COURSE OF STUDY EXTENSION SCHOOL

SPRING HEIGHTS EDUCATION CENTER

NEW COURSE REGISTRATION FORM – SUMMER TERM 2019

Please closely follow the attached directions. Changes have been made to processing procedures.
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 SUMMER TERM 2018
August 16-18 & October 18-20
You may choose **only ONE FROM EACH COLUMN**

_____ #423: Mission	_____ #424: Ethics
_____ #523: Evangelism	_____ #521: Bible V

*Registration Fee is **$30 per course** if paid by **July 15, 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 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.

STUDENT RELEASE: I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and my District Board.	_____ Student Signature
SUPERINTENDENT CERTIFICATION: This student is a certified candidate for ministry and has completed Licensing School.	_____ Superintendent Signature
FINANCIAL ASSISTANCE: 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*. Beginning with this Spring Term 2017, the new 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 HER AT:
jellybean101162@aol.com