



OKLAHOMA WESLEYAN
U · N · I · V · E · R · S · I · T · Y

2201 Silver Lake Road, Bartlesville, OK 74006

REGISTRATION CONTRACT

Adult & Graduate Studies Programs

Program I am starting with: _____

Degree I am starting with: _____

Student Name: _____
(Legal name) *First* *Middle Initial* *Last*

Street Address: _____

City, State, Zip: _____

E-mail: _____

Social Security Number: _____

Next of Kin: _____
First *Middle Initial* *Last*

Address: _____

City, State, Zip: _____

Relationship to you: _____

PAYMENT PLAN

How do you plan to pay for any classes you take at OWU?

Financial Aid

- Grants
- Financial Aid Loans (additional paperwork required)
- Outside Scholarships \$ _____ per _____ from _____

Cash

- Payment plan (Payment plans fee \$30.00 per term)
- Upfront (per term, upfront for gap hours taken (no fee))

Employer Reimbursement

_____ %
_____ per _____

VA Benefits

- GI Bill Benefits
Please circle if Chapter 31 or 35.
- VA Nursing Scholarship
- Other VA Benefits

>>>PLEASE INITIAL EACH BOX SIGNIFYING THAT YOU HAVE READ EACH ITEM AND THEN SIGN WHERE INDICATED ON THE NEXT PAGE<<<

1) As OWU does not require payment in full before beginning classes, this registration contract is an extension of credit. Any charges incurred during your enrollment must be repaid to OWU.

2) I have read and understand that *financial aid* (federal or state grants and student loans) **very rarely covers the entire cost of my classes**. I will need to pay the difference between aid and cost for every term by the end of each term according to the payment plan worked out with **Student Accounts**.

3) **If, for any reason, you withdraw from the program or from any one course, you must notify the REGISTRAR'S OFFICE in writing PRIOR to the beginning of the course(s) you are dropping to receive a refund.** The withdrawal date used for academic and refund purposes is the date OWU receives your written withdrawal. If the Registrar receives your withdrawal notice: **prior to the 1st class period**, you will receive 100% refund of tuition; **prior to the 2nd class period**, you will receive a 80% refund of tuition. If the notice is not received until **after the second class period**, no refunds will be given. You are responsible to pay for all modules from which you have not properly withdrawn or withdraw from **after** the course begins. **Educational Resource fees are not refundable after 30 days prior to the class start.** The application and graduation fees are non-refundable. **If you withdraw in the middle of a term and are using financial aid to pay your account, you may owe money to the University.**

4) All cost-of-attendance charges for each term will be paid by funds received from all sources before any refund is issued.

5) **Once all charges for the term have been paid, if a credit balance remains on my account do the following...**
(May be changed at a later date by notifying the Student Accounts Office *in writing*).

Check only one box:

- Please leave it on my account to cover future charges/terms.
- Please return it to my lender to reduce my loans (\$100 minimum required – If less than \$100, credit will be held on account)
 - Return at end of program
 - Return as soon as credit occurs

Please issue me a refund check. *Accounts are checked after business every Friday. Credit balances as of that time are refunded the following THURSDAY. Under Title IV (financial aid) regulations, OWU has fourteen (14) days to refund a credit balance from "excess" moneys from the latter of the following: the day the credit balance occurs, the first day of classes, or the day you rescind authorization to apply funds to cost-of-attendance charges other than tuition/fees or hold excess funds.*

6) If you become delinquent in paying for your classes, you may be withdrawn from the program.

(More information on back)

REGISTRATION CONTRACT
Adult & Graduate Studies Programs
Continued

Student Name: _____
 First Middle Initial Last

Program I am starting with: _____
Degree I am starting with: _____

7) If you fail to uphold this payment plan in any manner and your account remains unpaid, it may be turned over to an outside collection agency for collection. The standard collections cost of 50 percent will be added to the amount owed to cover that collection agency cost. In the event the services of an attorney are required in order to collect an unpaid balance, you will be responsible to pay all attorney's fees, all court costs, and other collections costs incurred.

8) I authorize the release of information pertaining to my financial status at *Oklahoma Wesleyan University* as follows:
 Do not release any information to anyone except me. Release to Name(s): _____ Relationship: _____

9) **No academic transcripts or diplomas** will be released to students whose accounts are not paid in full or whose loan repayments are not current.

10) I understand that OWU can terminate my enrollment as a result of academic suspension, acts of academic dishonesty, failure to meet the minimum attendance policy as detailed in the Adult and Graduate Studies Student Handbook, and for not staying current on payment plan.

11) I understand that OWU updates course content and materials as needed to keep curriculum fresh. Professors have the right to modify syllabi as long as the changes do not alter the curriculum requirements of the course. See the AGS Student Handbook for policies covering syllabus modification.

12) OWU reserves the right to postpone starting dates or class schedules for a reasonable period of time or cancel classes as a result of limited student participation, problems beyond the control of OWU and/or natural disaster. The university may choose to relax the refund policy in such cases.

13) I understand that OWU reserves the right to adjust tuition rates. And that my tuition rates could change without prior notice. Rates usually change on the first of July.

14) I understand that this signed **Registration Contract** constitutes my enrollment at OWU.

15) I understand that the cost of my **Degree Plan** can go up or down based on my decision to drop classes or add additional classes.

Disclaimer:
Oklahoma Wesleyan University in no way guarantees finding employment for students completing any OWU program. However, U.S. Bureau of Labor Statistics data shows that those who complete a college degree will earn twice that of High School graduates. 1.1 million dollars more over a life time.

Once you sign this Registration Contract, you are officially enrolled. Should you choose not to attend OWU, you must follow the proper withdrawal procedure.

By signing below I acknowledge that I have read and agree to this contract and have received a copy of the agreement.

Student Signature: _____ Date: _____

Confirmed by: _____ Date: _____
 OWU Representative Signature