



# COLLEGE REGISTRATION

Please type or print in ink

Academic year \_\_\_\_\_ Semester  Fall  Spring  Summer Term

**Student Information:** Full Student N° ..... (optional)  
 Family Name .....  
 First Name(s) .....  
 Place of Birth ..... Date of Birth .....  
 Nationality ..... Sex:  M  F

**Official Address** All correspondence will be sent to this address. It is your responsibility to notify us in writing of any changes

Street ..... N° .....  
 City ..... Zip code ..... Tel. N° .....  
 Mobile phone n° ..... Email .....

Is this also your **Billing Address** for the invoice?  Yes  No  
*If not, please provide your billing address on the reverse side of this form.*

Can the College provide your address & telephone number to the Student Government for inclusion in the Student Directory?  Yes  No

**Registration** Major ..... Concentration .....  
 I intend to graduate at the end of:  Spring  Fall 20\_\_\_\_  Full-time  Part-time

Course Code (E)	Course Section	N° of Credits	Course Title	Count as CC MR,ME*, FE	Advisor's Initials	Computer Input
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

Alternative Courses

Advisor's Name & Signature ..... Date .....

\* Please indicate the course(s) which count towards your concentration.

Tuition	.....
Service Fee	.....
Student Government Fee	.....
Deferred payment Fee	.....
Late Registration Fee	.....
Lab Fee	.....
<b>TOTAL TO PAY</b>	.....

I, the undersigned, accept that I am responsible for payment of tuition and fees, based on the courses selected above.

Signature ..... Date .....

**Billing Address***All invoices will be sent to this address. It is your responsibility to notify us in writing of any changes.***(If not same as official)**

Name ..... Relationship: Parent / Guardian / other: .....

Street ..... N° .....

City ..... Zip code ..... Tel. N° .....

Mobile phone n° ..... Email .....

Can we provide information on financial obligations to the person named above?  Yes  No**Payment possibilities and regulations**

<b>Full Payment (FP)</b>	<b>Deferred Payment (DP)</b>	<b>Student loan/grant</b>
Payment due at registration.	Request DP before or during registration; no DP granted after registration.	Inform the Dean in writing that you are entitled to a loan/grant. Proof of request to obtain loan/grant needs to be added to this letter.
If a reminder is to be mailed a late payment fee of 100 € will be added to the total amount due.	After request you receive a DP plan mentioning due dates for payments.	A written agreement will be made between you and the administration. If you fail to keep up the terms of this agreement you will be transferred to a DP or FP payment mode.
If a second reminder is to be mailed a late payment fee of 250 € will be added to the total amount due (+ 100 € of the first reminder, two reminders equals a late payment fee of 350 €).	If the payment deadlines are not respected the DP plan will be cancelled. FP is due and a late payment fee of 100 € will be added.	

**For all categories**

If no payment is received after this stage, you will not be allowed to:

- 1) Sit in classes anymore (professors will be informed and requested to deny you entrance to the classroom)
- 2) Participate in exams (mid terms and/or finals)
- 3) Receive grades, transcripts, attestations, any administrative documents
- 4) Pre-register for the next semester

Keep in mind that even after you have been denied the above you will still have to pay the full amount due and the late payment fees.

I, the undersigned, have read the information above on my financial obligation and also understand that if I withdraw from the College I must inform the Registrar in writing. I am aware that I shall incur administrative costs of €75 if I do this before the start of the semester. If I withdraw after the semester has begun I must pay a percentage of the tuition costs and fees depending on the week of withdrawal.

Signature .....

Date .....