

**MASSACHUSETTS MARITIME ACADEMY
DIVISION OF GRADUATE & CONTINUING EDUCATION**

**REGISTRATION FORM
STUDENT INFORMATION
(PLEASE PRINT)**

STUDENT ID: _____

NAME(Last) _____ (First) _____

ADDRESS _____

CITY/STATE/ZIP _____

LAST 4 DIGITS OF SOCIAL SECURITY NO. _____ DATE OF BIRTH _____

PHONE (Home) _____ PHONE (Work) _____

(MMA DORM PHONE) _____ CELL PHONE _____

E-MAIL _____

GENDER ETHNIC ORIGIN: () Black/Non Hispanic () Hispanic () Cape Verdean
() M () F () Native American () White/Non Hispanic () Asian/Pacific Islander

COURSE INFORMATION*

COURSE NAME _____

DATES/TIME _____

TUITION _____ FEES _____ TOTAL _____

PAYMENT: Check () Check Number _____ Cash () Credit Card () (Visa or MasterCard Accepted)

***IT IS THE STUDENT'S RESPONSIBILITY TO ASSURE PROPER PREREQUISITES HAVE BEEN TAKEN**

PAID IN FULL _____ DATE _____
FOR OFFICE USE ONLY

Please read Policy on Refunds on reverse side and sign below

STUDENT SIGNATURE _____

PAYMENT MUST BE MADE AT TIME OF REGISTRATION

To protect your privacy and the security of your financial information, the information below will be detached and shredded after your transaction has been processed:

Social Security Number _____

Credit Card Number _____ Expiration Date _____ Security Code _____

I authorize the Graduate & Continuing Education to charge the amount of _____ to my credit card.

Signature _____ Date _____

ACADEMIC AND FINANCIAL POLICIES AND PROCEDURES

Policy for Refunds – Division of Continuing Education – Policy #113A

This refund policy applies to all Division of Continuing Education (DCE) courses offered for credit. This policy applies to any and all costs associated with DCE Program.

POLICY – All attendees who withdraw from any program must communicate that withdrawal ***in writing*** to the Division of Continuing Education.

- Withdrawal on or before seven (7) days prior to start of class.....100%*
- Withdrawal before beginning of the first day of class..... 80%
- Withdrawal before the beginning of the second week of class..... 70%
- Withdrawal before the beginning of the third week of class..... 50%
- Withdrawal after the beginning of the third week of class..... 0%

There is **NO** refund after the beginning of the third week of class. *All refunds are subject to a \$25. administrative fee. There will be no refunds UNTIL a credit balance appears on the attendee’s account. There will be a FULL refund for any classes cancelled by the Division of Continuing Education.

A MINIMUM OF TEN STUDENTS ARE REQUIRED TO RUN CREDIT COURSES

Academic Withdrawal Policy – Division of Continuing Education

| | | |
|-------------------|--|---------------|
| 15 Session Course | Up to start of Session 3 | =DROP |
| | Session 3 through Session 10 | =W |
| | Thereafter, a grade will be awarded and documented on the transcript | =F |
| | | |
| 14 Session Course | Same as above | Same as above |
| | | |
| 10 Session Course | Up to start of Session 3 | =DROP |
| | Session 3 through Session 7 | =W |
| | Thereafter, | =F |
| 5-6 Week Course | Up to start of Session 3 | =DROP |
| | Session 3 through Session 8 | =W |
| | Thereafter, | =F |

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