



# COURSE OF STUDY EXTENSION SCHOOL

## SPRING HEIGHTS EDUCATION CENTER

### COURSE REGISTRATION FORM – FALL TERM 2019

New registration form must be completed each term.

STUDENT NAME: \_\_\_\_\_ PID #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ CONFERENCE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Have there been any changes in your personal information including address, phone, email, appointment or emergency contact since your last class at Course of Study School? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete a new **Student Enrollment Form** (located on the Spring Heights Webpage) and mail to:  
**Lisa Tappe, COS Extension School Registrar - 2421 Hess Avenue - Wheeling, WV 26003**

CHECK THIS BOX IF YOU EXPECT TO GRADUATE AFTER COMPLETION OF THIS TERM.

#### CLASS REGISTRATION FALL TERM 2018 – September 20-22 AND November 15-17, 2019

You may choose **ONLY ONE FROM EACH COLUMN**

- |                       |                                       |
|-----------------------|---------------------------------------|
| _____ #121: Bible I   | _____ #124: Transformative Leadership |
| _____ #221: Bible II  | _____ #222: Theological Heritage II   |
| _____ #321: Bible III | _____ #322: Theological Heritage III  |
| _____ #421: Bible IV  | _____ #422: Theological Heritage IV   |

Registration Fee is **\$30 per course** if paid by **August 10, 2019**. After this date the fee increases to **\$45 per course**.

ALL CHECKS MUST BE MADE PAYABLE TO: **WV CONFERENCE TREASURER**

HOUSING INFORMATION: \_\_\_\_\_ I WILL NEED HOUSING \_\_\_\_\_ I WILL NOT NEED HOUSING  
*(Students who choose to opt out of housing will be responsible for arranging their own accommodations)*

**\*\* The following signatures MUST BE obtained in order to register.**

**This form and any payment received without ALL THREE SIGNATURES will not be processed but returned to you.**

<b>STUDENT RELEASE:</b> I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and my District Board.	_____ Student Signature
<b>SUPERINTENDENT CERTIFICATION:</b> This student is a certified candidate for ministry and has completed Licensing School.	_____ Superintendent Signature
<b>FINANCIAL ASSISTANCE:</b> This Candidate is approved for financial assistance from the Annual Conference.	_____ Local Pastor Registrar Signature

**STUDENT FEES** - less Annual Conference financial assistance - *to be paid on first weekend of term*. The fee schedule is as follows:

Tuition (per course)	\$ 225.00
Meals (per term)	\$ 80.00
Lodging (per term - optional)	\$ 70.00

ATTN: **LOCAL PASTOR REGISTRAR** – include mailing address, phone & email in this box.

RETURN THIS REGISTRATION FORM WITH FEES TO:

**WV Conference of the UMC**  
**Attn: Cheryl Sutton**  
**PO Box 2469**  
**Charleston, WV 25329**

CONTACT LISA TAPPE (REGISTRAR) WITH ANY QUESTIONS BY EMAILING LISA AT:

[jellybean101162@aol.com](mailto:jellybean101162@aol.com)