NAES COLLEGE

2838 West Peterson, Chicago, IL 60659 773/761-5000

REGISTRATION

Date _____

Campus: _____Chicago _____Fort Peck _____Menominee _____Twin Cities

Program: _____ Degree Candidate _____ Non-Degree, specify: _____
_____ Advanced Study _____ Audit

_____
Last Name First Name Middle Initial

_____
Mailing Address City State Zip

_____
Tutor/Counselor Social Security No. Telephone No.

Current Semester: _____Fall _____Spring _____Summer Year _____

Course #	Course Title	Cr	Loc	Time	M	T	W	T	F	Instructor
	Total Credits									

Refunds and Withdrawals: A student who does not register for a semester is added to the "Inactive Students" list. After two consecutive semesters of non-registration, the student will be considered to have withdrawn from the College. The student may re-enter only with permission of the Dean of the Campus. (See "Readmission" section of this catalog.)

The student who withdraws must file a written notice with the Campus. If the student fails to file a written notice, full tuition will be charged for that semester, and a "Failure" grade will be given in all courses for which the student is registered. The Dean will notify the Registrar and Financial Aid Officer. The student who has registered and officially withdrawn may receive a refund of tuition or the tuition will be returned to the appropriate tuition-funding agency. Refunds of tuition will be according to the Federal Refund Policy, which mandates the percentage of institutional charges that must be refunded as follows:

- Withdrawal on the first day of class–**100% refund** of institutional charges (less the permitted administrative fee of the lesser of $100 or 5% of institutional charges).
- Withdrawal from after the first day of class through the first 10% of the enrollment period–**90% refund** of institutional charges.
- Withdrawal from after the first 10% of the enrollment period through the first 25% of the enrollment period–**50% refund** of institutional charges.
- Withdrawal from after the 25% of the enrollment period through the first 50% of the enrollment period–**25% refund** of institutional charges.

NOTE: For first time, first semester students, there is a Pro-Rata Refund for which the student must see the College's Financial Aid Officer.

_____ _____
Student's Signature Campus Dean's Signature

Financial Aid Authorization _____

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