

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 (required)
City	State	Zip	County
Day Phone	Evening Phone	E-mail	

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

SIGNATURE: X _____ DATE: _____

Gender: Male
 Female

Highest Level of Education: High School Diploma/GED Some College Associate Degree
(REQUIRED - if no selection is made, your Bachelor Degree Master Degree Doctorate Degree
transcript will default to an undergraduate record.)

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

What prompted your registration today? Continuing Education Catalog Direct Mail (Other than Catalog) Referral/Word of Mouth
 Continuing Education E-5mail Cal State East Bay Event/Fair Search Engine
 Continuing Education Web Site Other Event/Fair News Article
 Advertisement Information Meeting Other Current Student

Ethnicity: 1-American Indian/Alaskan Native 3-Mexican-American, Mexico, Chicano 5-Other Asian 7-White, Non-Hispanic
 2-Black, Non-Hispanic 4-Other Hispanic/Spanish Origin 6-Other D-Decline

Email: _____ *Please do not send me program updates and special offers via email.*

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.
 Visa or MasterCard#: _____ Expiration Date: _____
PRINT Cardholder Name: _____ Cardholder Signature: _____

Office Use Only _____

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.