

Please mail original form to the Registrar's Office. Faxed forms can not be accepted. Thank you. **Term:** \_\_\_\_\_

**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	
						X	

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

Part Time Student Fee	\$20.00
Technology Fee - \$12 Per Credit <i>N/A for Summer Sessions</i>	
Lab Fee	
<b>TOTAL</b>	
Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.	
<b>TUITION ENCLOSED</b>	

**PAYMENT OPTIONS:**

- Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.
- Direct billing: applicable only if employer makes direct payment to the University prior to receiving grades. (Employee Voucher required at time of registration)
- Deferred Payment: Employer Re-imburement: 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.

**Payment Method:** Check# \_\_\_\_\_  
 To pay online by check or credit card, go to:  
<https://my.centenaryuniversity.edu/web/guest>. All credit/debit card payments will be subject to a 2.65% service fee.

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 07.28.2021