



Tysons Corner Campus,
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 Vienna, Virginia. 22182
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Registration Form

Registration

Continuing Student

New Student

Program Enrolled in:

MBA MSIT MSCS DBA

MBA Completion DBA Completion

Term: Winter Spring Summer Fall

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

Mandatory! Please select appropriate Coop course: Coop 510 Coop 520 Coop 610 Coop 620

C R E D I T C O U R S E S				
Course Number	Course Title	Credits	Day	Time

Tuition Paid \$ _____

Tuition Refund \$ _____

 Advisor's Signature

Date

 Student's Signature

Date

 Business Office

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. If an enrolled student cancels, by written notice his or her enrollment following the three day Cancellation Period but prior to the first day of the semester for which application was made, all tuition monies paid will be refunded less a \$100.00 withdrawal fee.
2. A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
3. A student who enters a school but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
4. A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not 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.