



Division of Professional & Graduate Studies
COURSE "DROP-IN" REGISTRATION FORM

Registration must be submitted at least four weeks in advance of the start date of the course

Student Name: Student Id #:

Phone: Cohort:

Address:

City: State: Zip:

Are you a U.S. Veteran? Are you receiving VA benefits?

Course Information:

Table with 7 columns: Course #, Course Title, Day, Start Date, End Date, Location, Cohort Joined

Please check the appropriate box(es) as applicable:

- Drop-in due to a prior Leave of Absence, Student repeating course, Books already received

Payment Information: (Must Indicate Method of Payment)

- CASH or CHECK Checks Made Payable to: Cornerstone University
VISA or MASTERCARD Acct # Exp Date
EMPLOYER DIRECT BILL The employer must submit a voucher or letter of intent to the accounting office two weeks prior to the start of the course that guarantees payment for the course.
FINANCIAL AID Student must verify with the accounting office that funds are available for the course.

Questions related to billing should be directed to the Professional & Graduate Studies Accounting Office at 616-222-1506 or 1-800-947-2382, x 1506.

NOTE: Course registration is subject to approval by the Director of Student Services (space availability) and by the Professional & Graduate Studies Accounting Office (financial eligibility).

The Student is responsible to pick up course materials in the Adult & Continuing Education Office. This must be done in advance of the start of the course, as assignments will be due the first night of class.

By signing below, I am indicating that I have read and understood the information contained on this form.

Student Signature: Date:

Form with fields for Director of Student Services Signature, Accountant Approval, and NOTES. Includes header: *** OFFICE USE ONLY ***