



ENROLLMENT FORM

Name: _____

SNN or Student ID: _____

Semester: _____

Major: _____

Email: _____

Phone: _____

Course Number	Course Title	Session	Credits	Fees*	Tuition	Total Charges

*See below for courses with material fees.

Payment Options (check all that apply):

Full Payment by check, cash, or credit card. Please call 888-684-5335 to process payment.

Monthly Automatic Payment Plan (\$15.00 enrollment fee). Monthly installments are automatically deducted from the account you provided on the 10th of each month.

Reimbursement Plan (\$15.00 enrollment fee). Payment due 60 days from the end date of the semester. Please send a copy of your employer's tuition reimbursement letter or voucher authorizing tuition and fee reimbursement to accounts@sckans.edu

Third Party Payer (no enrollment fee). A third party payer is billed directly for your tuition. Please send a copy of your employer's direct billing letter or voucher authorizing direct bill tuition and fee to accounts@sckans.edu

GI Bill Plan (No Enrollment Fee). Activated Veteran's benefits (but not Top Up). Please contact Southwestern College's VA certifying Official at va@sckans.edu to process your VA benefits at SC and to provide necessary enrollment certifications.

Financial Aid. Complete your FAFSA and have a copy sent to Southwestern College. Complete all required paperwork and accept Financial Aid Package.

Course+ Multimedia Materials Fee.. For the courses listed below, a fee of \$100 is charged

- ACCT285 Principles of Accounting
- BSAD205 Introduction to Business
- BSAD210 Entrepreneurship
- BSAD218 Business Math
- BSAD310 Financial Accounting Systems
- BSAD340 Legal Environment of Business
- BSAD430 Financial Management
- CJUS315 Perspectives in Policing
- CJUS325 Criminal Investigation Techniques
- CJUS335 Correctional Theory & Practice
- CJUS400 Criminology & Deviant Behavior
- CJUS425 Criminal Law & Procedure
- COM 125 Speech
- COM 301 Professional Communication
- COT 101 Introduction to Computers
- COT 420 Enterprise Forensics

- ENGL101 Composition 1
- ENGL102 Composition 2
- HIS 120 World History (was World Civ)
- HRD 345 Managing Human Resources
- HUM 201 Ethics
- HUM 202 Ethics in Today's Organizations
- MASC105 Intermediate Algebra
- MASC110 Statistics & Probability
- MASC115 College Algebra
- OMGT422 Finance for Management
- PSY 110 General Psychology
- SMGT320 Information Security
- SOC 131 Sociology
- SSC 110 Principles of Microeconomics
- SSC 111 Principles of Macroeconomics

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Payment Arrangements. Failure to pay in full or arrange for a payment plan by the final day for adding and dropping classes may result in future classes being dropped. Failure to make any payment as agreed in a payment plan may result in a mandatory administrative withdrawal from courses in which the learner is currently enrolled. Disagreement with an administrative decision may be presented for appeal through the Learner Complaint and Appeals process.

Official Withdrawal from Courses. A learner may withdraw from a course at any time before the start of the last week of class in a regular six week session and receive a grade of WD which does not influence the grade point average. For courses lasting longer than six weeks, the last date to withdraw is two weeks before the end of the course. A charge will result for any course withdrawal after the end of the first week of class. Learners using federal aid who wish to inquire about the impact of adding, dropping and withdrawing from a course should speak with their academic success coach or a staff member in the financial aid office at (888-684-5335. Military learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on academic standing and financial responsibilities associated with adding, dropping and withdrawing from a course, should speak with their academic success coach or a staff member in the billing office at (888) 684-5335.

Withdrawal from College: Any learner wishing to withdraw entirely from the college during a term should give official notice to the Director of Learner Services. Withdrawal protects the academic record in that the designation of WD is recorded for any course in progress at the time of the learner's departure from the college. Learners who leave without completing the withdrawal process risk receiving Fs for courses in progress and can receive full charges for the courses. Information regarding charges and fees is found in this catalog under "Charges and Fees."

Withdrawal Charges. Learners who officially withdraw from courses will be assessed fees based upon the date of written notification of withdrawal by the learner. An official withdrawal request must be submitted in writing either via e-mail (withdraw@sckans.edu), online at <http://w3.sckans.edu/ps/withdraw> or by mail to Learner Services, Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207. Notification can also be faxed to 316.688.5218. Military learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on financial responsibilities associated with adding, dropping, or withdrawing from a course should speak with a staff member in the billing office at (888) 684-5335.

For courses lasting six weeks:

- No charge when withdrawal notice is given before midnight Sunday the end of the first week of class.
- Thirty percent of tuition assessed for the course when notice is given before midnight on Sunday at the end of the second week of class.
- Full tuition assessed for the course when notice is given after midnight on Sunday at the end of the second week of class.
- No withdrawals are allowed after the fifth week of class.

For courses lasting twelve weeks or longer:

- No charge when withdrawal notice is given before midnight on Sunday the end of the first week of class.
- Thirty percent of tuition assessed for the course when notice is given before midnight on Sunday at the end of the fourth week of class.
- Full tuition assessed for the course when notice is given after midnight on Sunday at the end of the fourth week of class.
- No withdrawals are allowed after the tenth week of class.

Cancellation of Financial Aid: Withdrawing students who have received financial aid may be required to return a portion of their aid to those sources that assisted in enrollment. For federal aid, a calculation is made of "earned" and "unearned" aid based on the days of attendance. Unearned aid is returned first to loans (in this order: unsubsidized, subsidized, Perkins, PLUS), then to a Pell grant, SEOG, and other Title IV programs.

Refunds: After calculation of charges cancelled and financial aid cancelled, an excess remaining on the account is refunded to the student.

I am enrolling for the courses shown above. I have reviewed and understand the policies on the back of this form and agree to comply with all regulations stated in the Professional Studies Undergraduate or Graduate Catalog. If I withdraw or funding does not cover tuition charges, I know I am liable for all or part of the tuition charge.

Learner Signature: _____ **Date:** _____