

## OAKLAND CITY UNIVERSITY TRADITIONAL STUDENT REGISTRATION FORM

SEMESTER:  FALL  SPRING  SUMMER      YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_ SS #: XXX – XX - \_\_\_\_\_ PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_ (Check One)  NEW STUDENT  CONTINUING STUDENT  RE-ADMIT  NON-DEGREE

\*It is the student’s responsibility to ensure contact information is accurate. Please login to your student portal to verify personal information. Submit changes to Academic Affairs using the form found at <https://www.oak.edu/forms/change-personal-information>.

**Financial Aid or Tuition Assistance (check all that apply):**

- VA for Education Benefits                       State Financial Aid                       Employer Tuition Assistance \_\_\_\_\_  
 Military Tuition Assistance                       Federal Financial Aid                       Other/Institutional Aid (please specify) \_\_\_\_\_

**Check One: Traditional Program:**  Undergrad  MDIV  MAT  MSED  MBA  MSSM  DMIN  EDS  EDD  Other \_\_\_\_\_

**I request to be registered for the following courses:**

COURSE	SECTION	COURSE NAME	START/END DATE	TERM	CREDITS

Courses to be taken for audit, if applicable: \_\_\_\_\_

Courses to be taken as Pass/No Credit, if applicable: \_\_\_\_\_

**Oakland City University Financial Agreement**

This agreement between Oakland City University (OCU) and the student will be in effect for as long as the student remains active in an OCU program or has an outstanding balance at OCU, whichever is later. By signing the agreement, the undersigned understands and agrees with all the terms and conditions as described below. The Business, Financial Aid, or Academic Affairs office reserve the right to suspend registration any time performance of the agreement is not upheld. This agreement applies to all financial relationships between the University and the student. Financial aid will be applied after all necessary documents have been received, reviewed and accepted as well as the student accepting their awards through the student portal.

A traditional student has three semesters in an Academic Year (Fall, Spring, Summer). Tuition is charged and Financial Aid is applied each semester. (To see if you qualify for Summer Financial Aid a separate application must be completed. Contact the Financial Aid Office for information) According to Oakland City University (OCU) policy all Undergraduate and Graduate students are required to pay 50% of tuition and fees by the first day of the traditional semester with the remaining balance being paid in full 30 days later. Financial aid and billing policies are described in the academic catalogs, published on the OCU website at <http://www.oak.edu/academics/index.php>.

Any classes that are added after the due date require payment immediately.

If a student has a third-party payer, documentation must be sent to the Business Office by the first day of the traditional semester.

**By signing this form I understand the following:**

- I am personally responsible for payment of all debt incurred;
- Failure to pay debt as agreed may result in withdrawal from OCU at the University's option and discretion. If it becomes necessary to enforce payment of this account, I promise to pay all reasonable attorney fees, court costs, collection costs, and costs or fees incurred as a result of referring my account to a collection agency, including any percentage based collection agency fee which is commonly 33 1/3 percent of the debt owed;
- OCU retains a security interest in ALL transcripts, diplomas, certificates and letters of recommendation, and/or grade reports which will not be released until all debts are fully paid;
- Withdrawing or dropping courses from OCU may NOT relieve the student of the financial obligations for payment of tuition and fees; A fee will be charged for each returned check issued by me or endorsed to Oakland City University.
- I authorize the School and their respective agents and contractors to contact me regarding my loan request, my loan(s), including repayment of my loan(s), or my account at the school at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

I certify that I am at least 18 years of age on the date of the signature of this contract. If you are under the age of 18 your parent or legal guardian must also sign.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

*Submit completed Registration forms to the Office of Academic Affairs \* Murray Center Room 206 \* 812-749-1238 \* [academicaffairs@oak.edu](mailto:academicaffairs@oak.edu)*