

Please mail original form to the Registrar's Office. Faxed forms can not be accepted. Thank you.

**CENTENARY UNIVERSITY UNDERGRADUATE PART TIME REGISTRATION FORM (11 credits or less)**  
 400 Jefferson Street  
 Hackettstown, NJ 07840 Phone: (908) 852-1400 x2214

Name: \_\_\_\_\_ STUDENT ID# \_\_\_\_\_  
 (Last) (First) (MI) (Miss, Mrs., Mr.)

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

DEPT.	COURSE #	SECTION	DAYS/TIME	COURSE TITLE	INSTRUCTOR	CREDITS	TUITION
						x \$300	\$
						x \$300	\$

Are you a previous Centenary University Student? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you an employee, spouse or dependent of a Centenary employee? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you a Senior Citizen (62 or older)? Yes \_\_\_\_\_ No \_\_\_\_\_

**PAYMENT OPTIONS:**

1. Payments must be made in full by May 09, 2019. A late payment fee of \$50 will be added for payments made after this date.
2. Payments made after May 29, 2019 will receive an additional late payment fee of \$25.00. Collection costs of 30% or more may be added to recover any balance unpaid at the end of the term.
3. Direct billing applicable only if your employer makes payments directly to the University prior to receiving grades. (Employee voucher is required at time of registration.)

\*Your bill is available to view, print, and pay online through your my.centenary, under "my billing ledger".  
 \* Note: all changes to your registration are to be made on an Add/Drop Form available in the Registrar's Office.

**P/T TUITION REFUND SCHEDULE:** Tuition refunds are based on the date the Add/Drop Form is received in the Registrar's Office, whether or not you have attended the class. Part-time students receiving Federal Aid should contact the Financial Aid Office at ext. 2350, before withdrawing or dropping below six (6) credits.

**WITHDRAWAL:** Before the first day of the session 5/25/19= 100%, 5/26- 6/01/19= 75%, 6/2- 6/8/19= 50%.  
**THERE ARE NO REFUNDS FOR WITHDRAWAL AFTER 6/08/18**

I have read and agree to abide by the policies on this registration form and those stated in the University catalog.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

<b>Lab Fee</b>	\$
<b>Balance due 05/09/19. A \$50 late payment fee will be strictly enforced. An additional \$25 late payment fee will be added for payments made after 5/29/19.</b>	
<b>TUITION ENCLOSED</b>	\$

**Payment Method:** Check# \_\_\_\_\_  
 To pay online by check or credit card, go to <https://selfservice.centenaryuniversity.edu/student/account/login>.

Payments made by credit/debit card will incur a 2.65% service fee.

*Summer OL-18 runs May 26 to July 20, 2019*