

## PERSONAL INFORMATION

### Full Legal Name

Last: \_\_\_\_\_

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Former or Maiden Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student SS Number: \_\_\_\_\_

### Contact Information

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Employer Information

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Tuition Reimbursement \_\_\_\_\_ % or \$ \_\_\_\_\_ /yr.

Onsite or  Regional Campus \_\_\_\_\_

No schedule change/Tuition update only

Notes: \_\_\_\_\_

## PROGRAM INFORMATION

I understand I am officially registering for the program marked below. I also understand if, at any time, I discontinue attendance in this program, **I MUST** notify the Registrar's Office **IN WRITING** of my intent to withdraw. Failure to do so may obligate me to pay for classes that I did not attend.

### School of Business

- Electives for Business
- Prep Year
- BS in Management
- BS in Business
- MA in Management
- MBA
- MS Information Technology

### School of Education

- Teacher Credential
- Professional Credential
- Certificate Program
- MA in Education
- Ed.D. - Doctorate
- Special Status

### Continuing Studies

- Single Course
- Certificate Programs

## REGISTRATION & TUITION AGREEMENT TYPE

- Standard
- University Partner \_\_\_\_\_
  - Employee  Spouse/Partner
  - Community College Transfer Student
  - Discount \_\_\_\_\_ %
- Military Status
  - Branch: \_\_\_\_\_
  - Active - Date Range: \_\_\_\_\_ - \_\_\_\_\_
  - Veteran - Chapter: \_\_\_\_\_
- Re-enrollee/Returning student

### OFFICE USE ONLY

Tuition discount approved by: \_\_\_\_\_

**LIABILITY** \_\_\_\_\_ Student Initials

The current tuition rate is \$\_\_\_\_\_ per credit. Tuition rates are subject to change annually on July 1 of each year. Tuition and fees are due within 45 days of invoice date, and the student is solely responsible for prompt payment. The University reserves the right to withhold services and/or dismiss any student whose account becomes delinquent. Any late payment or delinquent account shall accrue interest at the California legal rate. A Matriculation Fee of \$150 will be applied to your first bill. After you begin your program, this Fee is non-refundable.

Prep Year, Electives for Business and Continuing Studies students do not pay matriculation fee.

**PAYMENT ARRANGEMENTS & AID:**

Students applying for Financial Aid are responsible for the timely submission of required forms. You must submit your Free Application for Federal Student Aid (FAFSA) upon initial admission; however, the timely submission of your renewal Free Application for Federal Student Aid (FAFSA) is necessary to continue financial aid eligibility for the entirety of your program. Please be advised you will not be eligible for Federal Direct Stafford Loans if you are currently in default on any previous federal loan. Students will be held responsible for payment of

any outstanding tuition and fees if loans are denied, Financial Aid is not available, or does not cover the entirety of your tuition billed. Students enrolled in preparatory coursework are limited to 12 consecutive months of federal loan eligibility and may not be eligible to receive federal, state, or institutional grant funding during this limited period.

**REFUND POLICY**

The University has adopted the Federal Refund Policy guideline as its institutional policy. Refund policy is subject to change at any time based on Federal and State regulations. Refunds are calculated from the date of official withdrawal or approved leave of absence. Students who withdraw unofficially or at the request of the University are not entitled to a refund for current course. A withdrawal or leave of absence is considered official when written notice has been provided to the Registrar, stating the intention of the student to discontinue the course(s) in which he or she is registered, and the withdrawal has been approved. If a student stops attending class but fails to withdraw in writing to the Registrar’s Office, the student may be administratively dismissed (withdrawn from the program) after the second consecutive absence and will be charged in accordance with the University Refund Policy.

**ACKNOWLEDGEMENT**

**I have read and understand the above and agree to the following:**

1. I understand I am solely responsible for payment of all tuition and fees, regardless of financial aid, employer reimbursement, letter of credit, military tuition assistance, VA benefits or other aid to which I might be entitled.
2. I understand if payment in full is not made **within 45 days** from the invoice date, the University of Redlands:
  - a. Will not allow me to enroll in subsequent courses until full payment has been made, and
  - b. Will not release a diploma or official transcript until payment in full has been made.
3. I understand if I withdraw from any course (or program), I will be liable for tuition and fees according to the Federal Refund Policy.
4. I understand all costs of collection including, but not limited to, reasonable attorney fees, late fees and other costs shall be paid by the person whose signature appears below. In addition, I hereby authorize the University to check my credit history, references, and employment, verify other information on this agreement, and provide credit information for use in connection with the review or collection of any account(s) during or after my time as a student.
5. I further understand that in the event that I fail to timely repay the tuition balance and the account is referred to Collections, I hereby waive my right to a defense based on lack of notice of default. I further hereby waive my right to a defense based on the applicable statute of limitations. If the University is required to use third-party collections (i.e. third-party collection agency or an attorney) to collect the student account balance due, future registrations will require payment in advance.
6. I understand, acknowledge, and agree that my electronic signature, is official and binding.

**Signature:**

**Date:**

\_\_\_\_\_

**OFFICE USE ONLY**

Group ID# : \_\_\_\_\_ Student ID#: \_\_\_\_\_ SSM: \_\_\_\_\_ (for returning students only)

E&O: \_\_\_\_\_ Date: \_\_\_\_\_ UG MOU?  Yes  No

ADE/SF: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar’s Office: \_\_\_\_\_ Date: \_\_\_\_\_