

REQUEST FOR REGISTRATION

1114 W. FM 1382 • Cedar Hill, TX 75104-0058 • Phone (800) 927-9663 • 972- 293-5424 • Fax 972-293-6521

Website: www.northwood.edu

Name _____ ID No. _____
(Last) (First) (MI) (Do not use social security number)

Mailing Address _____
(Street) (City) (State) (Zip)

Home Phone (____) _____ Business Phone (____) _____

Employer _____ Northwood Email Address _____

*****OFFICE USE ONLY *****

Synonym	Term/ Year	Course & Section #	Course Title	Day	Beginning Class Date	✓BY	Date Entered

Please Note: Submitting a registration for a course does not constitute enrollment. You are officially enrolled when one of the following has occurred: when a registration is submitted with a check, credit card, voucher, or approved financial aid and you have not exceeded the financial aid award. **Exception:** If the class has reached maximum enrollment, then your registration will not be accepted. Also if you wait to make payment at a later date, you risk the chance of the class being closed.

Administrative Drops: The University reserves the right to administratively drop students from courses for non-attendance at the first class session. Students must notify the program center in the event of an emergency, to retain enrollment status. Eligibility for class attendance requires that all academic and financial obligations to the college be met. Persons deemed ineligible for enrollment are subject to an administrative drop.

Refunds: Please refer to the [refund section](#) in your student handbook.

Non-Discrimination Policy: In keeping with its traditions and policies, Northwood University is committed to a policy of nondiscrimination and equal opportunity for all regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status. The university is also committed to compliance with all applicable laws regarding nondiscrimination.

Americans with Disabilities Statement: Northwood will seek to accommodate all persons with disabilities for events, seminars, workshops and courses. Individuals with disabilities requiring an accommodation to participate in this program should contact their Program Center Manager.

TUITION PAYMENTS ARE NO LONGER ACCEPTED IN THE ACADEMIC OFFICE

Payments Can Be Made via the Following Methods:

- On-Line – American Express, Discover, MasterCard or E-Check** Please, follow these steps:
- Log on to My.Northwood.edu
 - Click **Web Advisor**
 - Click **Students**
 - Click **Make a Payment** (this is located under the heading **Financial information**)
 - Click **Payment Amount**
 - Click **Payment Type**

VISA is not accepted by the on-line vendor. If you prefer to use VISA, please contact, Martha Casey casey@northwood.edu or 972.293.5424 to request a VISA Authorization Form and fax it to the number listed on the form. This is a secure fax.

Business Office – Cash payments can be made at the Business Office located in the Lambert Commons, first office to your left when you enter the building. Hours: 8:30 – 5:00 M-F, 972.293.5432

Financial Aid (Loans) -- in order to receive financial aid funds, a student must register for a minimum of two classes each term.

Tuition Vouchers

Student's Signature _____ Date _____