

Oxford Institute for Science and Spirit and Union Institute and University



Certificate in Science and Spirituality

Course Registration Form

LEARNER INFORMATION

Please provide your (the learner's) contact information as follows:

Name (Last, First) _____ Title _____

Street Address _____

City _____ State/Province/County _____

Country _____ Zip/Postal Code _____

Home Phone _____ Work Phone _____

Cell/Mobile Phone _____ Fax Number _____

Email Address _____

Almost all communications relating to these courses will be conducted by email.

Please provide your Union Institute & University ID number, if you have one _____

Please provide your Social Security Number, if you have one _____

Please provide your undergraduate (and graduate, if applicable) degrees, majors, dates, and the accredited institutions from which you received them _____

COURSES TO REGISTER FOR

Please select with a check mark the courses you wish to register for and the level of registration you wish (Graduate, Undergraduate, or CEU [Continuing Education Units]):

Graduate	Undergraduate	CEU	Course Number	Course Name	Course Dates	# Credits
			INTS-566-O	Spirituality and the Human Sciences	Winter 2002-3	3
			INTS-576-O	Ecospiritual Literature	Winter 2002-3	3
			INTS-567-O	Spirituality and the Physical Sciences	Spring 2003	3
			INTS-577-O	Creative Spirit and the Wild	Spring 2003	3
			INTS-675-O	The Minds of Our Ancestors (France)	May 2003	3
			INTS-665-O	Oxford Residency	July 2003	6
			INTS-565-O	Spirituality & the Biological Sciences	Fall 2003	3
			INTS-575-O	People, Place, and Story	Fall 2003	3

Note: this registration covers only courses for 2002-2003; for other years, lodge your interest by emailing Leslie Van Gelder at leslievg@btopenworld.com.

Have you registered for the Graduate Certificate in Science and Spirituality? Yes / No / NA
 If you have not registered for the Certificate and are taking one or more courses for Graduate Credit, would you like this to constitute your registration for it? Yes / No / NA (Note that only courses taken for Graduate Credit can count toward the Certificate.)

TUITIONS

	Graduate or Undergraduate Credits	CEUs	Friend or Family Member**	\$2020	\$1820	\$1010	\$910	\$2340	\$2240	\$2000
Course Numbers	566,576, 567, 577					x				
		566,576, 567,577					x			
	675**							x		
		675**							x	
			675**							x

665*			X						
	665*			X					
565,575*					X				
	565, 575*					X			

Notes: * Tuition costs for the year 2003-2004 have yet to be finalized; what appears here is the 2002-2003 rate.

**At least one person in each group of friends or family going on Course INTS-675-O to France must be registered for Graduate or Undergraduate Credit or for CEUs. All participants need to complete a Registration Form.

For the courses enrolled for above, please calculate the tuition payable :

Course Number	Tuition
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Tuition Payable	\$ _____

Registration is not complete until full tuition payment is received. Both this form and payment must be received by the Last Day for Registration and Payment, as given in the Registration Schedule.

PAYMENT

If you are paying by check, write it out in US dollars (payable to Kevin Sharpe, Inc.) and send it with this completed Registration Form to:

Kevin Sharpe, Inc., 7 Florence Road, Harrington Park, NJ 07640, USA (or to Kevin Sharpe, Inc., 10 Shirelake Close, Oxford OX1 1SN, United Kingdom).

If you are paying by credit card, complete the credit card payment section below and either:

fax the completed Registration Form to (in the US) 1-201-586-0340 or (in the UK) 0870-130-6900, or

mail it to: Kevin Sharpe, Inc., 7 Florence Road, Harrington Park, NJ 07640, USA (or to Kevin Sharpe, Inc., 10 Shirelake Close, Oxford OX1 1SN, United Kingdom).

Credit Card Payments:

Type of Card (circle one) American Express / Diners Club / Discover / MasterCard / Visa

Amount of Payment US\$ _____ *Credit Card Expiry Date* _____

Credit Card Number _____

Name as it Appears on the Card _____

Card Billing Address _____

Card Holder Email _____

Card Holder Signature _____ *Date* _____

Credit Card billing will appear under 'Oxford Institute for Science and Spirit' on the Credit Card statement.

Whatever way you transmit the Registration Form and payment, receipt of them will be acknowledged.

REGISTRATION AND TUITION POLICIES

Registration

A learner may register for one or more courses for Graduate or Undergraduate Credit, or as Continuing Education Units. A learner registering for Graduate Credit may also register for the Graduate Certificate. To register for Graduate Credit, the learner must have an undergraduate degree from an accredited institution. To register for Undergraduate Credit, the learner must have a high school diploma or a G.E.D. equivalency.

A current or new learner must register for a course that he/she wishes to take prior to the course's **Last Day for Registration and Payment** specified in the **Registration Schedule** page on this site.

Registration for the Graduate Certificate is continuous until one of the following occurs:

Withdrawal

The learner has informed the Oxford Institute for Science and Spirit (hereafter, the 'Institute') in writing of his/her wish to withdraw from the Graduate Certificate. (See **Withdrawal Policy** below.)

Dismissal

The learner has been notified that his/her registration for the Graduate Certificate is terminated for cause. The causes for dismissal are twofold in nature: academic dismissal or dismissal for failure to fulfill financial obligations.

A registration form, accepting financial liability for the tuition obligation and detailing payment arrangements, must be filed by the published deadline in order to remain in the Graduate Certificate Program. (See the **Registration Schedule** page on this site.)

Tuition

Tuition Payment is due for each course taken. The current tuition rate is given above. The amounts usually do not include travel, the cost of room and board during the residency part of the program, or other incidentals.

Payment

Tuition payment is due by the published deadline for the course. (See the **Registration Schedule** page.) Payment may be made by check or credit card authorization.

Adjustment of Tuition when Withdrawing, Dropping a Course, or Course Cancellation

All course tuitions include a deposit of \$200 USD. For Online Courses, tuition paid less the \$200 deposit is only refundable when learners withdraw from the Program or drop a course by the day the course begins. For Oxford Residency and Travel Courses, tuition paid less the \$200 deposit is only refundable when learners withdraw from the Program or drop the course by a month before the course begins. Full tuition paid is refundable when the course is cancelled by the Institute. Date of postmark, email message, or FAX transmission determines the course drop receipt date by the Institute. (See **Withdrawal Policy** below for withdrawal date.)

Unpaid Learner Accounts

Balances unpaid at the time of leaving the Institute will be processed for collection after 60 days. Should the learner seek readmission at a later date, all unpaid balances and collection costs incurred by the Institute must be paid in full before consideration of readmission.

Credit Balances

Learners may leave credit balances on their account to cover the cost of subsequent courses or other expenses with the Institute. Learners may, through a written request to the Institute, obtain a refund of credit balances at any time.

Certification Policy

Certification requires both academic and financial clearance. The Institute will audit financial accounts. If academic and/or financial clearance is not granted, a *hold* will be placed on the certification process until the academic deficiency and/or financial obligation is cleared.

Withdrawal Policy

A withdrawal is considered to be a complete withdrawal from the Graduate Certificate. A learner who withdraws must provide the Institute with *a written notice of withdrawal*. The date of the withdrawal is either:

the date the learner notifies the Institute in writing; or
the date the learner specifies as the date of withdrawal if this date is after the date of notification; or
the date of notification; or
the ending date of a previous semester if the learner fails to register for a new semester.

The withdrawal must be mailed to the Institute.

When a learner withdraws from the Certificate prior to the end of a semester, all courses for which the learner is currently registered at the time of withdrawal will be graded as Unsatisfactory on the learner's grade record. If the withdrawal is effective at the end of the semester, the grade as supplied by the faculty for each course will be posted to the learner's grade record.

A learner who fails to notify the Institute in writing of withdrawal from the Certificate is obligated for all tuition assessed for the complete semester. Learners who withdraw prior to the completion of a course should refer to the current tuition policies statement for information about appropriate tuition refunds. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal and the balance of the learner account.

Transfer of Credit

As with most other colleges and universities in the United States, credits earned are transferable only at the discretion of the receiving school. (Pursuant to Vermont Statutes Annotated, Title XVI, Statute 176, Sec. 1(c)(1)(C).)

By signing below, I certify that I have read the above Registration and Tuition Policies and that I understand the terms and conditions under which I will be enrolled:

_____ (signed) _____ (date)

Registration will not be accepted unless the above is agreed to.

OTHER MATTERS

Any comments? _____

From where did you first hear about this Science and Spirituality program? _____

If you have any questions about registration, please email Kevin Sharpe at kevin.sharpe@tui.edu.