



Notre Dame College

Registrar's Office

**REGISTRATION WORKSHEET**

Please Print Legibly

|  |                 |                 |                                |
|--|-----------------|-----------------|--------------------------------|
| ID# (6-digit):                             |                 | Email Address:  |                                |
| Name:                                      |                 | Home Phone: ( ) |                                |
| Address:                                   |                 | Cell Phone: ( ) |                                |
| City                                       | State:          | Zip:            |                                |
| UNDERGRADUATE      GRADUATE<br>Circle One: | Declared Major: |                 | Minor / 2 <sup>nd</sup> Major: |

Academic Term: Fall 2019

Academic Year: 2019-20

| Dept. & Course Number | Section | Course Title          | Credit Hours | Check if: |           | Non-Credit |
|-----------------------|---------|-----------------------|--------------|-----------|-----------|------------|
|                       |         |                       |              | Audit     | Pass/Fail |            |
| Sample: EN 100        | A       | College Composition I | 3            |           |           |            |
|                       |         |                       |              |           |           |            |
|                       |         |                       |              |           |           |            |
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|                       |         |                       |              |           |           |            |

**TOTAL CREDITS** \_\_\_\_\_

My academic advisor and I have mutually agreed upon the courses selected. I have satisfactorily completed all necessary prerequisites for the courses listed above. I am fully aware that I am ultimately responsible for the fulfillment of all degree or certificate requirements.

I understand that I must submit written notification to the Registrar's Office if I find it necessary to withdraw from a course. I further understand that **non-attendance does not constitute official withdrawal.**

My signature below indicates that I have read and understand the payment agreement found on the back of this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Student

Signature of Advisor

**ADVISOR INITIALS:** \_\_\_\_\_

# Registration Agreement

**Payment:**

It is the policy of Notre Dame College that tuition, room, board, and fees for a given term are to be paid in full OR acceptable arrangements made by August 1 for Fall Semester, January 1 for Spring Semester, and by the first day of classes for Summer Semester. Acceptable arrangements are payment in full or signing up for a payment plan and making on-time payments. Students who register after the deadline are expected to make acceptable payment arrangements at the time of registration. Pending financial aid is not an acceptable payment arrangement. Payment information and payment plan enrollment can be accessed through the Student Accounts tab on my.NDC.edu.

**When Will I Receive My Refund?**

Students with a credit balance resulting from excess federal funds will be issued within TWO weeks of either the aid being credited to the student's account or the first day of the semester, whichever is later. All other refunds will be available 14 days after funds have been disbursed to the student's account. At the end of a 100% tuition refund period your financial aid will be reviewed and if need be adjusted based on the current enrolled hours for the semester and sub sessions in the semester.

**Refund Schedule:**

Students who withdraw from classes during the semester will have partial tuition refunds posted to their account as indicated below. Any unpaid balance (debt) will become due immediately. Refunds will be made after written notice of withdrawal is filed with the Office of the Registrar. ***Please note, non-attendance does not constitute official withdrawal.*** The amount of the refund will be calculated from the date appearing on the withdrawal form. Refunds are determined as follows:

| Refund % | Fall 2019 Academic Term |                    |                      |                    |                      |                    |
|----------|-------------------------|--------------------|----------------------|--------------------|----------------------|--------------------|
|          | Fall Semester           |                    | D1 (Online)          |                    | D2 (Online)          |                    |
|          | <b><u>Begins</u></b>    | <b><u>Ends</u></b> | <b><u>Begins</u></b> | <b><u>Ends</u></b> | <b><u>Begins</u></b> | <b><u>Ends</u></b> |
| 100%     |                         | 1-Sep              |                      | 1-Sep              |                      | 27-Oct             |
| 80%      | 2-Sep                   | 8-Sep              | 2-Sep                | 4-Sep              | 28-Oct               | 30-Oct             |
| 40%      | 9-Sep                   | 22-Sep             | 5-Sep                | 8-Sep              | 31-Mar               | 3-Nov              |
| 0%       | 23-Sep                  |                    | 9-Sep                |                    | 4-Nov                |                    |

***By registering for courses at Notre Dame College, I accept responsibility for payment by the due date of all college charges assessed to my student account, including tuition and fees, room and board, and late fees. I fully accept this educational debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the courses in which I am enrolled and I understand that I must adhere to college procedures for dropping or withdrawing from courses. I understand and agree that, should I fail to make the required full payment or receive financial aid to meet the balance by the established deadline, I may be charged late payment fees, be restricted from registering for additional courses, be restricted from receiving transcripts or diplomas, and a college wide hold will be placed on my account. In addition I understand that accounts more than 30 days past due may be placed with a Collection Agency and I will be responsible for paying any additional fees and costs, including attorney fees and court costs associated with collection of this debt.***

***My signature on the registration form indicates that I have read and understand the payment conditions outlined above.***

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information is available at our Web Site:  
<http://www.notredamecollege.edu/>

**ADVISOR INITIALS:** \_\_\_\_\_

**ADVISOR INITIALS:** \_\_\_\_\_