

|                         |
|-------------------------|
| <b>OFFICE USE ONLY</b>  |
| ENROLLMENT _____        |
| CX ID # _____           |
| REGISTRAR RECVD - _____ |
| DATE REGISTERED _____   |

## 2008 - 2009 PROSEMINAR REGISTRATION FORM

TERM (check one): Summer  Fall I  Fall II  Spring I  Spring II  Early Summer

Please indicate the instructor, location, date and day of the Proseminar you plan to attend:

| Course Number | Course Name | Section | Instructor | Location | Date and Day | Credits |
|---------------|-------------|---------|------------|----------|--------------|---------|
| LAS 30012     | Proseminar  |         |            |          |              | 4       |

Please be advised that not all programs offer online courses leading toward degree completion. Any questions concerning online options should be directed to your faculty advisor or graduate program director. You also may contact the Academic Dean of Online Education for additional information on online

### PLEASE COMPLETE THE PERSONAL INFORMATION BELOW:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ SS# \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Academic Major \_\_\_\_\_

### METHOD OF PAYMENT – Please indicate method(s) of payment

CASH \$ \_\_\_\_\_ AMOUNT OF PAYMENT

CHECK \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

FINANCIAL AID

CHARGE TO: Credit Card – Please indicate card type: Discover \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_\_ V-CODE: \_\_\_\_\_

THIRD PARTY PAYMENT (i.e. CAEL, Pathways) \_\_\_\_\_

AZ VOC Rehab

VA (Veterans Affairs): GI Bill \_\_\_\_\_ VOC Rehab \_\_\_\_\_

TUITION REIMBURSEMENT FROM EMPLOYER: \_\_\_\_\_

If you indicate this method, you must submit an Employer Reimbursement Deferment form – this form is available online or by calling 602-371-1188.

|              | CLASSROOM        | ONLINE                 |
|--------------|------------------|------------------------|
| *TUITION:    | \$1520.00*       | TUITION: \$1600.00     |
| BOOKS:       | \$65.00          | BOOKS: \$65.00         |
| TECH FEE:    | \$10.00          | TECH FEE: \$10.00      |
| <b>TOTAL</b> | <b>\$1595.00</b> | <b>TOTAL \$1675.00</b> |

By signing below, I acknowledge my registration in the above course, and I am in agreement with the charges shown. I understand that tuition; applicable fees and other charges assessed in accordance with Ottawa University's published financial policies are due and payable upon enrollment.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Ottawa University Registrar – Arizona

Effective Date \_\_\_\_\_

**\*\*\*FORM MUST BE RETURNED WITH PAYMENT DIRECTLY TO:  
OTTAWA UNIVERSITY – ATTN: ENROLLMENT MANAGEMENT,  
10020 North 25<sup>th</sup> Avenue, Phoenix, AZ 85021**

IF YOU HAVE NOT SUBMITTED YOUR APPLICATION FOR ADMISSION AND APPLICATION FEE, PLEASE RETURN ALONG WITH THIS PROSEMINAR REGISTRATION FORM. YOU MAY FAX YOUR REGISTRATION DIRECTLY TO **ATTN: ENROLLMENT MANAGEMENT** 602-371-0035 UNLESS PAYMENT OPTION INDICATED IS CASH OR CHECK. \*TUITION RATES ARE FOR 2006-2007 ACADEMIC YEAR ONLY. TUITION RATES ARE SUBJECT TO CHANGE.

# 2008 - 2009 PROSEMINAR REGISTRATION FORM

**REFUND POLICY – 8 week term:**

The institutional refund policy for withdrawals from Proseminar is based on date of notification, regardless of the number of class meetings attended:

|                                    |           |
|------------------------------------|-----------|
| On or before 50% of class meetings | 100%      |
| After 50% of class meetings        | NO REFUND |

Students are required to complete and submit a Withdrawal/Drop/Add form to the Office of the Registrar – Phoenix in order to qualify for any refund when withdrawing from a class.

**FEDERAL TRADE COMMISSION (FTC) CANCELLATION NOTICE:**

The applicant may cancel and receive a full refund of all monies paid to date if cancellation is made in writing to the Office of the Registrar - Phoenix and mailed/delivered to the institution at the address stated herein within three (3) business days after the date of signature.

**HOLDER IN DUE COURSE STATEMENT**

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

**OTTAWA UNIVERSITY CATALOG**

I acknowledge I have access to the Ottawa University catalog available online at [www.ottawa.edu](http://www.ottawa.edu), and understand a hard copy of the catalog may be purchased for \$15. I also understand that my program of study is governed by the year of my initial enrollment at Ottawa University.

**GENERAL INFORMATION**

This institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

Please retain a copy of this enrollment form as your receipt.

Class size is limited; please enroll early to ensure your place in class.

Students may register prior to the first day of class without a late fee, but enrollment is not guaranteed.

## Ottawa University

10020 N. 25<sup>th</sup> Avenue, Phoenix, AZ 85021  
Phone: 602.371.1188 • Fax: 602.371.0035