

This document is for extension students only. If you are interested in completing a Bachelor's or Master's degree, you must complete the Degree Program Application. (When accepted to a degree program, credit will be given for those CNU extension courses completed that are applicable.) If you are interested in completing a certificate program in Human Resources Management, you must complete the Certificate Program Registration. Be sure to read and complete this registration document thoroughly. Upon receipt of your registration, we will send you an Extension Enrollment Agreement. For CNU's most up-to-date course listings, visit our website at www.cnuas.edu

STUDENT INFORMATION

NAME: Female
 Male

Last/Family	First/Given	Middle Initial
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HOME ADDRESS:

Number/Route/P.O. Box	Street
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City/State	Zip/Postal Code	Country
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EMPLOYER:

Company/Organization	Title
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WORK ADDRESS:

Number/Route/P.O. Box	Street
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City/State	Zip/Postal Code	Country
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TELEPHONES:

Area Code/Home	Area Code/Work	FAX
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E-Mail Address

PERSONAL:

DOB: Month/Day/Year	Social Security #	Citizenship
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MILITARY:

(check all that apply)

Active Veteran Civilian Employee

ETHNIC SURVEY: (check one)
OPTIONAL

Native American Asian/Asian American Black/African American Other
 Hispanic Pacific Islander White/Caucasian

REGISTRATION

List below the courses you wish to take. Courses are designed to be completed in 15-week trimesters. You may take up to two courses per trimester. When a prerequisite is indicated, you must either (a) take that course; (b) submit documentation of having met that requirement academically or experientially; or (c) have it waived upon faculty approval.

	UNITS	COURSE NUMBER	COURSE TITLE
1.			
2.			



STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

California National University for Advanced Studies (CNU) guarantees that students will have access to their course study guides, via e-mail, US mail, or Internet by the selected Start Date of the Trimester. In a given trimester, a student is expected to combine guided and self-instruction and progress through the course according to the prescribed schedule. The student has the Right to Cancel by notifying the CNU Registrar in writing within five (5) days of enrolling and will receive a full refund of course fees paid to CNU. If a student cancels in writing after five (5) days of enrolling but before the Start Date, the student will receive a full refund minus a Non-Refundable Registration Fee of 20%, not to exceed \$200. Students requesting cancellation during subsequent weeks from their Start Date are entitled to the amounts listed in the chart below The Refund Policy and formula for the refundable tuition amount are defined in the table below.

EXAMPLE: If the student completes only 3 weeks of a 15-week course and paid \$810.00 in tuition, the refund is calculated as follows: Non-Refundable Registration Fee (20% X \$810=\$810.00 -\$162.00=\$648.00). Refundable tuition at 3 weeks of instruction completed (\$648.00 X 60%=\$388.80).

Student paid: \$810.00
 School retains: \$421.00
 School refunds: \$388.80

15-Week Course	Refundable Tuition Due After:
1-16 Weeks	1 st week = 80%
	2 nd week = 70%
	3 rd week = 60%
	4 th week = 50%
	5 th week = 40%
	6 th week = 30%
	7 th week = 20%
	8 th week = 10%
	9 th – 15 th week = 0%

ALL NOTICES OF WITHDRAWAL OR REQUESTS FOR REFUNDS MUST BE SUBMITTED IN WRITING, ATTENTION TO:

**STEPHANIE SMITH/REGISTRAR
 California National University
 8550 Balboa Boulevard, Suite 210
 Northridge, CA 91325**

CNU shall make all refunds within 30 days of cancellation.

I have read and understood the Cancellation and Refund Policy for California National University.

Signature: _____ Date: _____



For help, refer to the CNU online catalog at our website: www.cnuas.edu.
Or, call the CNU Admissions Office at 800-782-2422.

EXTENSION FEES

- REGISTRATION FEE \$25 (NON-REFUNDABLE FOR UP TO TWO COURSES DURING ONE TRIMESTER)
- PER UNIT FEE
 - UNDERGRADUATE: \$310 PER UNIT, PLUS TEXTBOOKS AND SHIPPING
 - GRADUATE: \$330 PER UNIT, PLUS TEXTBOOKS AND SHIPPING

NOTE: THE PAYMENT PLAN OPTION IS NOT AVAILABLE FOR EXTENSION STUDENTS. TUITION MUST BE PAID IN FULL UPON ENROLLMENT.

REGISTRATION FORMS SUBMITTED WITHOUT THE NON-REFUNDABLE REGISTRATION FEE, SIGNATURE, AND DATE WILL NOT BE PROCESSED.

SEND THIS REGISTRATION FORM AND PAYMENT TO:

**CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
8550 BALBOA BOULEVARD, SUITE 210
NORTHRIDGE, CA 91325**

Form of Payment:

- Check enclosed

Please charge the \$25.00 non-refundable registration fee to the following credit card listed below:

- Visa Master Card American Express

PRINT NAME exactly as it appears on the credit card: _____

Credit Card Number: _____ Expiration Date: _____

I certify that to the best of my knowledge, the information furnished in this registration is true. I understand that it is for evaluation purposes only, and any credit awarded to me on that basis may be revoked if this information is found to be false.

Signature: _____ **Date:** _____