



## Study Abroad REGISTRATION FORM

This form must be returned to the Office of Study Abroad in order for students to be properly registered abroad. Academic Advisors cannot register students for courses abroad.

*Please type of print neatly.*

**Name:** ..... **Student ID #:** ..... **Payment Code:** .....

**Permanent Address:** .....

**Zip Code:** ..... **Permanent Phone:** ( ).....

**Current Address:** ..... **Valid Until:** ...../...../20.....

**Zip Code:** ..... **Primary Phone:** ( ).....

**Email Address:** .....

**Program Country:** Leiden Vienna Geneva Cha-Am Bangkok

**Term:** Fall I Fall II Spring I Spring II Summer **Year:** .....

**Degree (BA, MA):** .....

**Major:** ..... **Minor:** .....

**Planned Graduation Date:** .....

*List courses in order of preference. Please include alternate course selections and indicate by adding ALT next to course.*

Please circle the number of classes you wish to take abroad: 1 2 3 4 5 6

Course #	Sec #	Course Title	Credit Hours

**Student's Name (Printed):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_

*I understand that it is my responsibility to ensure that my course choices satisfy both program requirement and individual department requests for my specializations, concentration, or major(s).*

**Academic Advisor's Name (Printed):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_

**Business Office Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_

## Registration Information:

- **Undergraduate course requirements\*:**
  - Semester minimum: 12 credit hours
  - Semester max: 18 credit hours
  - Term minimum: 6 credit hours
  - Term maximum: 9 credit hours
- **Graduate course requirements\*:**
  - Semester minimum: 6 credit hours
  - Semester max: 12 credit hours
  - Term minimum: 3 credit hours
  - Term maximum: 6 credit hours
- *\*Online courses do not count towards the minimum number of credit hours.*

## Tuition Payment Codes

Each time you register for classes, you will need to supply a payment code indicating how you will pay your tuition. This code must be entered into the Webster University computer system before your registration can be processed. Please read the information below to determine what your code will be when registering. *Note: If you pay your tuition using more than one method, please include **all** codes when registering.*

**All Financial arrangements must be completed two weeks before classes begin, or you may be dropped from your classes. Reinstatement Is not guaranteed and is based on class capacity limits.**

### **If you:**

### **Your Code is:**

Pay tuition in full by cash, check, or credit card,

**PD**

Pay tuition and prefer to make monthly payments using the Deferred Payment Plan,

**TM**

Fund your tuition primarily through grants, scholarships, and/or loans,

**FA**

Are reimbursed by your employer for your tuition,

**ER**

Note: If your company reimburses a portion of tuition and you pay the rest, your code is ...

**ER and PD or TM**

Work for a company that pays Webster University directly,

**DB**

Receive partial or full tuition assistance from the Military and Government (Civil Service),

**TA**

Note: If you receive partial tuition assistance from the military and you pay the rest, your code is ...

**TA and PD or TM**

Receive tuition assistance from the Veteran's Administration (VA) or Vocational Rehabilitation (VR),

**VA or VR**

Receive the tuition remission benefit from Webster as an employee, or the spouse, dependent or other designate of the employee,

**TR**

### **Remember to:**

- Pay in full 2 weeks before the term begins.
- Complete an application at the time of registration and pay the fee. You may apply at the Business Office, the Academic Advising Center or at your site campus.
- Complete your financial aid at least two weeks before the term begins.
- Submit your employer's letter verifying employment and tuition reimbursement program at the time of registration or two weeks before the term begins to the Business Office. Selecting this option may result in a deferred payment fee.
- Follow the above requirements for each of these codes.
- Submit your employer's letter voucher verifying employment and direct billing program to the Business Office at the time of registration or two weeks before the term begins.
- Submit the Tuition Assistance form at the time of registration.
- Follow the above suggestions for each of these codes.
- Contact the Webster University Registrar's Office at 314-968-7450 if you have questions regarding your benefits.
- Submit completed Tuition Remission application form to the Business Office two weeks before the term begins.
- You may contact the Business Office by phone at 1-800-981-9803, fax at 314-963-6105, or the mailing address is 470 E. Lockwood, St. Louis, MO 63119.