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

Student Fee - $14 Per Credit	
Technology Fee - $14 Per Credit N/A for Summer Sessions	
Lab Fee	
TOTAL	
Please refer to the Tuition and Billing page of the Centenary University website for due dates and late fee information.	
TUITION ENCLOSED	

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

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

Withdrawal Prior to the 1st day the Semester   100%
Withdrawal During the 1st 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 05.24.2023

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 2.95% service fee.