



# Registration Form

<b>STUDENT INFORMATION:</b>	<b>TERM</b> _____
Name: _____	Date: _____
Address: _____	Student ID: _____
Primary Phone _____	Email Address: _____

**AUTO-ENROLLMENT**

BY CHECKING THIS BOX, I ACCEPT BEING AUTOMATICALLY ENROLLED EACH SEMESTER IN  
**(CIRCLE ONE)      FOUR      FIVE**  
 COURSES ACCORDING TO MY COURSE SEQUENCE. I UNDERSTAND THAT I CAN CANCEL THIS BEFORE ANY NEW SEMESTER STARTS.  
 I UNDERSTAND THAT TUITION RATES WILL LIKELY INCREASE EACH YEAR AND THAT I WILL BE RESPONSIBLE FOR MAINTAINING PAYMENT.  
 I UNDERSTAND THAT IF MY ACCOUNT IS ON FINANCIAL HOLD, THIS AUTO-ENROLLMENT CONTRACT WILL BE CANCELLED.

**ALL STUDENTS**

**CONTACT INFORMATION:**

Financial Aid Office:	Email <a href="mailto:FinancialAid@pillar.edu">FinancialAid@pillar.edu</a> for information about financial aid scholarships, loans or grants.
Student Accounts:	Email <a href="mailto:StudentAccounts@pillar.edu">StudentAccounts@pillar.edu</a> to make payments or to inquire about payment plans.
<a href="http://pillar.ecampus.com">pillar.ecampus.com</a>	For textbook information for traditional campus courses.
<a href="http://my.atheneo.net">http://my.atheneo.net</a>	For textbook information for online courses.

**REQUESTED COURSE(S)**

	Course #	Name of Course	Location: <small>Newark, Somerset, etc.</small>	Day	Time	Start Date
1						
2						
3						
4						
<b>Block Rate available for 12-17 credits, but does not apply to LEAD, Online, or Independent Study Courses. Use Online Course Registration for online classes.</b>						
5						
6						
<b>Course loads of more than 15 credits per semester or more than two online courses per term requires Academic Advisor or Dean approval. Return completed form to the Registrar's Office: 60 Park Place, Suite 701, Newark, NJ 07102 or fax to 973-242-3282</b>						

Academic Advisor Signature	Date	Registrar Staff	Date Entered
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**Refund Schedule**

Students who withdraw from courses after term begins are eligible for refunds of tuition according to the following schedule:

<b>BLEND &amp; Traditional Programs</b> (By <u>Course</u> start date)	Week 1 = 100% Week 2 = 80% Week 3 = 50%
<b>LEAD &amp; Traditional 9</b> (By <u>Semester</u> Start date)	Week 1 = 100% Week 2 = 80% Week 3 = 50%

Note: A week is defined as 7 days from the day class begins, including the first day of class.  
Note2: LEAD and T-9 tuition and refunds are based on the semester date and not on individual course start dates.

**Financial Responsibility Agreement** (Policies regarding payment of student accounts on back)

By signing below, I acknowledge that tuition, fees, books and any other costs of education at Pillar College are my responsibility. I promise to pay in full the outstanding balance not covered by Financial Aid on my account: I understand and agree to contact the Student Accounts Department, before the first day of class, if I need to setup an installment payment plan. I understand that an unsettled indebtedness to the College may result in the following actions: automatic withdrawal from class(es), or refused permission to take exams or register for new classes. Also, no degree shall be conferred, nor credits given, nor transcript issued, nor letters of honorable dismissal or recommendations shall be written while I owe a balance to the College. I agree to pay a reasonable percentage-based collection fees should the College turn this account over to an outside collection agency. I give consent for the College or its representatives to contact me via cellular phone or private email for the purpose of discussing my account.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Required to process registration*

## Payment of Student Accounts

All semester expenses must be paid in US currency. Students are billed for tuition based upon their registration schedule. Fees are charged according to the schedules shown above. After Financial Aid eligibility is verified, students must then pay in full any remaining balance by the first day of class, or have made the first payment of an authorized installment payment plan. *Class registration is not complete until the balance is paid or installment payments have begun.*

- 1) Students will not be seated for class at the beginning of a semester unless any remaining balance is paid in full or an authorized installment payment plan is in effect to satisfy the balance.
- 2) If a student reneges on an installment payment plan, or if for any reason there is a balance remaining on the student's account, Pillar College will make a determination as to whether the student may continue in the semester.
- 3) **If a student has a balance remaining on account for any reason, the College may determine to withdraw the student from all courses and grant no academic credit.** Should this occur, transcripts will display a WP for "Withdrawn Passing" or a WF for "Withdrawn Failing" based upon course work completed at the time of the withdrawal
- 4) Should Pillar College determine to allow a student to remain in class even when there is an outstanding balance on the student's account, Pillar College shall not forfeit their right to enforce these policies or make other determinations at any time.

### Student Account "HOLD" Status:

Students who have not paid their balance in full, or who fail to maintain their payment schedule on an installment plan, may be placed on "FINANCIAL HOLD". When a student's account is in "FINANCIAL HOLD" status, the student will not be able to receive grades or academic credit for classes attended, recommendation letters will not be permitted to be sent in the students behalf, transcripts will not be sent to other academic institutions, and the student will not be permitted to graduate or enroll in additional classes.

A late payment fee may also be added to any unpaid balance according to the following schedule:

Balance of \$100 to \$1,000	Monthly Fee	\$25
Balance of \$1,000 to \$5,000	Monthly Fee	\$50
Balance in excess of \$5,000	Monthly Fee	\$75

Accounts with a past due balance of 120 days may be given over to a collection agency who shall pursue all legal channels for collecting the monies owed; the student will also pay for all collection fees.

### Payment Plan Options:

Students who wish to pay all or any portion of their balance on an installment basis may take advantage of a payment plan. **Payment plans must be established directly through the Pillar College Student Accounts office.** All payment plans **must be approved by Pillar College.** Pillar College may, at their sole discretion and without reason, deny the student's eligibility to participate in a payment plan option.

**Please note:** If a student misses payments while on a payment plan the student is expected to satisfy the entire balance with Pillar College immediately.

### PLAN INFORMATION – ADMINISTRATOR USE ONLY

ACCOUNT BALANCE:

Amount Owed: \_\_\_\_\_

Payment Made  
To School: \_\_\_\_\_

Remaining Payment  
Plan Balance: \_\_\_\_\_

TERMS OF PAYMENT

Payment Plan  Credit Card

Check \$ \_\_\_\_\_ Check # \_\_\_\_\_

Cash \$ \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_