

**This document is for Certificate Program in Human Resources Management students only.**

If you are interested in completing a Bachelor's or Master's degree, you must complete the Degree Program Application. If you are interested in taking extension courses, you must complete the Extension Program Registration. Be sure to read and complete this registration document thoroughly. Upon receipt of your registration, we will send you a Certificate Program enrollment agreement. For CNU's most up-to-date course listings, visit our website at [www.cnuas.edu](http://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
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**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

**TRACK      Check One:**

**PRACTITIONER TRACK**

The Practitioner Track is intended for candidates who do not currently hold a Bachelor's degree. Credits taken toward the Certificate Program may be credited toward a Bachelor's degree at a later time.\*

**PROFESSIONAL TRACK**

The Professional Track is intended for candidates who currently hold a Bachelor's degree. Credits toward the Certificate Program which are taken at the 500 level may be credited toward a Master's degree at a later time.\*

*\*CNU may limit the period of credit applicability to seven years, and/or at the discretion of the Admissions Committee.*

**STUDENT'S RIGHT TO CANCEL AND REFUND POLICY**

The Course Start Date is defined on the front page of this Enrollment Agreement. *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 receive their refund according to the Refund Policy and formula for the refundable tuition amount, as defined in the table below.

CNU shall make all refunds within 30 days of cancellation.

EXAMPLE: If the student completes only 3 weeks of a 15-week course and paid \$900.00 in tuition, the refund is calculated as follows: Non-Refundable Registration Fee (20% X \$900 = \$900.00 - \$180.00 = \$720.00). Refundable tuition at 3 weeks of instruction completed (\$720.00 X 60% = \$432.00).

Student paid: \$900.00  
School retains: \$468.00  
School refunds: \$432.00

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

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

**STEPHANIE SMITH/REGISTRAR**  
**California National University for Advanced Studies**  
**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](http://www.cnuas.edu).

Or, call the CNU Admissions Office at 800-782-2422.

**CERTIFICATE PROGRAM FEES**

- REGISTRATION FEE \$75 (NON-REFUNDABLE)
- PER COURSE FEE \$930 (PLUS TEXTBOOKS AND SHIPPING)
- CERTIFICATE COMPLETION FEE \$150  
(THIS FEE IS ASSESSED ONCE THE STUDENT APPLIES FOR CANDIDACY)

NOTE: THE PAYMENT PLAN OPTION IS NOT AVAILABLE FOR CERTIFICATE PROGRAM 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 BLVD., SUITE 210  
NORTHRIDGE, CA 91325**

**Form of Payment:**

Check enclosed

Please charge the \$75.00 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:** \_\_\_\_\_