

Summer 2010 Registration and Payment Information

Registration deadlines and procedures

Students register for courses and workshops by mail or in person at the School of Music.

Early registration is encouraged as some classes fill quickly or have enrollment caps.

Complete the registration form (available in this publication and on the program Web site at www.anderson.edu/music) and mail, fax, or deliver it to the School of Music.

Upon receipt of the completed registration form and payment, you will receive a receipt and campus map via e-mail. Additional materials from the instructor may also be included.

Indicate your desire to receive housing information on the appropriate section of the registration form. *Note: Registrations will not be accepted by phone.*

Registration and payment deadlines:

If taking a course for “Credit” the cost is \$320 per credit hour

Courses with a start date in June, deadline is April 28.

Courses with a start date in July, deadline is May 26.

Late registration fee: A \$50 late fee will be assessed for each course registration received after the deadlines stated above.

Cancellation fee: A \$50 cancellation fee will be assessed for each course registration that is cancelled before the start of the course. Cancellation requests must be made in writing to the School of Music. The university reserves the right to cancel a course if registration has not reached sufficient enrollment 10 days before the first class session. Students are notified immediately and tuition is refunded.

Withdrawal refunds: Students who officially register for a course are considered in the course and owe full tuition unless they drop (cancel) or withdraw according to the deadlines established below. To drop or add courses, students must send written notification to the School of Music. Non attendance in a class does not constitute withdrawal.

Withdrawal prior to: percent refund

First week of classes: 90 percent reduction

Second week of classes: 80 percent reduction

Third week of classes: 60 percent reduction

Fourth week of classes: 40 percent reduction

Fifth week of classes: 20 percent reduction

Sixth week of classes: No reduction

Financial aid: For financial aid information, visit www.anderson.edu/finaid.

Payment information: Anderson University accepts payments by cash, check, money order, VISA, Mastercard or Discover.

Registration Form

Please complete application, detach, and send/fax to:

Beth Doub Telephone: (800) 619-3047
School of Music Fax: (765) 641-3809
Anderson University
1100 E. Fifth Street
Anderson, IN 46012

Student Information

Title: Mr. Mrs. Miss Dr.
Gender: Male Female

Name _____
LAST FIRST MIDDLE INITIAL

Permanent Address _____
STREET CITY STATE AND ZIP

COUNTRY _____

Day Phone _____ Evening Phone _____

E-mail _____ Date of Birth _____

Social Security Number _____

Baccalaureate

Degree Earned _____ Year _____

Major _____ Institution _____

Course Registration

Course #	Course Title	# Credits	Credit	No Credit*
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

See panel titled *How Do I Register for Courses* for information on tuition rates.

*Please contact the School of Music to see if a course is available to take for "No Credit" as well as the tuition cost.

Citizenship

Anderson University is required to report student profile information to the state and federal government. Your responses are confidential and will not influence admission to the university.

U.S. Citizen Permanent resident of the United States
 Foreign Student: Visa Type _____ Visa Number _____

Country of Citizenship _____

Ethnic Background (optional): American Indian, Alaskan Caucasian/White
 Asian American/Oriental Hispanic, Mexican American, Puerto Rican
 African American, Black Other _____

U.S. Military Veteran: Yes No

Please send Information about the following:

Housing Master of Music Education Degree

I have read and understand the terms of registration and I understand that the information in this document may be subject to change.

Signature _____ Date _____

Registration will not be processed without payment of the \$50 non-refundable registration fee.