

MTEL Preparation Registration Form

Graduate and Continuing Education, Framingham State University
100 State Street, P.O. Box 9101, Framingham, MA 01701-9101
Telephone: 508-626-4550 ❖ Fax: 508-626-4030

Spring 2012/Summer 2012

By using this course registration form you acknowledge that the information you have provided about your academic and personal history and residency is complete and accurate. A valid Social Security Number is required. The University reserves the right to withdraw without notice any registration that is not complete. Failure to disclose any required information may result in denial of course enrollment or retroactive administrative withdrawal from the University without refund or course credit(s).

Please print. (All fields are required unless indicated as optional).

New Returning

Last Name _____ First Name _____ MI _____

Street _____ City _____ State _____ Zip Code _____

Home Telephone (____) _____ Work Telephone (____) _____ Email _____

Social Security Number _____ Date of Birth _____ Sex Male Female

Signature Required _____ Date _____

Highest Education Completed:

- No Degree Baccalaureate Degree
 High School Diploma Post Baccalaureate Studies
 GED Program Master's Degree
 Associate Degree Doctoral Degree

Ethnic Background (optional):

1. Are you Hispanic/Latino? Yes No
2. What is your racial background? (Choose all that apply)

- American Indian
 Cape Verdean
 Asian/Pacific Islander/Indian Subcontinent
 Hispanic/Latino
 Black/African American (Non-Hispanic)
 Multiracial/Other
 White (Non-Hispanic)

Citizenship:

- United States
 Permanent Resident
 Foreign (country): _____

Students with Disabilities:

In order to receive academic accommodations, students must have proper and up-to-date documentation on file in the Office of Academic Support. Specific guidelines for documentation are available for learning disabilities; Attention Deficit/Hyperactivity Disorder (ADHD); psychological impairments; visual, hearing and mobility-related impairments; and medical conditions. For further information, please contact Academic Support at 508-626-4906.

- Yes, I would like to receive information on Academic Support for students with disabilities.

- Check Enclosed (payable to: Framingham State University)
 VISA MasterCard Discover American Express

Please do not write your credit card information on this form. Instead, call the DGCE office with your credit card information.

A \$20.00 fee will be charged for returned checks. Your student account is subject to an additional charge of \$25.00 if the University is unable to process your payment due to declined, invalid, illegible or expired credit/debit card(s).

Registration:

The University reserves the right to cancel or reschedule a course, to restrict registration, or to change instructors or the class schedule.

Important: Please check the workshop for which you are registering:

MTEL 010 Six Saturdays to Success (CLST Workshop) \$525.00

MTEL 009 One-Day Workshop: Communication and Literacy Skills Test Workshop \$225.00
Please select date: June 23 August 18

MTEL 013 Foundations of Reading Workshop \$99.00

Total Amount Due:

Withdrawing from a non-credit course or workshop: In order to officially withdraw you must withdraw online. Log in to my.Framingham.edu and select the **add/drop** option. Do not stop attending class or inform your instructor that you are dropping a class without officially withdrawing.

Refunds for MTEL and Multi-Day Noncredit Workshops

NOTE: Refunds will be made by check only and may take up to six weeks to process.

For courses with tuition of \$200 and above, students who officially withdraw will receive refunds as follows:

Before the first class meeting: All costs.

After the 1st week of class, but before the 2nd week: 90% of tuition.

After the 2nd week of class, but before the 3rd week: 75% of tuition.

After the 3rd week of class: No refund.

For courses with tuition under \$200, students who officially withdraw will receive refunds as follows:

Before first class meeting: All costs.

On or after the 1st class: No refund.