



horizon college  
Denver

**Horizon College – Denver**

**Class Registration Form (1.2009)**

**(1) Student Information – Please Print Clearly**

Today's Date: \_\_\_\_\_

Name		Gender <input type="radio"/> M <input type="radio"/> F	
Street Address		Primary Phone (    )	Alternate Phone (    )
Email			

(2) Semester		(3) Degree Program		(4) Status		(5) Classification	
	Fall    Spring	<input type="radio"/> BBTS <input type="radio"/> Azusa		<input type="radio"/> Full-Time (12 or more units)		<input type="radio"/> Credit	
<input type="radio"/> Day	1 2    1 2	<input type="radio"/> CBC <input type="radio"/> Non-Degree		<input type="radio"/> Part-Time (less than 12)		<input type="radio"/> Non-Credit	
<input type="radio"/> Evening	1 2    1 2	<input type="radio"/> CWC <input type="radio"/> Other		<input type="radio"/> Other		<input type="radio"/> Other	

**(6) Desired Courses**

Course #	Course Name	Units	Credit	Non-Credit	Course Cost
			<input type="radio"/> 145.00 per unit	<input type="radio"/> 50.00 per unit	\$ _____
			<input type="radio"/> 145.00 per unit	<input type="radio"/> 50.00 per unit	\$ _____
			<input type="radio"/> 145.00 per unit	<input type="radio"/> 50.00 per unit	\$ _____

**Cost for ALL Courses    \$ \_\_\_\_\_**

**(8) Financial Assistance**

*(Please see page 2 for payment Terms and Conditions)*

I would like to set up an Installment Plan

**(7) Extended Total**

<b>Subtotal</b>	<b>\$ _____</b>
<input type="radio"/> Application Fee	\$ _____
<input type="radio"/> Installment Plan Fee	\$ _____
<input type="radio"/> Late Registration Fee	\$ _____
<input type="radio"/> Transfer Credit Fee	\$ _____
<input type="radio"/> (    ) Fee	\$ _____

**Grand Total    \$ \_\_\_\_\_**

**(9) Billing Options**

- Please Mail me my Statement of Account
- Please email me my Statement of Account

**(10) Payments**

<input type="radio"/> Other	<input type="radio"/> Cash	<input type="radio"/> Check/Money Order #	\$
2 <sup>nd</sup> Payment	Date Due	Amount Due	For use by HCD Statement #      Notes
3 <sup>rd</sup> payment	Date Due	Amount Due	
4 <sup>th</sup> Payment	Date Due	Amount Due	
5 <sup>th</sup> Payment	Date Due	Amount Due	



## Refunds

- o 100% of tuition may be refunded prior to the third class session.
- o 50% of tuition may be refunded from the third class session and prior to the fifth class session.
- o No tuition may be refunded after the fifth class session.
- o Fees and Non-credit tuition are non-refundable.

Refunds are assessed from the date a student submits a drop/withdrawal form to the admissions office, not from the date they stop attending classes. Official drop/withdrawal forms are available from the admissions office.

## HCD Installment Plan

In order to set up an Installment Plan students must follow and agree to the following terms and conditions.

- 1) Students must be officially enrolled in a degree or certificate program.
- 2) All previous tuition balances must be paid in full.
- 3) Student must pay a fee of \$5.00 per unit for all classes applied for.
- 4) Payments are distributed as follows:
  - i. **Day Program:** An initial payment must be made that includes 25% of the tuition plus any additional fees. The balance is then divided into three equal payments.
  - ii. **Evening:** An initial payment must be made that includes one third of the tuition plus any additional fees. The balance is then divided into two equal payments.
- 5) Payments are due on either the 1st or the 15th of the month
- 6) Students that have been delinquent with financial arrangements and wish to return must have a zero balance and may be required to pay in full for the first returning term.
- 7) Students who withdraw from a course after the Add/Drop period will still be responsible to pay the balance of the tuition for the course.
- 8) Grades and transcripts will be withheld until all account balances have been paid in full.
- 9) Students will be unable to register for any more classes until all account balances have been paid in full.

**I have read and understand the Horizon College Denver Payment Terms and Conditions. I agree to make payments according to the payment schedule that has been arranged. I understand that is my responsibility to know registration and financial deadlines as well as all other requirements described in the current HCD course catalog and I acknowledge that I will be unable to set up an Installment Plan until I have agreed to these terms by signing below.**

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_