revised 8/9/16