

Registration Form
(Not valid for Open University)

Student Information

(Please print clearly.)

Advance registration is recommended.
Fees must be paid in full for enrollment to be valid.
Incomplete or illegible registration forms may cause delay.

Last Name	First Name	Middle Initial	NetID/SSN
Street Address			Date of Birth (required)
City	State	Zip	
Home Phone	Work Phone	E-mail	

Please sign and date below to verify for official University records that the above information is correct.

By signing this application, you consent to have your NetID & activation code sent to the e-mail address provided above.

SIGNATURE: _____ DATE: _____

_____ *Please do not send me program updates and special offers via e-mail.*

Gender: Male Female

Course Information

Year: _____ **Quarter:** Fall Winter Spring Summer

Start Date	Department	Course No.	Course Title	Units	Fee
					\$
					\$
					\$
					\$

Total: \$ _____

Payment Options

(Check one box)

Fees are due at time of enrollment. They can be paid in person, online by credit card or electronic check, or by personal check/money order via mail with registration form. Please note that credit card payments are only accepted online. Failure to pay fees within 48 hours of enrollment will result in being dropped from courses.

- Personal Check/Money Order *(Made payable to CSUEB)* Paid by Employer: **Attach** either Company/Agency check or Employer Purchase Order. Please include employer address information & employer signature.
- Paid online by credit card or electronic check online on this date: _____

Office Use Only _____

WITHDRAWAL/REFUND POLICY

You may drop courses online through MyCSUEB, or submit your request to Continuing Education either by e-mail, letter, or using the Withdrawal and Refund Form. Failure to drop a course online, or file a written request to withdraw, before the end of the drop period may result in a failing grade (drop dates vary by program). Please note that a stop payment order on a check does not constitute an official withdrawal, nor does it relieve the student's financial obligation for the course.

If Continuing Education cancels a class, you will automatically receive a full refund. Refunds will be issued in the same form as payment received. Processing takes approximately six weeks.

Some Continuing Education programs have course-specific refund policies that supersede the refund policy below. The most common of these policies applies to most of our online courses and home study courses, and states that no refund will be given once a student has been given access to the online course. Course-specific refund policies are noted in the quarterly course schedule.

Refunds are based on the duration of the class and the date the refund is submitted online. Refunds for independent study and individual study are counted from the first day of the quarter, regardless of the actual registration day. Materials fees are non-refundable.

Course Length	Full Refund	65% of Total Fees	No Refund
1 to 4 class meetings	Before first class meeting	N/A	After 1 st class meeting begins
5 class meetings or more	Before first class meeting	After 1 st class meeting begins, but before 25% of class meetings have occurred	After 25% of class meetings have occurred

If you drop a course 24 hours before the class begins, you will receive a full refund. On the first day of class to before 25% of the meeting times have elapsed, you are entitled to a 65% refund. No refund will be issued after 25% of the meeting times have elapsed. For courses with four (4) or fewer meeting days, no refund is available after the course begins.

For full details about our Withdrawal/Refund Policy, please visit our website at www.ce.csueastbay.edu.