

Please mail original form to the Registrar's Office. Faxed forms can not be accepted. Thank you.

2019FA

CENTENARY UNIVERSITY UNDERGRADUATE PART TIME REGISTRATION FORM (11 credits or less)

400 Jefferson Street, Hackettstown, NJ 07840 (908) 852-1400 x2214

NAME: _____

STUDENT ID# _____

ADDRESS: _____

TEL: (Home) _____ (Business) _____ Freshman Sophomore Junior Senior Post-Bac

BILLING ADDRESS: _____

EMPLOYER: _____

DEPT.	COURSE #	SECTION	DAYS/TIME	COURSE TITLE	INSTRUCTOR	CREDITS	TUITION
						x \$628	
						x \$628	

Are you a previous Centenary University Student? Yes _____ No _____
 Are you an employee, spouse or dependent of a Centenary employee? Yes _____ No _____
 Are you a Senior Citizen (62 or older)? Yes _____ No _____
 Are you a sworn Law Enforcement Officer majoring in Criminal Justice or Sociology? Yes _____ No _____

PAYMENT OPTIONS:

1. Payment in full due by 08/08/19. A late payment fee of \$50 will be added for payments made after this date.
2. Payments made after 09/04/19 will receive an additional late payment fee of \$25. Collection costs of 30% or more may be added to recover any balance unpaid at the end of the term.
3. Direct billing applicable only if your employer makes payments directly to the University prior to receiving grades. (Employee voucher is required at time of registration.)
4. Deferred Payment Employer Re-imbursement: proof from employer required and must be included with Deferred Payment Form at time of registration.

You can view, print, and pay your bill through your my.centenary, under "My Billing Ledger"

* Note: all changes to your registration are to be made on an Add/Drop Form available in the Registrar's Office.

P/T TUITION REFUND SCHEDULE: Tuition refunds are based on the date the Add/Drop Form is received in the Registrar's Office, whether or not you have attended the class. Part-time students receiving Federal Aid should contact the Financial Aid Office at Ext. 2350, before withdrawing or dropping below six (6) credits.

WITHDRAWAL: Before the first day of the session: 08/25/19 = 100%, 08/26-09/01/19 = 75%, 09/02-09/08/19 = 50%, 09/09-09/15/19 = 25%

THERE ARE NO REFUNDS FOR WITHDRAWAL AFTER 09/15/19 .

I have read and agree to abide by the policies on this registration form and those stated in the University catalog.

Signature: _____ Date: _____ / _____ / _____

Part Time Student Fee	\$20.00
Technology Fee - \$12 Per Credit	
Lab Fee	
TOTAL	
Balance due 08/08/19. A \$50 late payment fee will be strictly enforced. An additional late payment fee of \$25 will be added for payments made after 09/04/19.	
TUITION ENCLOSED	

Payment Method: Check# _____
 To pay online by check or credit card, go to: <https://my.centenaryuniversity.edu/web/guest>. Effective November 7, 2016 payments made by credit/debit card will be subject to 2.65% service fee.

*Fall Semester runs
 August 26 to December 14, 2019*