



REGISTRATION FORM

TERM: Fall Winter Spring Summer Year: _____

Social Security, Federal Tax or student ID number (required) _____ Date (month/day/year) _____

Name _____ Date of birth (month/day/year) _____ Male Female

Street Address _____

City _____ State _____ Zip _____

Phone (primary) _____ Email _____

Citizenship: U. S. Citizen Citizen of _____ Resident Alien Non-resident Alien, visa type _____

Race and Ethnicity – Optional – These questions are being asked to furnish statistics, as required by the Department of Education.

Are you Hispanic or Latino? (choose only one)

What is your race? (choose one or more)

- Yes, Hispanic or Latino
 No, not Hispanic or Latino

- American Indian/Alaskan Native
 Native Hawaiian/other Pacific Islander
 Unknown/Other (explain)

- Black/Non-Hispanic
 Asian
 White

I am registering for:

- Credit Non-credit
 I am a new student. I have enrolled previously. Last date of attendance _____

In compliance with the Commonwealth of Massachusetts program of Universal Health Care, institutions of higher learning are required by law to ensure that undergraduate students registered for 12 or more credits per semester and graduate students registered for nine or more credits per semester are enrolled in a qualified health insurance plan. If you are not enrolled in such a plan, you must enroll in the plan offered through Endicott College. For enrollment information please contact the Van Loan School Bursar's Office.

Course # e.g. ENG101	Section # e.g. UB11	Location	Course Title	Credits	Start Date	Course Fee

	Total course fees	
A \$25 registration fee is assessed on undergraduate education registration once each semester.	Registration fee (undergraduate only)	\$25.00
Late Registration/Late Payment Fee is assessed on registrations received after the start of a course.	Late fee	\$50.00
Outstanding tuition balances are subject to a one percent interest charge per month.	Total amount due	

TUITION AND FEES ARE DUE IN FULL PRIOR TO COURSE START DATE. Please indicate your method of payment:

Online Payment. Confirmation Number # _____
 Personal Check Attached. Check Number _____

Financial Aid
 Credit balance currently on account

Military Benefit (specify) _____
 Endicott College employee tuition remission

Course Voucher (attach original voucher form)
 Other _____

Do not write credit card information on this form. To make a payment online go to www.endicott.edu/VanLoan/Bursar.

WITHDRAWAL/REFUND POLICY Please refer to the Withdrawal/Refund Policy on the reverse side of this form.

By signing I agree to adhere to the Withdrawal/Refund Policy at Endicott College.

Signature _____

ABOUT REGISTRATION

Students may register for courses in several ways; these include:

1. Online through MyEndicott at: www.endicott.edu
To do this, you will need your login name or student ID (they are one and the same) and a password. This information is generated from our database automatically after you register for your first course, and you will receive the information in a letter from our Admissions Office.
2. Completion of our registration form (attached). This form can be faxed to 978-232-3000 or scanned and emailed to vlsregistrar@endicott.edu. Please allow three business days for processing.
3. In person at one of our administrative offices.

Please note that payment is due at the time of registration.

Your registration form should indicate your method of payment. Please attach a check, provide credit card information, or indicate "FA" (financial aid) in the payment section at the bottom of the registration form. If payment is being made by a third party, the confirmation of payment from the third party should accompany the registration form, for example a purchase order, letter of credit, or other form of payment.

ADD AND DROP POLICY

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School either in person or via your Endicott issued email at vlsregistrar@endicott.edu.

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://www.endicott.edu/Undergrad/Academic-Calendar.aspx>.

Students in semester-long graduate and doctoral courses may enroll in courses within the first two weeks of the start of a course.

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

Students in semester-long graduate and doctoral courses and accelerated undergraduate and graduate 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 transcript.

REFUND POLICY

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

For courses that have 5 to 7 sessions (or weeks if online):

- 100% of tuition if requested before the first session;
- 50% if requested at any time before the second session;
- No refund after the start of the second session.

For courses that have 8 to 12 sessions (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 the semester-based Graduate and Doctoral Programs:

- 100% of tuition and doctoral fee prior to the start of the semester;
- 75% of tuition (no refund of doctoral fee) within one week of the first class of the semester;
- 50% of tuition (no refund of doctoral fee) within two weeks of the first class of the semester;
- No refund of tuition fifteen days after the first class of the semester.

For semester-long undergraduate courses:

- 100% of tuition prior to course start date;
- 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% of tuition within the fourth week of the course;
- No refund of tuition the fifth week and after.

Please note: Application and registration 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 may contact the Financial Aid Office to obtain the Title IV refund policy or review on-line 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. Students are notified of course cancellations through their Endicott email address. In the event your course is cancelled, every effort will be made to contact you via telephone to assist you in selecting another 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.