

REGISTRATION FORM

Name: _____

Street _____

Emergency contact name and phone _____

City _____ State _____ Zip _____

Vehicle Make _____ Model _____ Year _____

Cell phone number _____

Vehicle license plate number _____ Vehicle color _____

All the following steps must be completed before registration

- Clear all financial or academic holds you may have such as a balance or missing paperwork
- Review the Estimated Cost Worksheet to determine your cost and which payment method you will use for registration. Payment is due 5 weeks prior to the first night of class.
- Prepare this registration form by completing all sections and signing in ink.
- If applicable, prepare the following:
 - FERPA disclosure forms (changes only)
 - Financial Aid and Payment Plan Options signed
 - Statement of Charges signed
 - Statement of Rights, Refunds and Responsibilities

I understand and agree to the following: I am responsible for all tuition, fees, and charges associated with registering for these courses with WJU. I am aware that the timing and payment amount due is subject to change. I accept responsibility for the billing statement which will be mailed to the address provided above. A minimum payment, as outlined in documents mailed with the billing statement, **must be received by 4:00pm - 5 weeks prior to the start of my course(s)**, in order to maintain course registration. If no payment is received by this date, I will be dropped from all courses and will need to register during Late Registration and an additional \$95 Late Registration Fee will be applied.

Student Signature _____

Date _____

Time	Days	Course #	Course Name	Course Start & End dates	# Units
6 – 10 pm					
6 – 10 pm					
6 – 10 pm					

*Course offerings subject to change

FOR OFFICE USE ONLY:

Date and Time rec'd: _____ Initial: _____ Late registration fee? No Yes
 SPS Academic Advising: _____ Number of units: _____ FA/PP; Charges; Rights signed and received: Yes
 FERPA forms rec'd: _____ CAMS entry complete: _____ Deferred Payment Contract signed? No Yes N/A