

**CENTENARY UNIVERSITY**

400 Jefferson Street  
 Hackettstown, NJ 07840  
 Phone (908) 852-1400 x 2214

**GRADUATE PROGRAM REGISTRATION FORM**

**SPRING SEMESTER 2019**  
**January 14 – May 4, 2019**

**2019SP**

Student ID# \_\_\_\_\_

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

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

Graduate Division Approval Signature \_\_\_\_\_

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

Degree Sought \_\_\_\_\_

Dept.	Course #	Section	Day /Time	Course Title	Credits	Tuition
					X \$912	
					X \$912	
					X \$912	
Are you a previous Centenary student? Yes ____ No ____ Are you a Centenary University employee? Yes ____ No ____  <b>Payment Options:</b> 1. Total due with registration form. 2. Installment Plan: Minimum payment 50%. Balance due 3/07/19. A late payment fee of \$50 will be charged, if not paid on time. The late payment fee will be strictly enforced. A reminder, regarding the due date, will be sent to your Centenary email. <u>The University is no longer mailing paper bills.</u> Collection costs of 30% or more may be added to recover any balance unpaid at the end of the semester. 3. A direct billing: applicable only if employer makes direct payment to the University prior to receiving grades. (Employee Voucher required at time of registration) 4. Deferred Payment: Employer Re-imbusement (Deferred Payment Form required at time of registration.)					<b>Technology Fee - \$11 Per Credit</b> \$	
					<b>Total</b>	\$
					<b>Installment Plan Payment</b>	\$
					<b>Balance Due on Installment Plan – 3/07/19</b> <b>A \$50 late payment fee will be strictly enforced.</b>	\$
					<b>Amount Enclosed</b>	\$

**Payment Method:** Check # \_\_\_\_\_ To pay online by check or credit card, go to [www.centenaryuniversity.edu/tuitionpayment](http://www.centenaryuniversity.edu/tuitionpayment). Effective November 7, 2016, all credit/debit card payments will be subject to a 2.65% service fee.

**If payment is not received within 72 hours, a \$25 late registration processing fee will be added to your account.**

**Mail to: Centenary University, Registrar's Office, 400 Jefferson Street, Hackettstown, NJ 07840** *Faxed forms will not be accepted.*

**Tuition Refund Schedule:** Tuition refunds will be made in accordance with the following schedule and only after the student notifies the Registrar's Office in writing on an Add/Drop form of their intent to withdraw from a class. The date the notification is received by the Registrar's Office will be used to determine the refund, whether or not the student has attended the class. Graduate Program students receiving Financial Aid funds must call the Financial Aid Office (ext. 2350) before withdrawing or dropping below 6 credits.

**Withdrawal: Before the first day of the session: 1/13/19=100% SPRING 2019: 1/14 – 1/20/19=75%, 1/21 – 1/27/19=50%, 1/28– 2/3/19 = 25%. After 2/3/2019 No Refunds**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Once classes begin, if you wish to revise or cancel your registration, an Add/Drop Form (found in the Registrar's Office) must be sent to the Registrar's Office. Please check the online Academic Calendar for add/drop dates and last withdrawal date.