

Registration/Add/Drop Form

Registration
 Add Course
 Drop Course

Continuing Student
 New Student

Term: **Fall** **Winter** **Spring** **Summer**
 Student ID # _____

Mr./Ms./Mrs. _____

Family Name
First name
Middle Initial

Address _____

Number and Street
City
State/Province
Zip Code

Student E-mail address
() _____
Home Telephone Number
() _____
Work Telephone Number

NON-CREDIT COURSES				
Course Number	Course Title	Hours	Day	Time

Intensive ESL Program \$2400
Semi Intensive ESL Program \$550

Tuition paid \$ _____

12 Week Intensive ESL Elective Courses \$528
6 Week Intensive ESL Elective Courses \$264

Tuition Refunded \$ _____

Intensive TOEFL Preparation Course \$1180
Semi Intensive TOEFL Preparation Course \$1156

Business English Courses \$702

Business English Elective Courses \$360

_____ **Business Office** **Date**

_____ **Student's Signature** **Date**

_____ **Advisor's Signature** **Date**

TUITION REFUND POLICY: Students who withdraw before the completion of the term will be charged for tuition in accordance with the policies stated below:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

COURSE WITHDRAWAL POLICY: In order to drop a class, students must submit an ADD/DROP form or a grade of "F" will be posted.