



Registration Form Nonprofit Management Certificate Program

Instructions

If you are applying to the program and registering for a course for the first time in the Certificate in Nonprofit Management program, both the application and registration forms are required. Once you are accepted into the program, the registration form is all that is needed in order to take additional courses. Prior to the beginning of each new course, you must submit a registration form for the course(s) you wish to enroll in for the next session – even if you indicated on your application form that you plan to take all five courses to earn the certificate.

Personal Data

Name of Student _____
Last
First
Middle
Previous Name(s)

Mailing Address _____
Number and Street
Apt #

City
State
Zip
County

Home phone (____) _____ Work phone (____) _____

Cell phone (____) _____ Email Address _____

Course Registration

Enrolling to begin the course in (circle one): Summer 2016 Fall 2016 Spring 2017

Course(s) registering for this session:

- | | |
|---|----------|
| <input type="checkbox"/> NPM 010 – Overview of Nonprofit Organizations (<i>Spring Only</i>) | \$300.00 |
| <input type="checkbox"/> NPM 015 – Overview of Resource Development (<i>Spring Only</i>) | \$300.00 |
| <input type="checkbox"/> NPM 020 – Human Resource Management (<i>Fall Only</i>) | \$300.00 |
| <input type="checkbox"/> NPM 025 – Management Communication Skills (<i>Fall Only</i>) | \$300.00 |
| <input type="checkbox"/> NPM 030 – Budgeting and Financial Management (<i>Summer Only</i>) | \$300.00 |

Total Cost * \$ _____

**Note: Total cost is for course registration. Books and any materials are extra.*

Acknowledgement of Tuition Costs & Related Expenses

By my registration, I understand that I am responsible for all costs and charges incurred and agree to remit payment accordingly. If I do not make required payment and my account becomes unpaid debt, I understand that my registration may be cancelled and that I may be prevented from registering for future semesters and/or obtaining official documents such as transcripts and diplomas. I further understand and agree that if my account is not paid in full it could be turned over to an outside collection agency and/or reported to the credit bureau. If such action is required, I will be liable for collection fees and any attorney/court costs associated with such action.

Payment Information

My check is enclosed. (Cost is \$300 per course.)

Please send a bill.

Tuition Waiver Information: Fifth and Final Course *(Please check box if one of the choices applies to you.)*

One of these courses is my fifth and final course. Please deduct \$300 from my bill.

This is my fifth and final course of the certificate program and no payment is required.

Credit Card Payments

Payments may be processed online using a credit card (Discover, MasterCard, VISA, or American Express). Credit card payments are subject to a 2.7% fee. Please contact Student Accounts at studentaccounts@sjfc.edu or at 585-385-8061 for additional information.

Refund Eligibility and Refund Policy

Timing of Course Withdrawal

Percentage of Refund

Withdrawal from a course within 10 days of the course start date	100%
Withdrawal from a course between day 11 and day 24	75%
Withdrawal from a course between day 25 and day 38	50%
Withdrawal from a course after day 38	0%

Note: In order to be eligible for a refund, written notification of your withdrawal from the course or courses must be provided to Melanie Phillips within one week of your intent to withdraw. Written acknowledgement of your notice will be provided.

Written notice must be submitted through email at mphillips@sjfc.edu or postal mail to:

Melanie Phillips
145 Murphy Hall
St. John Fisher College
3690 East Avenue
Rochester, NY 14618

Please mail to Office of Graduate Admissions, St. John Fisher College, 3690 East Avenue, Rochester, NY 14618 / or fax to (585) 385-8344 / or email to grad@sjfc.edu