CENTENARY UNIVERSITY

400 Jefferson Street
Hackettstown, NJ 07840
Phone (908) 852-1400 x 2214

GRADUATE PROGRAM REGISTRATION FORM

Term:_____

Student ID#_____

Name: _____
(Last) (First) (MI) (Miss, Mrs., Mr.)

_____
Graduate Division Approval Signature

Address: _____
(Street) (City) (State) (Zip)

Telephone: Home: ( ) _____ Business: ( ) _____ **Degree Sought** _____

Dept.	Course #	Section	Day /Time	Course Title	Credits	Tuition

Are you a previous Centenary student? Yes ☐ No ☐

Are you a Centenary University employee? Yes ☐ No ☐

1. **Payment Options:**
   1. Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.
   2. Direct billing: applicable only if employer makes direct payment to the University prior to receiving grades. (Employee Voucher required at time of registration)
   3. 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 portal, under "my billing ledger"****

Technology Fee - $12 Per Credit	*N/A for Summer Sessions*	$
Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.		
Amount Enclosed		$

Payment Method: Check #_____ To pay online by check or credit card, go to www.centenaryuniversity.edu/tuitionpayment. All credit/debit card payments will be subject to a 2.65% service fee.

Mail to: Centenary University, Registrar's Office, 400 Jefferson Street, Hackettstown, NJ 07840 ***Faxed forms will not be accepted.***

Tuition Refund Schedule: Tuition refunds will be made in accordance with the following schedule and only after the student notifies the Registrar's Office in writing on an Add/Drop form of their intent to withdraw from a class. The date the notification is received by the Registrar's Office will be used to determine the refund, whether or not the student has attended the class. Graduate Program students receiving Financial Aid funds must call the Financial Aid Office (ext. 2350) before withdrawing or dropping below 6 credits.

***Refund Schedule: 16 week classes*:** **Withdrawal prior to First day of semester= 100%, 1st week of semester= 75%, 2nd week of semester= 50%, 3rd week of semester=25%. There are no refunds after the 3rd week.**
***Refund Schedule: Summer classes*:** **Withdrawal prior to First day of semester = 100%, 1st week of semester = 75%, 2nd week of semester – 50%. There are no refunds after the 2nd week of class.**

Signature: _____ **Date:** _____

Note: Once classes begin, if you wish to revise or cancel your registration, an Add/Drop Form (found in the Registrar's Office) must be sent to the Registrar's Office. Please check the online Academic Calendar for add/drop dates and last withdrawal date.

Revised 03.30.2020