



# CENTENARY UNIVERSITY FULL TIME REGISTRATION FORM

**12 OR MORE CREDITS**    SEMESTER: FALL  SPRING  2 \_\_\_\_\_ (select semester/fill in year)

<b>Student Name:</b> _____			<b>ID #:</b> _____			
<b>Major:</b> _____		<b>Advisor:</b> _____		<b>Commuter:</b> <input type="checkbox"/>		<b>Resident:</b> <input type="checkbox"/>
<input type="checkbox"/> <b>Freshman</b> <input type="checkbox"/> <b>Sophomore</b> <input type="checkbox"/> <b>Junior</b> <input type="checkbox"/> <b>Senior</b> <input type="checkbox"/> <b>Post-Bacc</b> <i>(please check one)</i>						
Course #	Section	Credits	Course Title	Days	Time	Permission

Total # of credits \_\_\_\_\_

\*\*FORMS SUBMITTED IN PENCIL CAN NOT BE ACCEPTED\*\*

\*I agree to abide by the rules & regulations of Centenary University as stated in the catalog and on the back (or 2<sup>nd</sup> page) of this form.

\*All changes to your schedule must be done on an Add/Drop form in the Registrar's Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by the Registrar's Office: \_\_\_\_\_ Date Received: \_\_\_\_\_



## CENTENARY UNIVERSITY INSTITUTIONAL WITHDRAWAL POLICY

The following is a summary of Centenary University's withdrawal/leave of absence policies with regards to tuition, room & board, and fees.

This policy is used to determine the adjusted costs the student is obligated to pay the University after the percentage to be credited has been applied. The date used to calculate the withdrawal percentage, regardless of whether or not a student has attended, will be one of the following: 1. The date the student submits an Add/Drop form to the Registrar's Office; 2. The date the student submits an Official Withdrawal or Leave of Absence form to the Student Life Office; 3. The date the University is notified that the student has ceased participating in an academic related activity for all courses.

This policy is not to be confused with Federal and State regulations regarding the return of federal and state aid funds when a student receiving federal and state financial aid withdraws or takes a leave of absence. (Federal and State aid includes all aid identified on a student's financial aid award as a federal or state; scholarship, grants and/or loans). A separate calculation, to determine the aid which must be returned if any, is done according to federal and state regulations. The date used in determining the federal return policy will be the last date the student participated in an academic related activity for the applicable term's courses. However the percentage of funds that must be returned, as prescribed by the regulations, may not match the percentage used to determine costs. This may then create a balance owed by the student to the University, above any prior unpaid balance or a balance due on federal grants, which must be repaid directly to the federal government. For detailed information see our Student Withdrawal and Return of Federal Title IV Funds Policy page.

Room and Board charges will be prorated based on number of weeks in the dormitories.

## INSTITUTIONAL TUITION AND FEES WITHDRAWAL POLICY FOR ALL STUDENTS, ALL PROGRAMS (TRADITIONAL & ACCELERATED), ALL SEMESTERS

Credit for Semester Charges will be made in accordance with the following schedule:\*

Withdrawal Prior to the 1st day the Semester	100%
Withdrawal During the 1st 5 days of Add/Drop and Late Registration	100%
Withdrawal After Add/Drop and Late Registration	0%

\*The date used to calculate the specific period of enrollment shall be the date on which the student notifies the University, as stated above, of his/her intent to withdraw or take a leave of absence from the University or a course. Withdrawals will be made in accordance with any federal and/or state loan or grant program regulations.

### Exceptions to Withdrawal Policy

The following pertains to all University withdrawal policies. Exceptions to the University withdrawal policy may be made based on documentation of extenuating circumstances, such as medical condition/emergency or accident. Please visit our website for up-to-date information regarding appeal process.

Request for extenuating circumstances should be submitted within one year from the last date of the semester in which you are appealing. Requests submitted after one year, will not be considered and will be returned to the student. In most cases the exception will be to pro-rate the costs based on number of weeks attended prior to withdrawing or taking a leave of absence.

To apply for an exception, you will need to submit a brief written statement of explanation and documentation to:

Centenary University  
Attn: Student Accounts Office  
400 Jefferson Street  
Hackettstown, NJ 07840  
Fax: 908-850-2632  
Studentaccounts@centenaryuniversity.edu