



3301 College Avenue
Fort Lauderdale, FL 33314-7796

STUDENT TRANSACTION FORM

TO BE USED FOR COURSE REGISTRATION, DROP/ADD,
PARTIAL WITHDRAWAL, OR COMPLETE WITHDRAWAL

PLEASE CHECK

- REGISTRATION
 DROP/ADD
 PARTIAL WITHDRAWAL
 COMPLETE WITHDRAWAL

A1 CIRCLE INFORMATION THAT HAS CHANGED SINCE YOUR LAST REGISTRATION

NSU ID/SSN: _____

EMAIL ADDRESS: _____

LAST NAME: _____ FIRST: _____ MIDDLE: _____ HOME PHONE: (____) _____

PRESENT LEGAL / HOME STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

PRESENT LOCAL STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

EMPLOYER NAME / SCHOOL NAME: _____

PHONE AT WORK: _____

EMERGENCY CONTACT

LAST NAME: _____ FIRST: _____ MIDDLE: _____ RELATIONSHIP: _____ HOME PHONE: _____

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

ACADEMICS

A2 CENTER: _____

MAJOR: _____

M.S. Ed.S. NON DEGREE CRT

CHECK ONE

MALE FEMALE

DATE OF BIRTH

MO: _____ DAY: _____ YEAR: _____

CHECK ONE IN EACH CATEGORY

COURSE LOCATION: MAIN CAMPUS OTHER LOCATION

STUDENT STATUS: NEW STUDENT (FIRST TIME AT NSU) CONTINUING STUDENT RETURNING AFTER ABSENCE OF ONE YEAR

V.A. BENEFITS? YES NO **FOREIGN STUDENT VISA?** YES NO

DO YOU ANTICIPATE GRADUATING AT THE END OF THIS TERM? YES NO

IF YES, YOU MUST FILE AN APPLICATION FOR DEGREE.

ALL NEW STUDENTS MUST COMPLETE THE FOLLOWING:

The provision of this information is voluntary and we request it for reporting purposes only. This information will not be used in any discriminatory manner.

ETHNIC ORIGIN DATA Check one of the following:

WHITE (NOT OF HISPANIC ORIGIN) ASIAN OR PACIFIC ISLANDER

AFRICAN AMERICAN AMERICAN INDIAN OR ALASKAN NATIVE (NOT OF HISPANIC ORIGIN)

HISPANIC ORIGIN OTHER _____

| C | TERM CODE | BANNER COURSE REF. NO. | SUBJECT | COURSE NO. | SECTION | COURSE TITLE | DAY(S) | START DATE/END DATE | CR. HRS. | FOR DROP/ADD & WITHDRAWAL DROP | ADD | APPROVAL INITIAL | REG. CODE |
|---|-----------|------------------------|---------|------------|---------|--------------|--------|---------------------|----------|--------------------------------|-----|------------------|-----------|
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STUDENT: PLEASE READ CAREFULLY

I HEREBY AGREE TO PAY WHEN DUE ALL SUMS ASSESSED BY NOVA SOUTHEASTERN UNIVERSITY FOR TUITION, HOUSING, AND FEES. IF COLLECTION IS REQUIRED, I AGREE TO PAY REASONABLE COLLECTION FEES AND/OR ATTORNEY'S FEES. I AUTHORIZE THAT MONIES RECEIVED WITH THIS REGISTRATION BE FIRST APPLIED TO ANY PRIOR DELINQUENT BALANCE.

STUDENT'S SIGNATURE: _____ DATE: _____

ADVISER'S SIGNATURE: _____ DATE: _____

D ALL TUITION AND FEES ARE DUE AT TIME OF REGISTRATION. PLEASE INDICATE METHOD(S) OF PAYMENT:

CASH
 CHECK OR MONEY ORDER (With your Soc. Sec. no.)
 FINANCIAL AID/LOAN
 CREDIT CARD (SEE E)

STUDENT: AFTER THE ABOVE TRANSACTION, HOW MANY CREDITS THIS TERM?

E I hereby authorize a charge to be made to my credit card:

COLLEGE CARD
 VISA
 MASTERCARD
 AMERICAN EXPRESS
 DISCOVER

ACCOUNT NUMBER: _____

AMOUNT: _____

EXP. DATE: _____

REFUND POLICY

STUDENTS HAVE THREE WORKING DAYS FROM THE DATE OF SIGNING AN ENROLLMENT CONTRACT OR FINANCIAL AGREEMENT WITH THE UNIVERSITY TO CANCEL THE CONTRACT AND RECEIVE A FULL REFUND OF ANY TUITION AND REGISTRATION FEES PAID. FURTHER, A STUDENT SHALL RECEIVE A FULL REFUND OF TUITION AND REGISTRATION FEES PAID BY THE STUDENT PRIOR TO THE COMMENCEMENT OF INSTRUCTION IF THE STUDENT SUBMITS A WRITTEN REQUEST TO THE INSTITUTION WITHIN THREE WORKING DAYS OF THE PAYMENT. REFUND SCHEDULES FOR TUITION AND FEES AFTER THE COMMENCEMENT OF INSTRUCTION MAY BE FOUND IN THE APPROPRIATE CENTER OR PROGRAM CATALOG.

| CHARGES | DETAIL CODE | AMOUNT |
|-------------------|-------------|--------|
| TUITION | | |
| REGISTRATION | | |
| LATE REGISTRATION | 2007 | |
| SERVICE CHARGE | 2130 | |
| APPLICATION | | |
| STUDENT ACTIVITY | | |
| STUDENT SERVICE | | |
| | | |
| | | |
| PRIOR BALANCE DUE | | |
| TOTAL | | |

| PAYMENTS | DETAIL CODE | AMOUNT |
|--------------------|-------------|--------|
| STAFF WAIVER | | |
| P.D. | | |
| | | |
| | | |
| PRIOR CREDIT BAL. | | |
| CASH ONLY | | |
| MONEY ORDER, CHECK | | |
| CREDIT CARD | | |
| OTHER | | |
| TOTAL | | |

G REFUND INFORMATION

ASSESSMENT \$ _____

NO FINANCIAL ASSESSMENT _____

REVERSE _____ %

OF \$ _____ \$

AUTHORIZED SIGNATURE _____

DATE _____

NO FINANCIAL ADJUSTMENT REFUND CREDIT ACCOUNT

H FOR UNIVERSITY USE ONLY

COHORT CODE

TUITION ASSESSMENT _____ DATE _____

REGISTRATION ENTERED _____ DATE _____

ACCOUNTS RECEIVABLE _____ DATE _____