

DIOCESAN COORDINATOR PLAN ONLINE SEMINAR OR 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: 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 an online noncredit seminar or course, please print or type all sections of this form and submit this form to your Diocesan Coordinator with the respective payment. Remember to include your signature at the end of this form.

A. CONTACT INFORMATION

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

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

NAME: _____

First
Middle
Last
Suffix

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

EDUCATION: HS AA BA/BS MA/MS PHD Other SEX: M F DOB: _____

PHONE Home: _____ Business: _____ Cell: _____

E-MAIL ADDRESS: _____ FAX: _____

PARISH NAME: _____ DIOCESE: _____

WHERE DID YOU FIRST HEAR ABOUT CDU? _____

B. NONCREDIT SEMINAR (See attached seminar list; all seminars offer 1 CEU)

Seminar Number	Title	Date of Seminar
_____	_____	_____

C. ONLINE NONCREDIT COURSES

- Select Course to 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)

D. PAYMENT INFORMATION

Follow the diocesan directions for payment that accompanies this enrollment form.

E. 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 course in the series on *The Catechism of the Catholic Church* 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.

F. 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 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.**

SIGNATURE: _____ DATE: _____