

ENDICOTT COLLEGE

Undergraduate Day School

Student Permission to Take a Course at the Van Loan School

In exceptional cases, day division students may be approved for registration in courses offered by the Van Loan School. Day division students are accepted into evening courses on a space available basis.

Fall: _____ Spring: _____ Intersession: _____ Summer: _____
Year Year Year Year

NAME: _____ STUDENT ID#: _____

CLASS YEAR: ___FR___SO___JR___SR MAJOR: _____ ADVISOR: _____

PROCEDURE:

1. All signatures are needed for all cases where this form is used.
2. Bring the completed form to the **Registrar's Office** in College Hall for processing.

REASON FOR REQUEST – use back from more space: _____

COURSE TO ADD:

Course #: _____ Sec #: _____ Title: _____

Start Date: _____ End Date: _____ Meeting Time: _____

SIGNATURES:

Student's Printed Name Signature Date

Dean of the Student's major Printed Name Signature Date

Vice President/Dean, Undergraduate College Printed Name Signature Date

Please indicate your method of payment below:

- Paid online by credit card or e-check- Confirmation Code: _____
- Personal Check attached
- ACH or Wire transfer
- Financial Aid Award
- Endicott College employee tuition remission (attached tuition remission approval)
- Credit Balance Currently on account
- Part of semester course load*

*January session courses are **not** included in Fall semester tuition.

Advising and Financial Payment Issues for Undergraduate Day Students Registering for Van Loan Courses

Advising: An undergraduate day student needs permission from his/her School Dean, to take a Van Loan course. The permission form that must be completed is called Student Permission to Take a Course at the Van Loan School. Completed forms must be submitted to the Office of the Registrar in College Hall for processing. This statement applies to all of the payment categories listed below. Proper registration for a Van Loan course is the sole responsibility of the student.

Registration and Payment - Fall and Spring Semester: An undergraduate day student must complete the Student Permission to Take a Course at the Van Loan School form. If the undergraduate day student is paying-full time tuition and is enrolled in fewer than 15 credits, the student may take a course through Van Loan at no charge. If the Van Loan course brings the student's credits above 18.0 credits, those credits above 18.0 will be charged at the Van Loan tuition rate at the time of registration.

Registration and Payment- Winter and Summer Semester: An undergraduate day student must complete the Student Permission to Take a Course at the Van Loan School form plus arrange for payment for the course. The undergraduate day student pays the Van Loan tuition rates.

Exceptions to Tuition Payments for Winter and Summer Terms: Occasionally, an undergraduate day student needs to take a course during winter and/or summer terms through the day division. Students in this situation do not register through Van Loan. In this case, the student works with his/her Dean to register and pay for the course(s) through the day division.

Add and Drop Policy

Semester-long undergraduate courses comply with the add/drop dates and policies within Endicott College's traditional academic calendar (September – December, end of January – May). The academic calendar is available online at <http://.endicott.edu/Undergrad/Academic-Calendar.aspx>.

Students in accelerated undergraduate courses may enroll in a course up to and including the first day of the course.

Withdrawal Policy

Withdrawal from a course must be officially requested in writing and delivered to the Office of the Registrar in College Hall, either in person or via email at registrar@endicott.edu.

Students in accelerated undergraduate courses must withdraw 7 business days prior to the last day of the class to receive a "W" on the college transcript. Failure to withdraw will result in an "F" on the college transcript.

Refund Policy

Refunds are permitted according to the date the withdrawal request is received:

For courses that have 5-7 session (or weeks if online):

- 100% of tuition if requested before the first session;
- 50% of tuition if requested by the second session;

No refund after the start of the second session.

For courses that have 8 to 12 session (or weeks if online):

100% of tuition if requested before the first session;

75% of tuition if requested by the second session;

50% of tuition if requested by the third session;

No refund after the start of the third session.

For courses that are semester-long:

100% of tuition prior to the course start;

80% of tuition within the first week of the course;

60% of tuition within the second week of the course;

40% of tuition within the third week of the course;

20% pf tuition within the fourth week of the course;

No refund of tuition the fifth week and after.

Please Note: Application and fees are NOT refundable. Endicott College complies with the refund policies as outlined in the Higher Education amendments of 1998. Students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy or review online in the College Catalog at <http://catalog.endicott.edu/>.

Cancellation Policy

The Van Loan School strongly encourages students to register early to minimize the cancellation of courses due to insufficient enrollment. To give the course the best chance for success, the decision to cancel a course will be made as close as possible to the start date of the course. In the event your course is cancelled, every effort will be made to contact you via telephone to assist you in the selecting another course or to arrange a refund. When courses are cancelled by the College, refunds include 100% tuition and fees.

Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law. Endicott College is accredited by the New England Association of Schools and Colleges.

Policy 4/27/11