

Birthingway College of Midwifery – Spring 2022 Registration Form

Registration Begins: Mon, March 21, 2022

Registration Deadline: Mon, March 28, 2021 at 5:30 PM*

*After the Registration Deadline, an additional \$150 Late Registration Fee is required to process your registration.

Student Information (all fields are required unless noted)

Legal First Name		Legal Middle Initial	Legal Last Name	
Preferred Name (if different from legal)		Pronouns (optional)		
Address		City	State	Zip Code
Phone	Email	>> Optional: Emergency Contact Name and Number		

Courses Offered in the Spring 2022 Term

Clinical Training (MW311q): Please use the *Spring 2022 Clinical Training Credit Registration Form* to register for credits

Research Project (RSP411q) 1 Credit: To register, you must turn in a *Research Project Registration Form* by 5:30 PM on the first day of the term: <http://birthingway.edu/for-students/registration/>

For all other courses, please submit a *Course Add Form*: <http://birthingway.edu/for-students/registration/>. Please reach out to your Program Coordinator for information about the tuition, coursepack fees, and textbook costs for specific courses.

CLINICAL TRAINING:

Will you be working with a preceptor this term? Yes No

>>If you marked “Yes” you must fill out a **Clinical Training Credit Registration form**. To indicate that you are working with a preceptor but will not be taking credits this term, please register for zero credits. These forms help establish (on paper) the Preceptor-Student relationship and help outline expectations for work, learning, and appropriate tasks and duties.

I plan to work with these preceptors:

GRADUATION:

Do you intend to graduate in this term or the next? Yes No

>>If you marked “Yes” please write in the term and year you intend to graduate:

>>If you marked “Yes” please schedule a meeting with your Program Coordinator to discuss the graduation process.

PRIVACY PREFERENCE:

Privacy Protected – Do not share my information with anyone. (This term only.)

Birthingway will only release your name, program of study, matriculation year, and certificates/degrees received to the public upon request. **Students who choose to be privacy protected will not be acknowledged as a student of Birthingway to ANY outside inquiry, except as required under federal law.**

PAYMENT METHOD (check one): Check Cash Paypal Financial Aid

	Registration Fee	\$100.00
Late Registration Fee of \$150 (required if registration is received after 5:30 PM on 3/28/2021)	\$	
Total:		

****REVIEW THE POLICIES ON THE REVERSE OF THIS FORM PRIOR TO SIGNING BELOW****

By signing below, I certify that I have read, understand, and agree to all policies stated on this form.

Student Signature

Date

OFFICE USE ONLY	Date/Time/Payment/Initial:
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PAYMENT: Payment of tuition and fees is due at the time of registration for each term unless the following applies:

- You are eligible for Federal financial aid and will be receiving a disbursement in that term. You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.
- You have a private student loan through a private lender and will be receiving a disbursement in that term.

All overdue amounts are subject to a finance charge of 15% APR with a \$5 minimum per month. Any costs incurred to collect these amounts are the responsibility of the student.

A student must be in good financial standing to register for courses. Any costs incurred to collect these amounts are the responsibility of the student. Credit card payments are accepted through PayPal – for instructions, visit <http://birthingway.edu/for-students/make-a-payment/>. By paying through PayPal, you agree to PayPal and Birthingway's terms and conditions.

CANCELLATION CLAUSE: Should you decide to cancel this agreement, you must do so in writing within three business days to receive a full refund of all fees and tuition. After the three-day cancellation period, should you decide to cancel your registration and not attend, refunds will be made per our refund policy at right.

REFUND POLICY: You are expected to attend all classes for which you register. **If you do not attend or stop attending and fail to drop within the refund period, you remain responsible for all tuition and fees.** If you wish to drop a course, please fill out a Withdrawal/Drop Form (available on our website) and either mail, email, or walk it in (by appointment). You will receive a refund of tuition per the refund schedule (see table). **Registration Fee and Late Registration Fee are non-refundable.** Please allow four to six weeks for receipt of refund. **The dates in this table are based on calendar days in the term.**

REFUND POLICY TABLE FOR SPRING 2022	
Withdrawal Date (day of term)	Tuition Refund
On or before 1st day of term	100%
(Day) 2 through 7	91.75%
8 through 14	83.5%
15 through 21	75.25%
22 through 28	67%
29 through 35	58.75%
36 through 42	50.5%
Day 43 through end of term	No Refund

SUBMITTING REGISTRATION MATERIALS: Registrations are accepted by mail or as a PDF attachment from your Birthingway email address; walk-ins are accepted by appointment only. Registrations will be date/time stamped in order of receipt. **Registrations received AFTER the registration deadline will incur a \$150 late registration fee.**

PLEASE ADD YOUR SIGNATURE TO THE FRONT OF THIS FORM BEFORE SUBMITTING