

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. Payment in full due by 04/29/19. A late payment fee of \$50 will be added for payments made after this date.
2. Payments made after 05/16/19 will receive an additional late payment fee of \$25. 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 employer makes direct payment to the University prior to receiving grades. (Employee Voucher required at time of registration)
4. Deferred Payment Employer Re-imburement: proof from employer required and must be included with Deferred Payment Form at time of registration.

\*You can view, print, and pay your bill 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: 5/12/18 = 100%, 5/13- 5/19/19 = 75%, 5/20 - 5/26/19 = 50%.  
**THERE ARE NO REFUNDS FOR WITHDRAWAL AFTER 5/26/19.**

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

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

<b>TOTAL -</b>	
<b>Lab Fee</b>	
<b>Balance Due 04/29/19. A \$50 late payment fee will be strictly enforced. An additional late payment fee of \$25 will be added for payments made after 5/16/19.</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.  
 If payment is not received within 72 hours, a \$25 late registration processing fee will be added to your account.

*Summer 1 runs May 13 to June 24, 2019*