ENDICOTT COLLEGE
376 HALE STREET • BEVERLY, MASSACHUSETTS 01915

School of Graduate and Professional Studies
Telephone: (978) 232-2199 Fax: (978) 232-3000 Email: gps@endicott.edu

REGISTRATION FORM

Please use a ballpoint pen and press firmly; you are making three copies.

SEMESTER _____ **YEAR** _____ **Date** _____ **Social Security or Student ID No.** _____

Name _____ ❒ **Male** ❒ **Female** **Date of birth** _____

Street Address _____

City _____ **State** _____ **Zip** _____

Phone (primary) _____ **(secondary)** _____ **email** _____

Occupation _____ **Employer** _____

Citizenship: ❒ U. S. Citizen ❒ Citizen of _____ ❒ Resident Alien ❒ Non-resident Alien, visa type _____

Race and Ethnicity – Optional Information *

Are you Hispanic or Latino? (choose only one)
❒ Yes, Hispanic or Latino
❒ No, not Hispanic or Latino

What is your race? (choose one or more)
❒ American Indian/Alaskan Native
❒ Native Hawaiian/other Pacific Islander
❒ Unknown/Other (explain)
❒ Black/Non-Hispanic
❒ Asian
❒ White

* These questions are being asked to furnish statistics, as required by the Department of Education.

I am registering for: ❒ Credit ❒ Non-credit
❒ I am a new student. ❒ I have enrolled previously. Last date of attendance _____

Student health insurance coverage is mandatory in Massachusetts under the Universal Health Care Law. Endicott students enrolled for nine or more credits per semester must have accident/illness insurance coverage. Students may purchase this insurance through Endicott. If a student already has comparable coverage with another insurance plan, the student may waive the insurance coverage through Endicott. The insurance may only be waived through the completion of the online waiver form at www.gallagherkoster.com.

Course # e.g. ENG 101	Sect. e.g. L	Course Title	Cr.	Start Date	Course Fee

* ***Registration Fee ($25) is applied once a semester to undergraduate courses.***

** ***Late Registration/Late Payment Fee is assessed on registrations received after the start of a course.***

Any outstanding tuition balance may be subject to a one percent interest charge per month.

Total Course Fees	
*Registration Fee (undergraduate only)	($25.00)
**Late Fee	($50.00)
Total Due	

ALL FEES ARE DUE AT THE TIME OF REGISTRATION.

Please indicate your method of payment below:

❒ Paid online by credit card; confirmation # _____
❒ ACH e-check or wire transfer; confirmation # _____
❒ Endicott College employee tuition remission (attach approval form)
❒ Other, please specify _____
❒ Personal check attached
❒ Financial Aid award
❒ Credit balance currently on account

WITHDRAWAL/REFUND POLICY

Please refer to the Withdrawal/Refund Policy on the reverse side of this form.

I, _____ agree to adhere to the Withdrawal/Refund Policy at Endicott College.

Signature _____

White: Van Loan Registrar Canary: Bursar Pink: Student

About Registration

Students may register for courses in several ways; these include:

1. Online through COAST at: https://cars.endicott.edu/

   To do this, you will need your login name or student ID (they are one and the same) and a password. This information is generated from our database automatically after you register for your first course, and you will receive the information in a letter from our Admissions Office.
2. Completion of our registration form (attached). This form can be faxed to 978-232-3000 or scanned and emailed to gps@endicott.edu. Please allow three business days for processing.
3. By telephone at 978-232-2199.
4. In person at one of our administrative offices.

Please note that payment is due at the time of registration.

Your registration form should indicate your method of payment. Please attach a check, provide credit card information, or indicate "FA" (financial aid) in the payment section at the bottom of the registration form.

If payment is being made by a third party, the confirmation of payment from the third party should accompany the registration form, for example a purchase order, letter of credit, or other form of payment.

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 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.