



COURSE OF STUDY EXTENSION SCHOOL @ THE SPRING HEIGHTS CAMP & RETREAT CENTER

COURSE REGISTRATION FORM – FALL TERM 2021

Course Prerequisites – All students must complete COS 121 and COS 122 before registering for any other course.

STUDENT NAME: _____ PID #: _____

MAILING ADDRESS: _____ CONFERENCE: _____

DAY TIME PHONE: _____

STATUS: Part-time Full-time

EMAIL ADDRESS: _____

If FT, have you received approval to attend the WV Extension School? Y ___ N ___

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 Information Form** (located at <https://coswv.org/registration/>) 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 2021 – SEPTEMBER 17-19 and NOVEMBER 19-21, 2021

***(some assignments may extend somewhat beyond these dates – see syllabus for more details)**

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

_____ #124: Transformative Leadership _____ #222: Theological Heritage II
_____ #322: Theological Heritage III _____ #421: Bible IV

Registration Fee (non-refundable & non-transferable) is \$30 per course if paid August 27, 2021.

After this date the fee increases to \$45 per course. ALL CHECKS MUST BE MADE PAYABLE TO: WV CONFERENCE TREASURER

***NOTE: Late withdraw fee: \$30 if WD in last two weeks before start of class.**

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						
<p>STUDENT FEES - less Annual Conference financial assistance - to be paid on first weekend of term. Beginning with this Fall Term 2021, the new fee schedule for residential courses is as follows:</p> <table border="1" data-bbox="354 1633 727 1730"> <tr> <td>Tuition (per course)</td> <td>\$ 225.00</td> </tr> <tr> <td>Meals (per term)</td> <td>\$ 85.00</td> </tr> <tr> <td>Lodging (per term - optional)</td> <td>\$ 80.00</td> </tr> </table>	Tuition (per course)	\$ 225.00	Meals (per term)	\$ 85.00	Lodging (per term - optional)	\$ 80.00	<div style="border: 1px solid black; padding: 5px;"> ATTN: LOCAL PASTOR REGISTRAR – include mailing address, phone & email in this box. </div>
Tuition (per course)	\$ 225.00						
Meals (per term)	\$ 85.00						
Lodging (per term - optional)	\$ 80.00						

RETURN THIS REGISTRATION FORM WITH FEES TO:

WV Conference of the UMC
Attn: Paula Koontz
PO Box 2469
Charleston, WV 25329

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

jellybean101162@aol.com

(see next page for important registration approval instructions)

I do encourage you to begin processing your registration. **I will accept an email approval** from your District Superintendent and Local Pastor Registrar in lieu of a physical signature. If you choose this option for obtaining signatures, **CAREFULLY FOLLOW THESE INSTRUCTIONS.**

STEP ONE: You must **first obtain approval from your District Superintendent (DS).**

IN EMAIL TO DS, COPY AND PASTE THE FOLLOWING (Be sure to fill in Registrar's name and the course(s) number(s)).

Dear (DS Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the **Fall Term 2021 at Spring Heights** held on **September 17-19 and November 19-21, 2021.**
- The course(s) for which I am registering is(are) _____.
- By approving this request via this email, you are acknowledging that I am a certified candidate for ministry and have completed Licensing School.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE FALL TERM 2021."

STEP TWO: Once you receive DS's approval, you must obtain approval from your Local Pastor Registrar. **IMPORTANT NOTE:** please include copy of your DS's approval in your email to your Local Pastor Registrar.

IN EMAIL TO LOCAL PASTOR REGISTRAR, COPY AND PASTE THE FOLLOWING (Be sure to fill in Registrar's name and the course(s) number(s)).

Dear (Registrar Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the **Fall Term 2021 at Spring Heights** held on **September 17-19 and November 29, 2021.**
- The course(s) for which I am registering is(are) _____.
- Attached to this email, please find my DS's approval.
- By approving this request via this email, you are acknowledging that I am approved for financial assistance from the Annual Conference.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE FALL TERM 2021."

FINAL STEP: Once you receive these email authorizations,

1. Please print emails from DS and Registrar and attach to your completed registration form.
2. Make sure you sign the form.
3. On the lines for the Superintendents and Local Pastor Registrar's signature, *write in the words* **"See Attached Email."**
4. Mail registration **and** payment to:
 - **WV Conference of the UMC**
 - **PO Box 2469 - Charleston, WV, 25329.**
 - **Attn: Paula Koontz**

If you have any questions, please let me know.

Rev. Greg Markins
Director, WV Extension