



CALIFORNIA STATE UNIVERSITY, EAST BAY

Division of Continuing and International Education

25800 Carlos Bee Blvd, WA 804 | Hayward, CA 94542 | Phone: 510.885.3605 | Fax: 510.885.4817

www.ce.csueastbay.edu

Registration Form

(Not Valid for Open University)

Student Information

(Please Print)

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 |
| City | State | Zip | Country |
| Day Phone | Evening Phone | | E-mail |
| Job Title | | Industry/Profession | |
| Employer | | Employer Address | |
| City | State | Zip | County |

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

SIGNATURE: X _____

DATE: _____

Highest Level of Education: High School Diploma/GED Bachelor Degree **Gender:** Male Female
 Some College Master Degree
 Associate Degree Doctorate Degree

Purpose for Enrolling: Career Change Advancement Personal Enrichment Skill/Knowledge Update
 Specialization/Expertise Other

Ethnicity: 1- American Indian/Alaskan Native B-South American K-Korean F-Filipino
 2-Black, Non-Hispanic P-Puerto Rican T-Thai H-Hawaiian
 7-White, Non-Hispanic Q-Cuban V-Vietnamese N-Samoan
 3-Mexican-American, Mexico, Chicano 4-Other Hispanic/Spanish Origin R-Asian Indian 6-Other
 A-Central American J-Japanese S-Other Southeast Asian D-Decline

Course Information

Year: _____ Quarter: Fall Winter Spring Summer

(Confirmations are sent by mail prior to the first class meeting. If your confirmation does not arrive, please attend the first meeting as scheduled.)

| Start Date | Department | Course No. | Section | Course Title | Units | Fee |
|------------|------------|------------|---------|--------------|-------|-----|
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |

Total: \$ _____

Payment Options

(Check one Box)

Personal Check/Money Order (Make Payable to CSUEB) Paid by Employer: **Attach** either Company/Agency Check or Employer Purchase Order. Employer address information must be provided above.
 Expiration Date: _____
 Visa or MasterCard#: _____
 PRINT Cardholder Name: _____ Cardholder Signature: _____

Office Use Only

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WITHDRAWAL/REFUND POLICY

If you find it necessary to withdraw from a course, you must submit your written request to the Continuing Education Office, either by letter or by using a Withdrawal and Refund Form. Failure to file a written request to withdraw may result in a failing grade. (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. Additional fees may be charged.) If your withdrawal warrants a refund, make note of it in your letter or mark the box on the Withdrawal and Refund Form. If the university cancels a class, you will automatically receive a full refund.

Refund eligibility is determined by the qualifying date of your written request. The qualifying date of the request is determined by the method of delivery: 1) by hand, by official "Received Date" stamp; 2) by FAX, by the transmittal date imprinted by the FAX and 3) by mail, by U.S.P.S. postmark date on the envelope.

Refunds are based on the duration of the class and the date the refund is requested. 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 not refundable.

If written notice is received by the Continuing Education Office, and the course had not been canceled, a portion of the course fee is refunded according to the following refund chart.

| Class Duration | Drop and Refund Requested | Amount of Refund |
|--------------------------|--|---|
| 1 to 4 class meetings | Before first class meeting | Full refund minus \$15 processing charge per course |
| | At first class meeting and/or any subsequent meetings | No Refund |
| 5 class meetings or more | Before first class meeting | Full refund minus \$15 processing charge per course |
| | On the first meeting of class to before 25% of Class meetings have elapsed | Refund 65% of course fee(s) |
| | More than 25% of class meetings have elapsed | No Refund |

If you drop a full working day before the class begins, you will receive a full refund less **\$15 processing charge, per each dropped course**, for all refunds granted. 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 less meeting days, no refund is available after the course begins.

All refunds are issued by check, including refunds for payments by credit card. Processing takes approximately six weeks.