



## **REGISTRATION:**

- Spring 2011 tuition payments must be up-to-date before you can register for Summer Term courses.
- Summer Registration must be done in-person.
- **Registration Forms are considered late** if turned in **on or after the first day of the session.**
- Late Registration Forms will be accepted **ONLY** if the instructor has signed the student into class on the Registration Form or an ADD Slip, and will be **charged a \$75 late registration fee.**
- Courses may be canceled (due to low enrollment) before or on the first day of a session. You will be notified if your class is canceled and issued a full refund.

## **TUITION AND PAYMENT INFORMATION:**

- Summer tuition is **\$500 per unit.**
- **Half of the total summer tuition is due at the time of registration for current Menlo College students.**
- **Guest students:**
  - **Pay the full tuition at the time of registration**
  - Tuition/Housing Option is not available
- Remaining tuition for current students is due mid-session:
  - Session A: 5/25/2011
  - Session B: 8/3/2011
  - Session C: 5/30/2011
  - Session D: 7/25/2011
- A non-refundable late fee of \$75 will be applied if registration is completed late.
- Failure to meet this payment schedule will result in the withholding of grades, official transcript, and future registration.
- The refund policy will be enforced regardless of attendance - see refund policy below.

## **SUMMER TUITION/HOUSING OPTION**

**(Available to current Menlo students only):**

- Includes the cost of one 3- or 4-unit course, Room and Board
- **The housing rate is \$290.00 per week for any student not enrolled in Summer Sessions.**
- **Please see Summer Housing Application for more information regarding bundled summer session housing rates.**

Session	Dates	3-Unit Rate	4-Unit Rate
A	5/11 – 6/14	\$ 2,917.14	\$ 3,417.14
B	7/20 – 8/16	\$ 2,633.72	\$ 3,133.72
C	5/2 – 6/23	\$ 3,767.43	\$ 4,267.43
D	6/27 – 8/18	\$ 3,767.43	\$ 4,267.43

## **REGISTRATION INSTRUCTIONS:**

### **CURRENT STUDENTS:**

- Clear any existing Holds
- Meet with your Advisor
- Submit your Housing Application if applicable
- Get Business Office Clearance and Make Payment
- Submit your completed form to the Registrar's Office

### **GUEST STUDENTS:**

- Submit the Guest Student Application for Admission
- Complete the Summer Registration Form
- Make payment with the Business Office
- Turn in the completed Registration Form to the Registrar's Office.

### **DROP/WITHDRAWAL:**

- All Drops and Withdrawals must be done in writing using a DROP slip. *Verbal notification to faculty or staff does not constitute official withdrawal. All Drop Slips must be turned into the Registrar's Office.*
- **Drop Deadline:** You must drop a course by 5pm of the first day of class. For courses that begin after 5pm, you have until 5pm of the day after the first class meeting. A drop means the course will not appear on your transcript.
- **Withdrawal Deadline:** No withdrawal after 5pm on the fourth day of class. For courses that begin after 5pm, you have until 5pm of the fifth class day. A withdrawal will remain on your transcript permanently and you will receive a grade of "W", which does not affect your GPA.
- See the Summer Session Academic Calendar or contact the Registrar's Office for exact drop/withdrawal dates.
- **Any refunds will be calculated using the date the Registrar's Office receives the DROP slip.**

### **REFUND POLICY:**

- 100% refund for official withdrawal **prior to** the *first* class meeting and for canceled classes.
- 75% refund for official withdrawal by 5pm on the *second* day of class.
- 50% refund for official withdrawal by 5pm on the *third* day of class.
- **No refund** after the third class meeting.
- Students whose class begins after 5pm have one extra day for all of the deadlines above, except the 100% refund.
- Refunds are on tuition only

**THIS COMPLETED REGISTRATION FORM MUST BE RETURNED TO THE REGISTRAR'S OFFICE**