

# ROCKY MOUNTAIN BIBLE COLLEGE & ROCKY MOUNTAIN SEMINARY

3190 S. Grant Street, Englewood, CO 80113-2605

## REGISTRATION AND PAYMENT AGREEMENT

*(Please print and complete in ink.)*

NAME \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM: Undergraduate  Biblical Certificate  Associate of Biblical Education  Bachelor of Biblical Education  
Graduate  Master of Arts in Biblical Studies  Master of Theology

SEMESTER/MODULE:  Fall  Winter Module  Spring  Summer Module I  Summer Module II YEAR \_\_\_\_\_

New students, please complete.

Returning students, please complete if information has changed from last semester.

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

PHONE: HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

COURSE NUMBER	COURSE NAME	CREDIT HOURS	AUDIT HOURS	COURSE CHANGE	DATE OF CHANGE
<b>TOTAL HOURS</b>					

Fee: <input type="checkbox"/> \$15.00 Pre-registration* <input type="checkbox"/> \$30.00 Registration* <input type="checkbox"/> \$45.00 Late* (*Nonrefundable)	\$	
Tuition: Credit: Please list semester hours. ( ) hrs. X \$175.00 =	\$	
Tuition: Audit: Please list semester hours. ( ) hrs. X \$ 87.50 =	\$	
Other Fees, Credits or Discounts:	\$	
<b>TOTAL DUE</b>	<b>\$</b>	<b>See Below</b>

### SECTION I - PAYMENT AGREEMENT

**Please read carefully the next two sections.**

*(Both sections must be completed and signed by student)*

All tuition and fees (for audit or credit semester hours and including Church Tuition Credit Funds) must be paid in full by the following **Financial Clearance Deadlines: August 15 for the fall/winter semester and January 18 for the spring/summer semester, unless prior arrangements have been approved for a payment schedule.**

**My tuition above will be paid by:**

- Cash  Check  Tuition Credit on Account  Church Tuition Credit Program – Church Name \_\_\_\_\_  
 I have spoken with the Registrar and have agreed to a monthly payment schedule per approval.

**I AGREE** to pay the above tuition as designated and understand it must be paid by the appropriate Financial Clearance deadline.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(Section II – Over)

## SECTION II CONTRACT AND TUITION AGREEMENT

### ALL STUDENTS MUST READ AND SIGN

**REFUND POLICY:** Regular students or VA students who withdraw or are expelled during the semester are eligible to receive a prorated refund of tuition as explained below (application and registration fees are non-refundable):

**Regular Students:** During regular semesters, tuition will be refunded at the following rate: 100% before the first day of class and during the first week; 80% after the first week; 60% after the second week; 40% after the third week; 20% after the fourth week; 0% after the fifth week and following weeks.

**VA Students:** During the regular semesters, tuition will be refunded at the following rate: 100% before the first day of class; 93% after the first week; 87% after the second week; 80% after the third week; 73% after the fourth week; 67% after the fifth week; 60% after the sixth week; 53% after the seventh week; 47% after the eighth week; 40% after the ninth week; 33% after the tenth week; 27% after the eleventh week; 20% after the twelfth week; 13% after the thirteenth week; 7% after the fourteenth week; 0% after the fifteenth week.

**COURSE CANCELLATIONS** Rocky Mountain Bible College and Rocky Mountain Seminary reserves the right to discontinue any course for which there is not sufficient enrollment or to limit enrollment in classes that are too large.

**CHANGE IN STUDENT STATUS** Students wishing to make a change to their status as a student (e.g. withdrawal, leave of absence, full-time or part-time, etc) must contact the RMBC/RMS office in writing before the change will become effective.

**COURSE SCHEDULE CHANGES** Students who wish to make changes to their class schedule (e.g. credit or audit; add or drop a course) must complete an RMBC/RMS "Schedule Change" form and get the applicable faculty signature. A schedule change or refund will NOT be effective until the "Schedule Change" form is completed and turned in to the Administration Office. **Changes can not be accepted verbally.** Students changing from credit to audit will receive a 50% refund on the tuition difference during the first five weeks. *There will be no refund after the fifth week.* There is a \$15.00 transaction fee per "Schedule Change" form that must be paid (submitted with the "Schedule Change" form) after the first week of classes begin. Please contact the RMBC/RMS office for a "Schedule Change" form.

**I have read, understand and agree to my rights and responsibilities concerning the policies stated above and acknowledge that this enrollment is legally binding upon my signature below. I also understand and agree that if I decide to make any changes to the above registration or my student status it is my responsibility to contact the RMBC/RMS office in writing as stated above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RMBC&S Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### RMBC&S Use Only:

	Date:	Recvd. By:
<b>Balance Due:</b>	Form of Payment:	Cash
<b>Amount Paid:</b>		Check #
<b>Credit Amt. Applied:</b>		Money Order#
		Church Tuition Credit Prog./Gift
<b>Ending Balance Due:</b>		Credit Balance
		Monthly Payment Schedule

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