



Full Name: _____
Last First Middle
 Social Security Number: _____
 Home Address: _____
 City, State, & Zip: _____
 County of Legal Residence: _____
 Employer Name: _____
 Employer Address: _____
 City, State, & Zip: _____
 Are you a US Citizen? Yes: No: If No, What Country? _____

Telephone (Home): _____
 Telephone (Work): _____
 Cell Number: _____
 Birth Date: _____
 Ethnic Origin: _____
 Gender: _____
 Marital Status: _____
 Email Address: _____
 Visa Type: _____

Do you have a High School Diploma or GED? Yes: No: If No, High School _____
 Do you hold a 4 year College Degree? Yes: No: If Yes, from where: _____
 Do you hold a teaching license? Yes: No:
 Have you applied for admission to Longwood's Graduate Program? Yes: _____ No: _____

What is your primary reason for enrolling?

- Undergraduate Degree Professional Development Graduate Degree
 Graduate Licensure Teaching License Renewal High School
 Other: _____

Have you registered at Longwood under another name? Yes: No: If Yes, list previous name(s): _____

Audit Y/N	CRN	Course ID/Section	Course Title	Credit Hours	Meeting Days	Meeting Time	Location	Instructor	Office Use
(EX) N	12345	ENGL15001	Writing and Research	3	MWF	0800-0850	GRNGR101	Robbins	

IN COMPLIANCE WITH STATE LAW, INFORMATION PROVIDED ON THIS REGISTRATION FORM WILL BE SENT TO THE VIRGINIA STATE POLICE AND OTHER STATE OR FEDERAL AGENCIES.

The public is hereby placed upon notice that failure to pay account in full at the time services are rendered will result in the imposition of a 10% *Late Payment Fee* on the unpaid balance. Refer to the University Catalog for estimated E-bill notification and semester payment due dates. Any charges assessed after the original semester payment due date are due and payable at the time incurred. For course registrations requested after the semester payment due date, tuition-fee payments are due at the time of registration. Returned items will incur a handling fee of \$50.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for attorney's fees or additional collection fees of up to 30% of the then unpaid balance. Requesting or accepting services will be deemed as acceptance of these terms.

During each summer session, Intersession, or regular (fall-spring) semester, students wishing to drop without financial penalty must do so through myLongwood (if accessible) or must submit a completed, signed *Schedule Change Form* to the Registration Office prior to the drop deadline for each course. After course drop deadline, students wishing to withdraw (without academic penalty) must submit a completed, signed *Course Withdrawal Form* to the Registration Office before deadline to withdraw with "W" grading. (Please refer to the following web-site for official academic policies and forms: www.longwood.edu/registrar.) Students withdrawing without academic penalty will be assessed full tuition and fee charges for course(s) graded "W". Students registered for contractual (off-campus or online) classes follow the policies as outlined in the contract with the applicable agency.

I understand that I will be responsible for all charges assessed regardless of any arrangements or agreements made with other parties.

By my signature I agree to the provisions of the LONGWOOD UNIVERSITY HONOR CODE, the tuition and fees policy above, and to the Virginia State Police compliance statement above.

Student Signature: _____ Date: _____