



Degree or ESL Course Registration Form

Term/Year

- Winter Spring Summer Fall Term
 2007 2008 2009 2010

Campus

- Skokie Chicago
 Lombard Gurnee

STUDENT NAME	STUDENT ID	PROGRAM
		<input type="checkbox"/> Degree <input type="checkbox"/> ESL

Course Name	Tuition Fees	Approval (indicate all that apply)	Signature of Instructor (For Special Approval)
		<input type="checkbox"/> Registration Approved <input type="checkbox"/> Waive Pre/Co Requisite <input type="checkbox"/> Special Permission <input type="checkbox"/> Audit a Course <input type="checkbox"/> Reserved Seat	
Payment _____ Balance _____		<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Educational Loan	Payment accepted by _____

SIGNATURE OF FACULTY ADVISOR	DATE	STUDENT SIGNATURE	DATE

Advisor approval is necessary for a Registration Form to be considered complete. Students may contact their advisor to set up an appointment or mail the Form. If you do not know the name of your advisor or how to contact them, contact the Office of the Registrar, 8930 Gross Point Road, Skokie, IL 60077. Call 847.967.5030 ext.111 or email registrar@csinow.com.

Application Procedures: If you are taking a course(s) for the first time at CSI, contact the Admissions Office for information regarding Admissions Application, 847.967.5030, meet with a CSI Admissions Representative, and complete the admissions process. After being accepted to CSI, register for each academic term by following the registration procedures

Registration Procedures: Complete this Registration Form. No registration fee required. Advisor signature is required for all students in a program.

Cancellation: If you decide to cancel your registration you must notify the Registrar's Office. Failure to cancel will result in full financial responsibility for tuition charges. Refunds on tuition after classes begin are subject to CSI Refund Policy.

CSI Payment Policy

All payments are due prior to the class start date listed in the Academic Catalog.

Refund Policy

When a student has completed in excess of 5% of the course of instruction, the school will retain the application-registration fee but will refund part of the tuition and other instructional charges in accordance with the following schedule:

If the student withdraws...	CSI will refund...
During the first 25% of the course	55% of tuition
During the second 25% of the course	30% of tuition
After the first 50% of the course	No portion of tuition

PAYMENT ARRANGEMENTS

Students are responsible for making payment arrangements with the Business Office. Please call the Business Office at 847.967.5030 ext.106 if you have any questions.

Financial Arrangements (check all that apply):

- Educational Loan Financial Aid
- Credit Card Checks/Money Order

I understand that I am responsible for the payment of tuition for the course(s) prior to the class start date that is listed in the Academic Calendar. Payments received after the due date/dates are subject to a late charge of \$25.00. Nonattendance of courses does not necessarily relieve students of their financial obligation. All requests to drop a class or withdraw must be submitted in writing to the Office of the Registrar in a timely manner. Collection or litigation expenses associated with this account are the responsibility of the student. The College reserves the right to withhold all services to students with outstanding accounts.

Student Signature _____ Date _____

Foreign Students who would like to transfer to another school must attend at least one academic term at CSI prior to transfer approval.

Courses and instructors are subject to change without notice. Any questions about possible changes may be directed to the Registrar's Office.