

# The Van Loan School Graduate & Professional Studies

## COURSE REGISTRATION PERMISSION FOR DAY DIVISION STUDENT

In exceptional cases, day division students may be approved for registration in courses offered by the Van Loan School. Day division students are accepted into evening courses on a space available basis.

Today's Date: \_\_\_\_\_

Fall: \_\_\_\_\_  Spring \_\_\_\_\_  Intersession \_\_\_\_\_  Summer \_\_\_\_\_  
Year Year Year Year

### 1. Personal Information:

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Major: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

### 2. Course and Reason for Request.

Course #: \_\_\_\_\_ Sec# \_\_\_\_\_ Title: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### 3. Obtain the following approvals:

\_\_\_\_\_  
Dean of Student's Major Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Vice President and Dean of the Undergraduate College Date \_\_\_\_\_ 20\_\_\_\_

#### Please indicate your method of payment below:

\_\_\_\_\_ Paid on-line by credit card or e-check – Confirmation code: \_\_\_\_\_

\_\_\_\_\_ Personal Check attached

\_\_\_\_\_ ACH or Wire transfer

\_\_\_\_\_ Financial Aid Award

\_\_\_\_\_ Endicott College employee tuition remission (attach tuition remission approval)

\_\_\_\_\_ Credit balance currently on account

\_\_\_\_\_ Other (please explain) \_\_\_\_\_

Complete this form and return it to the Registrar's Office in College Hall or The Van Loan School.

cc: Registrar

Bursar/GPS

Revised 8/30/11

c:/forms/permission day student

## **ADD AND DROP POLICY**

Students may add classes until the second meeting of a class; however, a late fee will apply.

Withdrawals from courses must be officially requested in writing and delivered to the School of Graduate and Professional Studies Office. If the withdrawal occurs after the first class meeting, the student will receive a "W" (withdrawal) on his or her transcript. If a written notice of withdrawal is NOT received, the student will receive an "F" on the transcript.

## **WITHDRAWALS/REFUNDS**

Withdrawal from a course must be officially requested in writing, **by the student**, and delivered to the School of Graduate and Professional Studies Office via Certified Mail. Failure to officially withdraw from a course once it has commenced will result in a grade of "F" on the college transcript.

**Refunds are permitted according to the date the withdrawal request is received:**

**For Semester-based courses:**

100% of tuition if requested before the first class meeting; 75% before the second class meeting; 50% before the third class meeting. The registration fee and late registration/late payment fee are not refundable.

**For Accelerated courses:**

100% of tuition if requested before the first class meeting; 50% if requested before the second class meeting. No refund is permitted after that time. The application fee is not refundable.

The registration fee and late registration/late payment fee are not refundable.

Endicott College complies with the refund policies as outlined in the Higher Education amendments of 1992.

First-time students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy.

## **CANCELLATION POLICY**

The School of Graduate and Professional Studies strongly encourages students to register early to minimize the cancellation of courses due to insufficient enrollment. To give the course the best chance for success, the decision to cancel a course will be made as close as possible to the start date of the course. In the event your course is cancelled, every effort will be made to contact you via telephone to assist you in selecting another or to arrange a refund. When courses are cancelled by the College, refunds include 100% tuition and fees.

*Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.*

*Endicott College is accredited by the New England Association of Schools and Colleges.*

Policy 4/27/11.

## Advising and Financial Payment Issues for Undergraduate Day Students Registering for GPS Courses

***Advising:*** An undergraduate day student needs permission from his/her School Dean to take a Graduate and Professional Studies (GPS) course. **The permission form that must be completed** is called **GPS Course Registration Permission for Day Division Student**. No registration form is accepted at GPS unless this permission form is completed and attached (or e-mailed from a School Dean) to the registration form. **This statement applies to all of the payment categories listed below. Proper registration for a GPS course is the sole responsibility of the student.**

***Registration and Payment—Fall and Spring Semesters:*** An undergraduate day student must complete the permission form and the GPS registration. If the undergraduate day student is paying full-time tuition and is enrolled in fewer than 15 credits, the student may take a course through GPS at no charge. If the GPS course brings the student's credits above 18.0 credits, those credits above 18.0 will be charged at the GPS tuition rate at the time of registration.

***Registration and Payment – Winter and Summer Terms:*** An undergraduate day student must complete the permission form, GPS registration form plus arrange for payment for the course. The undergraduate day student pays the GPS tuition rates.

***Exceptions to Tuition Payments for Winter and Summer Terms:***

Occasionally, an undergraduate day student needs to take a course during winter and/or summer terms through the day division. Students in this situation do not register through GPS. In this case, the student works with his/her Dean to register and pay for the course(s) through the day division.

A second exception is made for undergraduate day students who undertake a 12.0 credit **distance** internship during a fall or spring semester. This student, with the Dean's approval, may enroll in Senior Thesis I, Senior Thesis II or another approved course through GPS. This situation applies if the student enrolls **in either the semester before the distance internship or the semester after the distance internship**. In this case, the undergraduate day student is not charged for the course.

Last updated: 8/24/11