

MISSOURI STATE UNIVERSITY™
College of Continuing Education and the Extended University

COURSE ENROLLMENT FORM

Please see the reverse of this form for information and instruction. Shaded areas are for office use only.

PERSONAL INFORMATION

Name: _____
 Last First M.I.

Mailing address _____

City State Zip _____

() () _____

Day Phone Evening phone (if different) _____

E-mail address (optional) Fax # (Optional) _____

*** Social security number** (see reverse)

Sex: Male Female Date of birth: ____/____/____
 MO/DY/YR

Highest diploma or degree earned:
 GED High School
 Associate's Bachelor's
 Master's or higher

School or college from which you earned the above diploma or degree: _____ city/state: _____

Office Use Only Class _____ Type _____ School _____

Are you seeking teacher certification? Yes No
 Are you planning to seek a degree at Missouri State? Yes No
 If so, indicate degree and major _____

Have you lived in Missouri for the past 12 months for purposes other than being a student? Yes No

If no, of which state are you a resident? _____

Are you a U.S. citizen or permanent resident? Yes No

Ethnic status (optional and requested for statistical reporting purposes only):

African American Asian American
 European American (Caucasian) Native American
 Mexican American/Latin American/Hispanic
 Other _____

Have you attended Missouri State University previously? Yes No

If yes, please list any college or universities you have attended since your last semester at Missouri State. *If you are seeking a degree at Missouri State University, please request these schools to mail your transcript to the Missouri State University Office of Admissions.*

(List) _____

Maiden or other names used on academic records (if any)

(Names) _____

COURSE INFORMATION (Registration Request)

For and in consideration of my registration and enrollment at Missouri State University, I promise and agree to pay all debts incurred or sums charged to my account as a Missouri State University student. I further agree to be bound by all provisions of the Deferred Payment Plan as set forth on the reverse of this Course Enrollment Form. I further understand that upon signing this Agreement and upon payment of my non-refundable \$60 required minimum payment, I will be legally obligated to pay all debts owed to Missouri State University and all charges to my account, including full payment of all student fees payable for any semester for which I register, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy. I understand and agree that I have the right to prepay in full my tuition for any semester for which I register, and that any fees not paid in full remain due and payable by me pursuant to the terms of the Deferred Payment Plan set forth on the reverse of this Course Enrollment Form.

Sign and return this form to:

Registration Services
 Missouri State University College of Continuing Education
 Carrington 422, 901 S. National Avenue • Springfield, Missouri 65897

Faxing? (417) 836-4929

(Credit card information required if sending initial payment for classes via fax)

Please check one semester:

Fall Spring Summer Year _____

Please note: *Fall Intersession is part of the Fall semester, Winter Intersession is part of the Spring semester, and Summer Intersession is part of Summer School.*

Course Code	Course #	Section #	Credit Hours
Example: ACC	201	301	3

FEE PAYMENT

For students presently on Missouri State University system: Most secure payment method is online via secure server. We must process your initial registration prior to payment being accepted. Check *My Information*, use your PIN to see your class schedule. Then go to www.missouristate.edu/bursar to pay (allow 24 business hours for processing).

Payment type:

Check MasterCard Discover Visa American Express

Credit Card # _____ Exp. Date _____

Card Verification # _____ Print cardholder's name (if different from student) _____

(The Card Verification number is the 3 or 4-digit printed number which follows your regular card number. You find it on the front of American Express cards, in addition to your credit card number, and on the back of Visa, MasterCard or Discover, to the right of the final 4 digits of your credit card number.)

Payment Amount (\$60 minimum): _____

Please check here if you wish to have your full required student fees applied to your credit card.

I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University with loss of fees. I understand and agree that by signing this Course Enrollment Form I am agreeing to all terms of the Deferred Payment Plan set forth on the reverse of this form, including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the Deferred Payment Plan. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules, computer use policies and the Student Code of Rights and Responsibilities.

Student's signature _____ Date _____

Application _____ Readmission _____ Registration _____ Change of Registration _____ Change of Schedule _____
 Processed by: _____ Date: _____ Payment Received: _____ *Office Use Only*

How to Use This Form

You may use this form to enroll as either a **non-degree undergraduate student** (if you do not have a bachelor's degree) or a **post-baccalaureate student** (if you have a bachelor's degree or higher) without providing transcripts or test scores. As a non-degree undergraduate, you may take up to eight undergraduate credit hours per semester to a total of 24 credit hours. As a post-baccalaureate student, you may take either undergraduate or graduate courses with no limit on hours per semester or total hours; however, only nine hours of graduate credit may be earned under this classification. A maximum of 9 hours of graduate credit earned by a student under this classification may be applied toward a graduate degree, and this application of credit is contingent upon program requirements. **Financial aid is not available to students under these classifications.** *Post-baccalaureate is a graduate classification.*

If you plan to seek a degree, you may use this form for your initial enrollment; however, you must subsequently contact either the Admissions Office (for undergraduate students) or the Graduate College (for graduate students) to request reclassification as a degree-seeking student. As part of this process, you will be required to complete a regular application for admission, provide necessary transcripts and/or test scores, and pay an application fee (unless previously paid). Your eligibility for admission will be determined according to current University admission policies.

If you have attended Missouri State University previously, you may use this form to enroll in the same classification under which you last attended. If you are a degree seeking undergraduate or graduate and have attended any other college or university since last attending Missouri State, you must submit official transcripts to the Office of Admissions (undergraduate) or Graduate College (graduate).

*** Disclosure of your social security number (SSN) is voluntary.** *If you provide your SSN, it will be used for various administrative purposes at the University. If you do not provide your SSN, a student number will be assigned to you and you may experience a delay in services due to the time needed to match your file against files which use a SSN.*

If you have questions regarding the use of this form, contact:
Missouri State University
College of Continuing Education and the Extended University
901 S. National, Springfield, Missouri 65897
Phone: (417) 836-4126 or toll-free at (877) 678-2005
E-mail: ce@missouristate.edu

Deferred Payment Plan

Required Student Fees. Fee payment deadlines vary depending upon when a student registers. The fee payment deadlines are described in the class schedule. At least \$60 must be paid by the fee payment deadline. If the required student fees are not paid in full by that date, a Finance Charge will be assessed on the remaining balance. The remaining balance is due on the 15th day of the following month with the option of paying minimum payments as described below. The Finance Charge, which is the dollar amount the credit will cost you, will be determined by applying a monthly periodic rate of 1% to the remaining balance. This is an Annual Percentage Rate of 12.68%. The Annual Percentage Rate is the cost of your credit as a yearly rate.

The monthly minimum payment amount is calculated by dividing the total required student fees due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the Finance Charge. There will be a total of four scheduled payment dates per semester beginning in August and ending in November for the fall semester and beginning in January and ending in April for the spring semester. There will be a total of two scheduled payment dates beginning in June and ending in July for the summer semester.

Required student fees must be paid in full no later than the 15th day of November during the fall semester, the 15th day of April during the spring semester, and the 15th day of July during the summer semester.

Miscellaneous Charges. Miscellaneous charges include all other charges assessed or incurred such as Taylor Health and Wellness Center charges, long distance telephone charges, parking fines, bookstore charges and library fines. These charges are due when billed. A Finance Charge will be assessed on the next statement date after a miscellaneous charge is first billed. The Finance Charge will be determined by applying a monthly periodic rate of 1% to the unpaid balance.

Failure to Pay. Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of the semester. Any amounts remaining unpaid at the end of a semester will be billed in full and are not subject to minimum payment. A collection charge of \$5 may be assessed on any balance which is past due for a period of more than 10 days.

Past due amounts will prevent a student from registering for the next semester or from receiving diplomas or transcripts. Students who have already registered for a subsequent semester with a past due amount on their record will have their future registration canceled. Failure to pay will result in the student being reported to a credit service.

Default. Each student must pay the balance of the account in full upon request if the monthly payments become past due. Each student agrees to pay costs of collecting the account including reasonable attorney fees and court costs. Each student further agrees that the venue for any action to collect the account will be in the Circuit Court of Greene County, Missouri.

Change in Terms. Missouri State University has the right to change the terms of this Agreement. If Missouri State University makes any change, Missouri State University will notify the participants before the effective date of the change, as required by law. Changes to this Agreement may include, but are not limited to, the rate of the finance charge, the amount of the minimum finance charge, the method of figuring the balance on which the finance charge is applied, the amount of the monthly payment required, the closing date of the monthly billing period and the length of the billing period. The change will apply to the balance outstanding on the effective date of the change and any account balance after the change, as allowed by law.

Length of Participation. Once a student registers for classes, he/she also signs up to participate in the Deferred Payment Plan. He/she will be deemed to be a participant in the Deferred Payment Plan during his/her entire tenure at Missouri State University unless removed from the Plan for non-payment of fees.

Other Terms. The Deferred Payment Plan applies to all semesters—fall, spring and summer.

UNDER THE LAW YOU HAVE THE RIGHT TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE. YOU ARE ENTITLED TO A SIGNED COPY OF THIS AGREEMENT UPON REQUEST.

Your Billing Rights: Keep this notice for further use. For a copy, contact the Financial Services Office or contact the College of Continuing Education and the Extended University. You may download this notice from the Web by going to www.missouristate.edu/fserv/def/index.html. This notice contains important information about your rights and the University's responsibilities under the Fair Credit Billing Act.

Notify the University in case of errors or questions about your bill. If you think your bill is wrong, or if you need more information about a transaction on your bill, write to the University at the address listed on your bill as soon as possible. We must hear from you no longer than 60 days after the first bill was sent on which the error or problem appeared. You can telephone the University, but doing so will not preserve your rights. In your letter, provide the following information: your name and account number; the dollar amount of the suspected error; describe the error and explain, if possible, why you believe there is an error. If you need more information, describe the item in question. You do not have to pay any questioned amount during the investigation process, but you still are obligated to pay the parts of your bill that are not in question. During the investigation, the University cannot report you as delinquent or take any action to collect the amount you question.

Additional Information:

For additional information, please contact the Financial Services Office, Carrington Hall, Room 113, 901 S. National, Springfield, Missouri 65897, or call (417) 836-5635.

Nondiscrimination Policy:

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In addition, in accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Office of Human Resources, Carrington Hall 128, 901 South National, Springfield, Missouri 65897, (417) 836-4252.

Missouri State
UNIVERSITY

CONTINUING EDUCATION