

CONTINUING EDUCATION COURSE ENROLLMENT FORM

<p style="text-align: center; font-size: 1.2em; margin: 0;">THE CATHOLIC DISTANCE UNIVERSITY</p> <p style="text-align: center; font-style: italic; margin: 0;"><i>Lifelong Learning in the Faith Through Distance Education</i></p> <p style="text-align: center; font-size: 0.8em; margin: 5px 0 0 0;">120 East Colonial Highway, Hamilton, VA 20158-9012; Phone: (540) 338-2700; Fax: (540) 338-4788; E-mail: cdu@cdu.edu; Web: www.cdu.edu</p>	<p style="text-align: center; font-size: 0.8em; margin: 0;">PLEASE DO NOT WRITE IN THIS SPACE</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="font-size: 0.8em; margin: 0;">DATE ACCEPTED _____</p>
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DIRECTIONS: To enroll in a continuing education course, please print or type all sections of this form. Include payment or credit card information and remember to sign the form. Please mail or fax (credit card only) to CDU.

A. CONTACT INFORMATION

TITLE: Mr. Mrs. Ms. Miss Doctor Sister Brother Deacon Rev. Msgr. Other Title (please specify): _____

SOCIAL SECURITY #: _____ - _____ - _____ STUDENT ID (if applicable): _____

NAME: _____
First Middle Last Suffix

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

DIOCESE: _____ DOB: _____ SEX: M F

PHONE Home: _____ Business: _____ Cell: _____

E-MAIL ADDRESS: _____ FAX: _____

HIGHEST EDUCATION COMPLETED: HSD AA BA/BS MA/MS PhD Other: _____

WHERE DID YOU FIRST HEAR ABOUT CDU? _____

B. COURSES AND TUITION (See (www.cdu.edu) for Online Seminars)

Online	Title	Tuition	Textbooks
306-0800	Introduction to the Catechism	<input type="checkbox"/> \$165	\$0
306-0801	Catechism of the Catholic Church, Part 1 - The Profession of Faith	<input type="checkbox"/> \$165	\$10
306-0802	Catechism of the Catholic Church, Part 2 - The Celebration of the Christian Mystery	<input type="checkbox"/> \$165	\$10
306-0803	Catechism of the Catholic Church, Part 3 – Life in Christ	<input type="checkbox"/> \$165	\$10
306-0804	Catechism of the Catholic Church, Part 4 – Christian Prayer	<input type="checkbox"/> \$165	\$10
306-0601	Mary: Mother of the Redeemer, Mother of the Church	<input type="checkbox"/> \$165	\$10
306-0905	Basic Catechetics for Discipleship, Part I	<input type="checkbox"/> \$165	\$20
306-0522	Early American Catholic History, 1492-1808	<input type="checkbox"/> \$165	\$0
306-0523	Rise of American Catholicism, 1808-1908	<input type="checkbox"/> \$165	\$0
306-0524	Modern American Catholic History, 1908-Present	<input type="checkbox"/> \$165	\$0
Paper			
301-0401	Introduction to the Bible, Part 1	<input type="checkbox"/> \$165	\$0
301-0402	Introduction to the Bible, Part 2	<input type="checkbox"/> \$165	\$0
301-0403	Wisdom: A Journey with God to God (<i>Wisdom Literature in the Old Testament</i>)	<input type="checkbox"/> \$165	\$0
301-0601	Mary: Mother of the Redeemer, Mother of the Church	<input type="checkbox"/> \$165	\$10
301-0901	Catechetical Foundations: Principles and Methods, Part 1	<input type="checkbox"/> \$165	\$20
301-0902	Catechetical Foundations: Principles and Methods, Part 2	<input type="checkbox"/> \$165	\$20
301-0903	Catechetical Foundations: Principles and Methods, Part 3	<input type="checkbox"/> \$165	\$20
301-0904	Catechetical Foundations: Principles and Methods, Part 4	<input type="checkbox"/> \$165	\$20
303-0501	Great Moments in Church History (EWTN) (includes lessons on DVDs)	<input type="checkbox"/> \$165	\$0
303-0805	The Catholic Moral Challenge for the New Millennium: Part I – Basic Principles (EWTN) (includes lessons on audio cassette tapes/CDs)	<input type="checkbox"/> \$165	\$0
303-0806	The Catholic Moral Challenge for the New Millennium: Part 2 – The Ten Commandments (EWTN) (includes lessons on audio cassette tapes/CDs)	<input type="checkbox"/> \$165	\$0

Actual cost of textbooks may be less since books are often used in multiple courses. CDU presumes that students have the Catechism of the Catholic Church, 2nd Edition, and an RSV Bible, Catholic Edition from Ignatius Press. All Church documents are available FREE on the Web. Textbooks can be purchased separately from CDU's online bookstore.

C. WHAT TO EXPECT FROM CDU

COMPLETE DISTANCE ONLINE COURSE: I will be given access to an online individual course of inspiring Catholic teaching that includes lectures, reading and written assignments, and an opportunity to ask questions online from an expert instructor.

COMPLETE DISTANCE PAPER COURSE: I will receive an adult distance education course of inspiring Catholic teaching including a course manual, lessons annotated to the *Catechism of the Catholic Church*, glossary, self-check quizzes, progress sheet, and request-for-help forms.

PROMPT PROFESSIONAL ATTENTION & SERVICE: includes shipping of course materials within 5-7 business days. Postage within the USA will be paid on all materials sent from CDU. I am responsible for postage of assignments and examinations I mail to CDU.

COURSE DURATION: Proceeding at my own pace, I may take up to two months (online) or four months (paper) to complete my course.

YOU WILL RECEIVE: A Letter of Certification identifying CEUs/Clock Hours earned, and share in the spiritual benefits of the CDU worldwide family.

D. SATISFACTION POLICY

I. Online or Practicum (or any fixed-length academic degree course of 16 weeks or less):

If CDU is notified of cancellation within five (5) calendar days after midnight of the day on which the enrollment agreement is accepted, an applicant requesting cancellation in whatever manner within this time will be given a refund of all money paid to CDU. Students requesting cancellation, after this five day period and before the course start date, will receive a refund of all tuition paid minus the registration fee. Students requesting cancellation after the course start date (and after the five day cooling-off period) will receive a refund according to the following schedule:

Published Length of Course	*Refundable Tuition Due after-
1-6 weeks	1 st week=70% 2 nd week=40% 3 rd week=20% 4 th week=0%
7-10 weeks	1 st week=80% 2 nd week=60% 3 rd week=40% 4 th week=20% 5 th week=0%
11-16 weeks	1 st week=80% 2 nd week=70% 3 rd week=60% 4 th week=50% 5 th week=40% 6 th week=30% 7 th week=20% 8 th week=10% 9 th week=0%

*** Refundable tuition is the total course tuition minus the registration fee. The registration fee may be either \$75 or 20 percent of the total course tuition, not to exceed \$200.**

II. Paper Courses or Noncredit Seminars:

We believe you will be completely satisfied with your course. However, if for any reason you discontinue your studies during the period of enrollment (six (6) months), the University has established this liberal cancellation and refund policy for your protection.

A student may terminate an enrollment at any time by notifying the University (preferably in writing).

If CDU is notified of cancellation within five (5) calendar days after midnight of the day on which the enrollment agreement is accepted, an applicant requesting cancellation in whatever manner within this time will be given a refund of all money paid to CDU.

From five (5) calendar days after midnight on the day on which the enrollment agreement is accepted and until the time the University receives the first completed lesson assignment from the student, upon cancellation, the University is entitled to a registration fee of \$75 or 20% of tuition, whichever amount is higher, not to exceed \$200.

After the University receives the first completed lesson assignment and until the student completes half of the course, if the student requests cancellation, the school shall be entitled to the registration fee and charge which shall not exceed the following:

- Up to and including completion of the first 10% of the course, 10% of the tuition after deducting the registration fee.
- After completing more than 10% of the course and up to and including completion of 25% of the course, 25% of the tuition after deducting the registration fee.
- After completing more than 25% of the course and up to and including completion of 50% of the course, 50% of the tuition after deducting the registration fee.

If the student completes more than half of the course, the University shall be entitled to retain the total course tuition.

E. TUITION AND FEES

Before enrolling in a course, all students are required to review the schedule of tuition and fees on the attached page.

F. PAYMENT WORKSHEET

Full Tuition Payment with Application (\$165 per course)\$ _____

Shipping

Tuition includes US shipping by 1st Class Priority Mail (USPS)\$ Included

Canada & Mexico for International Shipping (\$20 per paper course) + \$ _____

All other countries for International Shipping (\$30 per paper course) + \$ _____

TOTAL ADDITIONAL POSTAGE DUE\$ _____

Voluntary Tax-Deductible Contribution\$ _____

CDU is a nonprofit educational institution. Tuition covers only a portion of the cost of CDU's program. Your tax-deductible donation will be used for scholarships and new course development.

TOTAL ENCLOSED (US Funds only)\$ _____

G. PAYMENT INFORMATION

PAYMENT TYPE: Check/Money Order VISA MasterCard American Express Discover Card

NAME (as it appears on card): _____

CARD #: _____ EXPIRATION DATE: _____

SIGNATURE: _____ TOTAL: \$ _____

Please be sure to complete this enrollment with your signature. This enrollment will not be able to be processed without your signature and date. Thank you.

SIGNATURE: _____ **DATE:** _____

SCHEDULE OF TUITION AND FEES

Credit/Course Tuition Effective 7.1.11 - 6.30.12	
Graduate courses	\$450 per credit hour
Undergraduate courses	\$290 per credit hour
Continuing education courses	\$165 per course
Graduate online seminar course	\$450 per seminar
Undergraduate online seminar course	\$290 per seminar
Continuing education seminar	\$165 per seminar
Parish Plan	Variable tuition rates

Annual Technology Fee Effective 7.1.11 - 6.30.11	
Technology	\$165

Please note: Beginning with courses and seminars offered for the January 2012 trimester, the technology fee will be \$25 per credit, to be assessed at the time of registration. Beginning July 5, 2011 effective for the remainder of the 2011 calendar year, students who enroll for the first time in 2011 for a 3-credit course that begins in 2011 will be assessed a technology fee of \$82.50 at the time of enrollment.

Program Application Fees (non-refundable) Effective 7.1.11 - 6.30.12	
MA program	\$150
MA program one year extension	\$500
BA program	\$100
BA program one year extension	\$200
Catechetical Diploma program	\$100
Catechetical Diploma program one year extension	\$200
Advanced Catechist Certificate program	\$75

General Fees Effective 7.1.11 - 6.30.12	
Three- or four-month payment plan	\$30
Copy of official transcript	\$10
Late enrollment fee*	\$75
Academic credit paper courses: Fee for printing/handling/shipping	\$100 per course

Tuition is set by the Board of Trustees and is subject to change without notice. Tuition for all courses and programs is accepted in U.S. currency only.

Withdrawing From a Course or a Program

A student may terminate enrollment in an individual course at any time by notifying the university; however, a student is advised to do so in writing for his or her own protection. Refunds will be granted on request, according to the program satisfactory policy. Written withdrawal request should be sent to the appropriate registrar at The Catholic Distance University, 120 East Colonial Highway, Hamilton, VA 20158. To view CDU's [satisfaction and refund policy](#) see the enrollment form.