

# Register/Add/Drop Form

Used to register for the first time in the term, or to make changes to a class schedule.

\_\_\_\_\_ *NDNU ID #* \_\_\_\_\_ *Semester* \_\_\_\_\_ *Year*

\_\_\_\_\_ *Last Name* \_\_\_\_\_ *First Name* \_\_\_\_\_ *Middle Name*

YES  NO

\_\_\_\_\_ *Major* \_\_\_\_\_ *Advisor* \_\_\_\_\_ *Veteran*

## ADD

DEPT	COURSE #	SECTION	TITLE	UNITS	INSTRUCTOR	DAYS	TIME	REPEAT?

## DROP

DEPT	COURSE #	SECTION	TITLE	UNITS	INSTRUCTOR	DAYS	TIME	LAST DAY*

Total semester units after above transaction: \_\_\_\_\_

\* Last day of attendance in class

**With the signature below, student acknowledges responsibility for adhering to the policies on the reverse side.**

\_\_\_\_\_ *Student Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Advisor (not required for a graduate student to drop a course)* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Business Office* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Office of the Registrar* \_\_\_\_\_ *Date*

## NDNU PAYMENT AND REFUND POLICIES

### PAYMENT DUE UPON REGISTRATION

The current tuition and fee schedule is available on the web at [http://ndnu.edu/catalog/current\\_tuition\\_fees.html](http://ndnu.edu/catalog/current_tuition_fees.html). I understand that I am responsible for the charges for tuition and fees generated by registration (web-registration or paper registration) by the posted due date. Unpaid fees will be subject to finance charges, late fees, legal costs and collection costs.

### PAYMENT/PAYMENT ARRANGEMENT OPTIONS

Payment or payment arrangements *must be made with the Business Office* by the posted due date or at the time of registration (if due date has passed). Payment, or payment arrangements, can consist of (or a combination of):

- Payment in full with cash, check or credit card.
- A complete and verified financial aid package by the NDNU Financial Aid Department.
- Installment payment plan with Tuition Management Systems (TMS). *Not available to International or Online students.*
- Employer Deferred Plan – Form and payment must be submitted to Business Office by the payment arrangement deadline (each term requires a separate form). *Not available to International or Online students.*

### TUITION REFUND POLICY & DROP PENALTY

You assume the responsibility to pay tuition charges when you register for courses. *You must initiate the Drop procedure in the Registrar's Office by the dates below* to be entitled to the pro-rated reductions in tuition charges:

#### Graduate, Ph. D., Credential, Part-Time Undergraduate

% of Tuition Refundable	Day by which Drop Form Must be Filed
100% reduction; no drop penalty	Prior to beginning of the semester or term
100% less \$25.00 per course dropped	2nd Tuesday of the semester or term
50%	3rd Tuesday of the semester or term
<b>No refund after the 3rd Tuesday of the semester or term</b>	

#### Full-Time Undergraduate

% of Tuition Refundable	Day by which Drop Form Must be Filed
100% reduction; no drop penalty	Prior to beginning of the semester or term
100% reduction, less \$200 cancellation fee	3rd Tuesday of the semester or term
<b>No refund after the 3rd Tuesday of the semester or term</b>	

Students **officially withdrawn** from NDNU before completing 60% of the semester/term must return federal aid to the source in accordance with federal regulations. See the *Return of Title IV Funds* policy in the NDNU Catalog.

### MONTHLY STATEMENTS

Statements reflecting unpaid tuition and fees will be mailed to your Legal Home Permanent Address. A Billing Address may be authorized by you through the Business Office.

## DRUG FREE CAMPUS & WORKPLACE

Pursuant to regulations implementing the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, the Board of Trustees of NDNU has resolved that NDNU should be a drug free campus and workplace, and has adopted the following policy towards that end. The unlawful manufacture, distribution, and dispensing, possession, or use of controlled substances in NDNU facilities or while engaged in NDNU activities is prohibited. Students who unlawfully distribute, possess, or use controlled substances or alcohol on the campus or as part of any NDNU activity may be subject to discipline up to and including expulsion.

## STATEMENT OF NONDISCRIMINATION

Notre Dame de Namur University's educational services and employment opportunities are provided without regard to race, religion, color, national origin, age, sex, sexual orientation, physical or mental disability, marital status and other criteria protected by law except where there is a bona fide occupational or religious qualification. Any otherwise qualified student or applicant with a disability may request reasonable accommodation regarding the application process and services as a prospective or enrolled student. Requests for accommodation of a disability or any complaints by students related to student educational services or their employment opportunities should be directed to the Dean of Students, Notre Dame de Namur University, (650) 508-3459.