



# 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 OKWU?

#### Financial Aid

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

#### VA Benefits

- GI Bill Benefits (Please circle)  
Chapter 30 (A-D); Chapter 31 (Voc Rehab); Chapter 1606/1607  
Chapter 35 (DEA); Chapter 33 (Post 9/11); Yellow Ribbon Program
- Other Benefits (Please circle)  
VA Nursing Scholarship; Tuition Assistance
- Other VA Benefits – Please specify: \_\_\_\_\_

#### Employer Reimbursement

\_\_\_\_\_%  
\_\_\_\_\_ per \_\_\_\_\_

#### Cash

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

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

- 1) As OKWU 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 OKWU.
- 2) I have read and understand that **financial aid** (federal or state grants and student loans) **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 drop your course(s) on WebAccess/or Advisor PRIOR to the beginning of the course(s) you are dropping to receive a refund.** Dropping course(s) in WebAccess serves to notify your Advisor and records the date of the drop/withdrawal in the OKWU Student Information System (SIS). The withdrawal date used for academic and refund purposes is the date you drop on WebAccess. If you drop on WebAccess **prior to the 1<sup>st</sup> class period**, you will receive 100% refund of tuition; **prior to the 2<sup>nd</sup> 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 (tuition, resource fees, etc.) for each term will be paid by funds received from all sources (Title IV funds: Stafford Loans, Pell Grant) 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:

- Refund lender
  - Return at end of academic year (June 30)
  - Return as soon as credit occurs
- Issue me a refund check
  - Return at end of academic year (June 30)
  - Return as soon as credit occurs

Accounts are checked after business every Friday. Credit balances as of that time are refunded the following THURSDAY.

Under Title IV (financial aid) regulations, OKWU 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.

(More information on back)

# **REGISTRATION CONTRACT**

## **Adult & Graduate Studies Programs**

### **Continued**

Program I am starting with: \_\_\_\_\_

Degree I am starting with: \_\_\_\_\_

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

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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.

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8) I authorize the release of information pertaining to my *student records*, including financial status at *Oklahoma Wesleyan University* as follows:

Do not release any information to anyone except me.     Release to Name(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and the Regents' Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party. Information about your student record will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the Office of the Registrar. **NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. *However, it is University policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via email.*

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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.

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10) I understand that OKWU 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.

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11) I understand that OKWU 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.

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12) OKWU 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 OKWU and/or natural disaster. The university may choose to relax the refund policy in such cases.

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

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14) I understand that this signed **Registration Contract & Core Registration Form (CRF)** constitutes my enrollment at OKWU.

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15) I understand that the cost associated with my **Core Registration Form (CRF)** 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 OKWU 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 & Core Registration Form (CRF), you are officially enrolled. Should you choose not to attend OKWU, 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: \_\_\_\_\_

OKWU Representative Signature