

Mail completed form to: Ottawa University Kansas City, 4370 W. 109th, Suite 200 Overland Park, KS 66211
or fax to 913-451-0806.

Please print and complete all spaces.

- Check if new address, phone number or e-mail
 Please send me a receipt

Last Name _____ **First Name** _____ **Middle Initial** _____

Home Address _____ **Area Code & Home Phone** _____

City _____ **State** _____ **Zip Code** _____ **Area Code & Work Phone** _____

Student ID Number _____ **Social Security Number** _____ **E-mail Address** _____

Check if attending Overland Park location
 Check if attending Unity Village / Lee's Summit location

Advisor _____

| Course # | Course Name | Program Code | Credit Hours | Start/End Date |
|----------|-------------|--------------|--------------|----------------|
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Program Code : U= Undergraduate/Evening, H=Undergraduate/Online Course, V=Masters/Evening L=Masters/Electronic
****Please choose one of the following payment options. Form will not be processed if payment option is not checked.**

| | |
|--------------------------|---|
| <input type="checkbox"/> | Check enclosed: Check # _____ Amount: \$ _____ |
| <input type="checkbox"/> | Credit Card: Visa / Master Card / Discover/ AMEX # _____ exp. _____ Security code on back of card: _____ |
| <input type="checkbox"/> | Financial Aid: (Loan, Pell, etc.) |
| <input type="checkbox"/> | Ottawa University's Employer Reimbursement-Deferment Must attach: Deferment form, Letter from Employer and \$45.00 Fee |
| <input type="checkbox"/> | Name of third party: (Voucher must be attached to form) |
| <input type="checkbox"/> | I will pay the first night of class. |
| <input type="checkbox"/> | I am receiving VA benefits. Please list what type. |

| | |
|--|-----------------|
| Tuition per credit hour | \$ _____ |
| Total Credit Hour | _____ |
| Material/Book Fees | \$ _____ |
| Total | \$ _____ |
| * Material/book fees may vary per class | |

I acknowledge my registration in the course(s) above and I am in agreement with the charges shown. I understand tuition and fees are due on or before the first night of class and that failure to pay may result in my enrollment being dropped. I accept responsibility for any balance unpaid by financial aid or resulting from a returned check or declined credit card. I understand a \$25 fee will be charged to my account for a check returned by the bank.

Signature _____ **Date** _____

You must sign this form in order for us to process your registration.

| |
|--|
| Office Use Only |
| Amount Due: _____ Date _____ Authorized Representative _____ |

ADD/DROP PROCEDURE

- The official add/drop period lasts from the first day of each new term and ends after completion of the second week of classes, or in the case of independent studies, after the second meeting of instructor and student.
- Courses dropped during this official add/drop period will not appear on the transcript and all tuition charges for dropped courses will be refunded to the student (see refund section).
- Students may add a course only during week one and two of each term. Adding a course after the second class meeting is permitted only with the written approval of the instructor and the Provost. Students should always consult with the instructor and their academic advisor before dropping or adding a course. Dropping a needed course could affect a student's graduation date.

WITHDRAWAL PROCEDURE for OU COURSES (This policy is subject to change.)

Ottawa University will consider a student actively enrolled for a course(s) unless notified by the student that she/he has withdrawn. A student's withdrawal and refund determination are based on the date of withdrawal notification. **Timely written notification is required.** Withdrawal ("W") will appear on a transcript for any withdrawal initiated on or after the date of the third class meeting. Students who withdraw from a class (with or without attendance) after the class has started will be obligated for tuition as per the following schedule.

Students withdraw from a course by submitting a completed drop/withdrawal form to the Registrar's Office.

REFUND POLICY for 12-WEEK COURSES

The institutional refund policy for withdrawals from scheduled courses is as follows: The percentages calculated are based on the number of class meetings. Classes that do not meet are treated as those with standard schedules.

| | |
|--|-------------|
| Zero up to and including 20% of class meetings..... | 100% Refund |
| After 20% of class meetings up to and including 35% of class meetings..... | 75% Refund |
| After 35% of class meetings up to and including 50% of class meetings..... | 50% Refund |
| After 50% of class meetings..... | NO REFUND |

REFUND POLICY for 8 WEEK COURSES

The institutional refund policy for withdrawals from scheduled courses is as follows: The percentages calculated are based on the number of class meetings. Classes that do not meet are treated as those with standard schedules.

| | |
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| Zero up to and including 25% of class meetings | 100% refund. |
| After 25% of class meetings up to and including 37% of class meetings | 75% refund. |
| After 37% of class meetings up to and including 50% of class meetings | 50% refund. |
| After 50% of class time | NO REFUND. |

PROSEMINAR REFUND POLICY

The institutional refund policy for withdrawals for students attending a Proseminar class is as follows:

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

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all classes. Title IV financial aid is refunded in the following order, as prescribed by Law and Regulations:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal PELL Grant
5. Other Title IV Aid Programs
6. Other Federal, state, private, or institutional aid
7. The student

Examples of the application of this policy are available upon request in the Financial Aid Office.