

Extended Education Walnut Creek Campus Enrollment Form

To register, complete this form and submit it by Fax to: (714) 997-6641

or Mail it to: Chapman University Extended Education, One University Drive, Orange, CA 92866

Name _____

Company (if applicable) _____

Address _____

City, State _____, _____ Zip _____

Social Security # _____ / _____ / _____ Daytime Telephone (_____) _____

E-mail _____

Course Title _____ Registration Number _____

Course Title _____ Registration Number _____

Special Instructions/Notes: _____ Total Tuition \$ _____

Method of Payment:

Company Purchase Order Check/Money Order (*Made payable to Chapman University*)

MasterCard Visa Discover

Credit Card # _____ Expiration date _____

Signature _____

Confirmation, Grades and Transcripts: You will receive an enrollment receipt approximately one week after your registration is processed. Upon completion of your course, you will automatically receive a grade report. After you have received this form, you may request an Official Transcript, if one is needed, by using the link on the web at www.chapman.edu/enhance.

Refund Policy: For courses with three or more meetings, students must request a refund before the second class meeting. All refund requests must be made in writing and be received before the due date. Course materials that have been opened are not re-sellable and not returnable. A \$20 processing charge may be withheld from all tuition refunds. Students may also request a deferred enrollment for the full amount of the courses to enroll at another time without a processing charge.

