

**IMPORTANT POLICIES**

\_\_\_\_\_ Approval

\_\_\_\_\_ Date

You have 12 months from the date of your registration to complete the course work, including the examinations. If you cannot complete the course work within 12 months, you must call or write Student Services to request a 3-month extension. To prevent interruption in lesson processing, this should be done at least one month before the expiration date. Please include the \$25 extension fee for each course. If necessary, you may apply for a second 3-month extension by writing another request and enclosing an additional \$50 extension fee. The maximum time allowed to complete a course cannot exceed 18 months from the initial registration date. If you have not completed all course work in the allotted 12 months and have not obtained a time extension, you will be dropped from the course and your registration will become inactive. To extend active status, call or write for an extension as described under "Time Requirements," in the Policies and Procedures section of the catalog.

We will partially refund your course tuition only if you request withdrawal from a course in writing and your request is submitted within 60 days of your registration. If you withdraw within 30 days of your registration date, 90 percent of your course tuition will be refunded, minus \$10 per assignment submitted. After 30 days but less than 60 days of your registration date, 50 percent of your course tuition will be refunded, minus \$10 per assignment submitted. In either case, refunds will not be issued for the administrative fee or any other nonrefundable charges. There will be no refunds after 60 days. If you do not notify the Student Services office, in writing, of your intention to withdraw within the 60-day time limit, you will remain responsible for all fees whether or not you complete the course.

**Notice: All prices are subject to change without notice.**

**Cost Calculation Workspace**

\$ \_\_\_\_\_ **COURSE TUITION (DOES NOT INCLUDE TEXTS AND MATERIALS):** The course tuition is listed with the course description in the Independent Learning Catalog. If your course tuition is to be waived by your home UW campus, include a tuition waiver authorization.

\$ \_\_\_\_\_ **ADMINISTRATIVE FEE:** Independent Learning charges a nonrefundable processing and handling fee per course. The fee is listed with the course description in the catalog. All enrollees must pay the administrative fee, including those with tuition waivers.

\$ \_\_\_\_\_ **TOTAL:** Registration forms will not be processed without payment or a purchase order. Make checks payable to University of Wisconsin.  
(If your company or agency will be paying your fees, please provide a purchase order when submitting your registration form.)

**For information on purchasing course packets, texts, and other materials, contact the Student Services office or visit the Independent Learning Web site at <http://learn.wisconsin.edu/il>.**

**Payment with credit card**

Please provide the information requested and sign below. If you are using an account held by someone else, that person must sign and provide his or her address.

Amer. Express  MasterCard  Visa Account number \_\_\_\_\_ Expiration date: \_\_\_\_\_

Account holder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account holder's name (please print): \_\_\_\_\_

Address (if account holder is not the student): \_\_\_\_\_

Phone (if account holder is not the student): \_\_\_\_\_

**This form must be signed before you can be registered.**

By signing this registration form, I acknowledge reading and understanding the policies and procedures outlined above and in the current *Independent Learning Catalog*, and agree to abide by them during my registration period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unless paying by credit card, include check or money order payable to University of Wisconsin and mail to:  
UW Learning Innovations, 505 S. Rosa Road, Suite 200, Madison, WI 53719-1257.**

**Independent Learning Student Services**

July 1, 2006–June 30, 2007

505 S. Rosa Rd., Suite 200, Madison, WI 53719-1257  
 Toll free: 877-UW-LEARN (877-895-3276), Local: 608-262-2011  
 Fax: 608-262-4096, E-mail: info@learn.uwsa.edu  
 Deaf/HoH via 711 relay  
 http://learn.wisconsin.edu

***If you need reasonable accommodation for a disability, please contact the Student Services office at 877-UW-LEARN and ask to speak to the Disability Services Coordinator.***

**Personal Information** Please print clearly.

Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
 Social security number (optional) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Permanent home address (if different from above) Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home phone (\_\_\_\_) \_\_\_\_\_ Birth date (optional) \_\_\_\_\_ Ethnicity (optional):  
 Work phone (\_\_\_\_) \_\_\_\_\_ Gender (optional)  Male  Female  African American  
 E-mail address \_\_\_\_\_  Asian or Pacific Islander  
 Last year of school completed (circle one)  Hispanic or Latino  
 Grade school High school College Graduate work Technical  Native American  
 8 9 10 11 12 1 2 3 4 grad Y N Y N  White  
 Other

**Course Information** Please complete a separate Registration Form for each course. Be sure to fill out both sides.

Course number \_\_\_\_\_ Course name: \_\_\_\_\_ Credits/CEUs: \_\_\_\_\_  
 You must have completed the prerequisites listed in the course description.  
 Name of prerequisite course completed Grade High school semesters College semesters Other  
 \_\_\_\_\_  
 \_\_\_\_\_

**High School Students**

**For Wisconsin high school and home-schooled students only:**  
 I would like a transcript sent to my high school upon completion of my course(s). The first transcript will be furnished by the University of Wisconsin–Extension at no cost (subsequent requests require payment). Signature \_\_\_\_\_

As a high school student, I am giving permission for my parents or school officials to obtain information on my course progress.  
 Signature \_\_\_\_\_  
 Name of high school \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Will the credits you earn through Independent Learning be considered part of the total credits required for graduation?  Yes  No  
 If you are trying to meet a deadline, when is it? \_\_\_\_\_  
 Name of high school counselor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**For Our Records**

Why are you enrolling in an Independent Learning course? (please check all that apply)  
 U - UW Credit  X - UWEX certificate  H - High School Credit  T - Teacher Certification/Licensure  P - Professional Development  
 C - Credit at other University  E - College entrance requirements  S - Home schooling  L - Other licensure/certification  I - Personal Interest  
 How did you learn about Independent Learning? (please check one)  
 C - IL Catalog  I - IL picked up brochure  P - Peterson's Guide (UCEA)  W - Online - LI  N - Newspaper/Magazine/Journal ads  
 F - Friend or Family Member  D - DANTES/military catalog  E - Employer  L - Online - other  R - Radio/TV  
 B - IL mailed brochure  H - High School  U - College/University  T - Poster  V - Previously Registered

If you are pursuing a degree at a UW System campus, please list the campus and your most recent term of registration.  
 Campus \_\_\_\_\_ Most recent term \_\_\_\_\_