ENDICOTT COLLEGE

Telephone: 978-232-2199 | Fax: 978-232-3000 | gradregistrar@endicott.edu

Registration Form

TERM: ❑ Fall ❑ Winter ❑ Spring ❑ Summer Year _____ Date (month/day/year)_____

❑ Returning Student; Student ID #_____ ❑ New Student; Last 4 of Social Security # _____

Name _____ Date of Birth (month/day/year) _____ ❑ Male ❑ Female

Street Address _____

City _____ State _____ Zip _____

Phone (primary) _____ Email _____

Citizenship: ❑ U. S. Citizen ❑ Citizen of _____ ❑ Resident alien ❑ Non-resident alien, visa type_____

Race & Ethnicity (*Optional) These questions are being asked to furnish statistics, as required by the Department of Education.*

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

I am registering for:

- ❑ Credit
- ❑ I am a new student
- ❑ Non-credit/ audit
- ❑ I have enrolled previously. Last date of attendance _____

In compliance with the Commonwealth of Massachusetts program of Universal Health Care, institutions of higher learning are required by law to ensure that undergraduate students registered for 12 or more credits per semester and graduate students registered for nine or more credits per semester are enrolled in a qualified health insurance plan. If you are not enrolled in such a plan, you must enroll in the plan offered through Endicott College. For enrollment information, please contact the Bursar at gradbursar@endicott.edu.

Course # e.g. ENG101	Section # e.g. UB11	Location/Delivery	Course Title	Credits	Start Date	Course Fee

Total course fees	
Late fee	$50.00
Total amount due	

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

Outstanding tuition balances are subject to a one percent interest charge per month.

Tuition and fees are due in full prior to course start date. Please indicate your method of payment:

- ❑ Online Payment. Confirmation Number # _____
- ❑ Financial Aid
- ❑ Military Benefit (specify) _____
- ❑ Course Voucher (attach original voucher form)
- ❑ Personal Check Attached. Check Number _____
- ❑ Credit balance currently on account
- ❑ Endicott College employee tuition remission
- ❑ Other _____

Do not write credit card information on this form. To make a payment online, go to **endicott.edu/bursar.**

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

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

Signature _____

Registration Options

Online: Matriculated students may register online through **MyEndicott,** the student database, at **my.endicott.edu.**

Email: Completed registration forms should be sent to **gradregistrar@endicott.edu.**
Please include your payment confirmation number in your email.

Mail: Completed registration forms should be sent to **Graduate & Professional Studies Office of the Registrar.**
Please include your payment or payment confirmation number.

Fax: Completed registration forms should be faxed to **978-232-3000.**
Please include your online payment confirmation number.
If you would like confirmation for the receipt of your faxed registration form email, **gradregistrar@endicott.edu.**

In Person: Van Loan office hours are Monday through Friday, 9 a.m.–5 p.m.

Add & Drop/Withdrawals/Refunds

Withdrawal from a course must be requested officially in writing and delivered to the Graduate & Professional Studies Office of the Registrar, either in person or via Endicott email at gradregistrar@endicott.edu. Failure to withdraw officially from a course once it has commenced will result in a grade of "F" on the College transcript.

Semester-long undergraduate courses comply with the add/drop dates and policies within Endicott's traditional academic calendar (September–December, end of January–May). The academic calendar is available online at **endicott.edu/academiccalendar**

Students in semester-long **graduate and doctoral courses** may enroll in courses within the **first seven days of the start of a course.**

Students in **accelerated undergraduate and graduate courses** may enroll in a course **up to and including the first day of the course.**

Students in **semester-long graduate and doctoral courses** and students in **accelerated undergraduate and graduate courses** may drop a course **within seven days of the start of the course.**

Students in **semester-long graduate and doctoral courses and accelerated undergraduate and graduate courses** must withdraw within **seven days prior to the last day of the class** to receive a W on their College transcript.

Students who withdraw within the last seven days of a course receive a WX on their College transcript. Failure to withdraw will result in an "F" on their College transcript.

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

100% of tuition if requested before the second week (7th day of the course);
50% if requested after the second week but prior to the third week (14th day of the course);
No refund after the start of the third week.

Please note: Application and registration fees are NOT refundable. Endicott complies with the refund policies as outlined in the Higher Education Amendments of 1998. First-time students who receive Title IV assistance should contact the Graduate & Professional Studies Office of Financial Aid to obtain the Title IV refund policy or review in the College catalog.

Cancellation Policy

Endicott 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. Students are notified of course cancellations through their Endicott email address. 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 does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, disability, age, marital status, national origin, ethnicity or veteran status, or on any other basis prohibited by federal or state law, in the employment or in the application, admission, operation, participation, access and treatment of employees and students in any of the College's programs and activities.