



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

ID #:
Registered:
Payment Ltr:
Confirm Ltr:
<i>For USA Office Staff Usage</i>

SEMINAR/COURSE ENROLLMENT FORM

STUDENT INFORMATION

___ Check if this is a new address (Please Print)

Name: _____ Home Phone # (____) _____ - _____

Social Security #: _____ - _____ - _____ PT ___ PTA ___ OT ___ COTA

Address (no PO Boxes please): _____

City/State/Zip: _____

Place of employment: _____ Work Phone # (____) _____ - _____

E-mail address: _____ I would like to receive University email updates ___yes ___no

Is this your first seminar with the University of St. Augustine? ___yes ___no

PLEASE REGISTER ME FOR THE FOLLOWING SEMINAR(S):

How did you hear about this seminar?

___ Website ___ Referral ___ PT Magazine ___ OT Practice ___ Advance ___ Direct Mail ___ Other

Seminar: _____ Location: _____ Dates: _____ Tuition: \$ _____

Prerequisite Information (if applicable): Seminar: _____ Year/State: _____

Seminar: _____ Location: _____ Dates: _____ Tuition: \$ _____

Prerequisite Information (if applicable): Seminar: _____ Year/State: _____

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S) FOR GRADUATE CREDIT:

To be eligible to take courses for academic credit (distance education) you must be enrolled in one of the following degree programs. Please check the degree program below that applies to you.

___ Doctor of Physical Therapy ___ Doctor of Occupational Therapy ___ Master of Health Science

___ Doctor of Health Science ___ Doctor of Education

Course Title and # _____ Semester _____

(\$190 - \$445 per academic credit hour) \$ _____

Seminar Date and Location: _____

On Line Delivery: Yes _____ No _____

Course Title and # _____ Semester _____

(\$190 - \$445 per academic credit hour) \$ _____

Seminar Date and Location: _____

On Line Delivery: Yes _____ No _____

METHOD OF PAYMENT: (Please make check payable to: University of St. Augustine)

Payment by: ___ Check ___ Money Order ___ MasterCard ___ Visa

Card# _____ Expiration Date: _____

Signature: _____ Amount to Charge: \$ _____

Thank you! Please read and sign the refund policy on back.

University of St. Augustine for Health Sciences

We're confident you will find our course to be a great learning experience. If you should have difficulty completing a seminar or course and need to cancel or withdraw, our policies regarding those matters and refunds are outlined below.

Student's Right to Cancel

You may withdraw from a degree program at any time. Contact the Director of your degree program at 1 University Boulevard, St Augustine, FL 32086 to request withdrawal from the program. You may contact the Registration office by phone at (904) 826-0084 to withdraw from an individual seminar.

Seminar Fee Refund Policy

A \$100 non-refundable deposit must accompany your registration form. The balance of the fee is due 30 days prior to the starting date of the seminar; unpaid balances may be subject to forfeited registration. The balance may be transferred or refunded with a 2 week notice prior to the start date of the seminar. Cancellation up to three working days prior to the start of the seminar will result in 50% of the balance being refunded. With three working days notice, no portion of the seminar fee will be refunded; however, the fee may be transferred to another seminar of the student's choosing or placed in a "funds on hold" account. Transfer of funds is limited to two seminars. After the seminar begins, no refunds are issued or transfer of funds permitted. If a student misses any portion of a seminar, a certificate of completion will not be issued until such portion is made up. A student can attend a subsequently scheduled seminar at no cost to make up the time and then receive his or her certificate upon successful completion. For online CEU seminars please refer to the Academic Credit Refund policy.

In the event of employer paid registrations, the employer has the right to cancel the registration under the above policy. The therapist will be contacted and may be given the option to remain registered for the seminar and become the responsible party for the fee.

Academic Credit Refund Policy

A separate payment or tuition price is charged for the academic credit (distance education) portion of a course as shown on the enrollment form. If you decide to cancel the academic credit portion of the course, the following refund policy applies:

- 1) If you cancel within five days after remitting payment for the academic credit tuition, the University will refund in full the academic credit tuition.
- 2) If you cancel the academic credit portion of the course before completing and submitting the first credit assignment after five days of remitting payment but before the specified course start date, the University will refund to you the academic credit tuition less an administrative fee equal to 20% of the tuition, but not to exceed \$200.
- 3) After the receipt of one or more credit assignments within the specified course enrollment period, the University will retain the administrative fee plus a percentage of the academic credit tuition as follows:

Published Length of Course	Refundable Tuition Due After-	
1-6 weeks	1 st week = 70% 2 nd week = 40%	3 rd week = 20% 4 th week = 0%
7-10 weeks	1 st week = 80% 2 nd week = 60% 3 rd week = 40%	4 th week = 20% 5 th week = 0%
11-15 weeks	1 st week = 80% 2 nd week = 70% 3 rd week = 60% 4 th week = 50% 5 th week = 40%	6 th week = 30% 7 th week = 20% 8 th week = 10% 9 th week = 0%

Refunds shall be made within 30 days following the date the University receives the student's cancellation request. Cancellations for the course may be made by contacting the appropriate program administrative assistant at the University (904) 826-0084.

Academic Residency courses have a combined seminar and academic credit tuition. In these courses, the Seminar Tuition refund policy as shown above applies.

Refund Example: Foundations of Clinical Orthopaedics in the Transitional DPT program is 8 weeks long, therefore it falls under the 7-10 weeklong course. The tuition for this 2-credit course is \$886 (\$443 x 2). A student decides to leave the course during the second week of the course (one week of coursework completed). Therefore, the student is entitled to a refund of \$708.80 (80% of the remaining academic credit tuition) less the administrative fee of \$177.20 (20% of the total academic credit tuition, not to exceed \$200).

Tuition / Fees: Separate fees must be paid for library searches, transcripts, copies and other such services. All required seminar manuals are included in seminar fees. Recommended and required textbooks are available at an additional cost.

For students who receive federal financial aid and who withdraw from on or before 60% of the term has elapsed, FCSL will calculate according to federal regulations, any amounts disbursed that must be returned to the Title IV programs.

The Transitional Doctor of Physical Therapy should be completed in 4 years. The Doctor of Occupational Therapy should be completed in 3 years for students entering with a master's degree and 5 years for students entering with a bachelor's degree. The academic credit portion of each course should be completed according to the stated due date. Extensions may be granted according to the terms indicated in the catalog for both graduation and course completion.

The Master of Health Science degree should be completed within five years of enrollment in the program. The academic credit portion of each course should be completed within the prescribed semester. Extensions may be granted according to the terms indicated in the Catalog for both course completion and graduation. The University agrees to make available sufficient required course work on a continuing basis to allow completion of the degree within the enrollment period.

All academic and financial obligations must be met in order to receive credit for the course.

My signature below signifies that I have read, understood and agreed to my rights and responsibilities and that the University's cancellation and refund policies for the Division of Advanced Studies have been clearly explained to me. I understand that when the University has accepted this agreement with my signature, it will be legal contract.

Signature
An Equal Access, Equal Opportunity Institution

Date