

# Independent Study Registration Form

## College of Professional Studies



### Student Information

Name: \_\_\_\_\_  
Last First Middle Maiden

Home Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Student ID #: \_\_\_\_\_

*Tuition:*  
 \$355 per credit hour  
 (Valid until June 30, 2011)  
 All courses are 3 credit hours.

Check here if above is a change of address, phone number, or e-mail.

I wish to enroll in the following course(s):

Course number	Course name	Credit Hours	Cost Per Hour	Total Cost of Tuition	Desired Start Month

For Office Use		
Start	End	Preq.

### Payment Information

Payment must accompany the Registration Form. All forms without the required tuition will be returned to the student.

- Payment by Check     
  Payment by Financial Aid     
  Payment by Tuition Voucher  
 Payment by Credit Card: Indiana Tech accepts MasterCard, Visa, Discover, and American Express. If you are paying the tuition by credit card, please complete the following section:

Please circle the appropriate bank card: MC      Visa      Discover      American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_ Amount to be billed: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return the completed form to:**  
 Indiana Tech  
 1600 E. Washington Blvd.  
 Fort Wayne, IN 46803  
 (800) 288-1766 ext. 2428 • (260) 422-1518, fax

<b>For Office Use Only:</b>					
Ck # _____	Amt: _____	Charged: _____	Shipped: _____	App Code: _____	
Computer (M): _____	(bb): _____	Letter: _____		Rev. 6/10	

# Independent Study Information

## College of Professional Studies

INDIANA**TECH**

### *Independent Study Fee Structure For 2010-11*

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Tuition (includes textbooks):	\$355 per credit hour
Portfolio Assessment Tuition:	\$30 per credit hour
Application Fee:	\$25
Change of Curriculum:	\$10

By registering for classes, the student accepts and agrees to abide by the university's policies and regulations. The student understands that the university will assess 1.5 percent late charges for past due balances and will turn over a student's account to an outside agency due to lack of payment. Furthermore, in the event the university has to incur any expenses collecting this account, the student agrees to pay all the cost of collection. This includes, but is not limited to, a collection agency fee and/or any reasonable attorney fees. The student authorizes the university to release financial information about his or her account to those concerned with collecting the balance due. Indiana Tech accepts Visa, MasterCard, American Express, and Discover cards. Classes taken through the Independent Study Program include textbooks and all course materials.

### *Withdrawal & Refund Policy*

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Students may withdraw without record within the first 10 days after registration (the 25th of the month). Withdrawals between day 11 and day 90 of the enrollment period will receive a grade of *W*. Withdrawals after the 90th day will receive a grade based on the work completed. Students must request withdrawals in writing to the director of Independent Study. The date of withdrawal is the date the written request is received at Indiana Tech. Requests may be faxed to the (888) 832-4844.

Tuition refunds are based on the start date of the course and apply as follows:

Withdrawal within 10 days .....	100 percent
Withdrawal within 11 to 30 days .....	50 percent

### *Petition to Switch*

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Students taking an Accelerated Degree Program course may switch into the same course in the Independent Study Program no later than the third week of a five-week class and the fifth week of a 10-week class. A student cannot switch from ADP to the Independent Study Program if he or she is failing the course. The cost to switch into an Independent Study course is \$50. Only one switch is permitted for each class.

Students taking an Independent Study course may switch into an Accelerated Degree course no later than three months past the start date of the Independent Study course, contingent on the course being available. Both the Petition to Switch form and fee must be submitted to the Director of Independent Study.