

# PARISH PLAN ONLINE PROGRAM COORDINATOR'S FORM

(TO ACCOMPANY THE GROUP TUITION PAYMENT & INDIVIDUAL ENROLLMENT FORMS)

PARISH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_

PARISH COORDINATOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX \_\_\_\_\_

PHONE: Business: \_\_\_\_\_ Cell: \_\_\_\_\_

## Courses that may be taken:

- 306-0800 Introduction to the Catechism (2.0 CEU's)
- 306-0801 The Profession of Faith (2.0 CEU's)
- 306-0802 The Celebration of the Christian Mystery (3.0 CEU's)
- 306-0803 Life in Christ (3.0 CEU's)
- 306-0804 Christian Prayer (2.0 CEU's)
- 306-0601 Mary, Mother of the Redeemer (1.0 CEU)
- 306-0905 Basic Catechetics for Discipleship, I (1.0 CEU)

Seminars (see current listing)

Please list below the names of the participants who have enrollments accompanying this form.

NAMES OF PARTICIPANTS

COURSE OR SEMINAR TITLE

## PAYMENT INFORMATION

### Tuition Per Student

3-9 + \$110 EACH     10+ \$95 EACH    TOTAL NO. OF STUDENTS \_\_\_\_\_

TOTAL TUITION \_\_\_\_\_

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

NAME \_\_\_\_\_ (as it appears on card)

CARD #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

## DURATION OF SEMINAR OR COURSE

### ONLINE SEMINARS

Each seminar is three weeks long according to the CDU annual schedule. When the enrollment data is entered into the CDU database, students will receive an email describing how to access the online seminar. The seminar begins at 9:00 AM Eastern Standard Time or Eastern Daylights Saving Time on the day indicated as the start date for the seminar.

### ONLINE COURSES

Each online individual course is allowed two (2) months for completion. The start day for the course will be the day that the course enrollment is entered into the CDU database and an email is generated to the individual student describing how to access the online course.

## SATISFACTION POLICY

### 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 tuition paid to CDU. A student requesting cancellation during subsequent weeks from their start date are entitled to the amounts listed in the chart below.

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

## AGREEMENT AND SIGNATURE

I have read, understand, and agree to all the policies and procedures stated in the catalog and on this enrollment form. I certify that all the information I have provided in this enrollment form is complete and true. Signature of Parent or Guardian required for students under 18 years of age.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_