

Student Link Online Registration



Reasons for Registering on *Student Link*?

- ✓ Register for classes in real-time
- ✓ Up-to-date information about course offerings
- ✓ Ability to add classes to your schedule
- ✓ Final schedule available immediately

Note: It is strongly recommended that **ALL STUDENTS** discuss and plan their schedule choices with their advisor prior to registration. It is also recommended that you check for account holds at least 24 hours prior to the start of your time ticket and clear holds to facilitate registration.

1. Complete and return the Payment Designation form found in this bulletin. This is required for all students each semester!
2. Access **Student Link** at <https://banner.argosy.edu>
 - Click **Enter Secure Area**
3. Logon to Student Link using your User ID Number and your PIN and click Login. Your ID is your SSN or 9-digit Student ID.
4. **First time accessing Student Link?** Your PIN will be your 6-digit birth date (MMDDYY) or the last 6 digits of your Student ID. This number will immediately expire and you will be prompted to enter a new 6-digit PIN. If you forgot your PIN, contact Student Services for assistance.
5. Select the **Student Services & Financial Aid** menu.
6. To review your academic information and eligibility to register, select **Registration** and click on **Check Your Registration Status**. Make sure you are eligible to register by verifying your time ticket status. Once you are ready to register return to the **Registration** menu.
7. Select **Add/Drop Classes**
 - Enter the four digit **Course Reference Number (CRN)** from the schedule in this bulletin in the **ADD COURSE** table. Once you have listed all of your CRNs click on Submit Changes.
 - You may also add courses by selecting the **Lookup Classes to Add** option. This option provides a list of courses offered for the semester. Closed courses are listed as "C" in the first column. Check back daily for updated course availability. **BE SURE TO CHOOSE THE CORRECT CAMPUS LOCATION.**
 - Once courses are selected, click **Continue** to finalize registration. To view and print your schedule immediately after finalizing your registration return to the Registration menu and select either Student Schedule by Day & Time or Student Detail Schedule.

User ID:

PIN:

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

Student Services & Financial Aid

Display your class schedule; View your holds; Display your grades & transcripts; Display your student account; Review Financial Aid requirements & awards.

Personal Information

View your address(es), phone number(s), e-mail address(es), Change your PIN.

 Return to Homepage

Student Services & Financial Aid

Registration

Check your registration status; Display your class schedule.

Student Records

View your holds; Display your grades and transcripts; Review charges and payments; Make credit card payments.

Financial Aid

Review the status of your financial aid applications; Check status of document requirements; Review loans.

Registration

Select Term

Add/Drop Classes

Look-up Classes to Add

Change Class Options

Student Schedule by Day & Time

Student Detail Schedule

Registration Fee Assessment

Check Your Registration Status

That's it... you're done! You may view your current account balance and pay by credit card by accessing the **Student Services & Financial Aid** menu.

Chicago

(312) 777-7600 Main Number
(800) 626-4123 Toll Free Number

Dial (312) 777 + extension

Academic Resource Center

Kolleen Getridge, Director 7645

Admissions

Jamal Scott, Director 7605
Briana Donley, Assistant Director 7613
Cally Christiansen, Assistant Director 7608
Ivy Chuang, Assistant Director 7612
Katie Curran, Assistant Director 7606
Angelo Brown, Assistant Director 7614
Sara Wright, Assistant Director 7609
Lisa Dill, Assistant Director 7615

Carla Lowe, Coordinator 7611
Lisa Barnett, Enrollment Processor 7610
Regina Tremayne, Assistant Coordinator 7607

Career Services

MariCruz Ramos, Director 7662

Student Finance

Lyuda Berkoff, Director 7620
Marquita Rush, Student Finance Asst. 7621
Zachary Smith, Student Finance Asst. 7640

Student Services/Registrar

Tyler Shippen, Registrar 7635
Jennifer FitzGibbon, Coordinator 7638
Amy Herrick, Dir of Student Services 7637
Nicole Blotnick, New Student Coordinator 7639

Registration Procedures

Students intending to enroll for a given term must register during the registration period. Because most courses are limited in size, registration priorities have been established to determine the order of processing in registration. Care will be taken to ensure the priority system is fair to all students and allows registration to proceed efficiently in order of priority.

Students already registered may add a class during the registration period by completing and submitting a signed, dated Add/Drop Request Form to the Student Services Department or by completing an add/drop online via Student Link (Argosy University's web based student information system) during the registration or add/drop period. Students will not be able to add a given class to their schedule if the course is closed. **The University does not accept schedule changes by telephone.** Full payment of the standard course tuition and fees must accompany any request to add a course.

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration period. Many courses are closed by the end of this period. However, if students elect to add a course after the official registration period, they may do so by completing the Add/Drop Request Form. If the course has already met once, students must obtain the written approval of the instructor. Students will not be permitted to add a course after two class meetings.

Students who wish to drop a class may do so on Student Link online at www.argosyu.edu during the registration and add/drop period or by submitting a signed and dated Add/Drop Request Form to the Student Services Department, or at the Records and Registration page at auchicago.net (see section on Add/Drop a course for details). There is no fee charged for any student submitting a request to drop a course before the first day of the term. All drop requests received on or after the first day of the term will be charged a drop fee. This does not include students dropping courses to take a leave of absence or to withdraw from the University.

Students, who wish to drop a course after the term has begun, must obtain the signature or consent of the instructor. Current students registering on or after **OCTOBER 22, 2007** will incur a late registration fee of \$50.

Course Availability/Cancellation

While the University makes every effort to provide sufficient course sections for students, the University reserves the right to cancel any course in which there is insufficient enrollment. Students enrolled in cancelled courses will be notified of the cancellation as soon as it becomes official, will be granted a full refund, and will be allowed to add an alternate course.

Automatic Registration

Automatic registration is utilized for students on full/half-time internship and Clinical Research Project/Dissertation. It may not be used for any course that takes place on campus.

Audit

Students may audit a course. To audit a course, students must submit a request to the Student Services Department at the time of registration, obtain the permission of the instructor, and pay the regular tuition. Courses taught in the online format may not be audited. Audit registration is not available on Student Link at this time. Student Services must manually process all requests.

Continuous Enrollment Requirement

Matriculated students must be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic term satisfies this requirement (e.g., enrollment in a single 7 ½ week session). Refer to your campus handbook for specific program requirements.

Students who must take time off due to medical or other significant reason may apply for a temporary withdrawal. Students are discouraged from taking a leave as it delays their progress towards graduation. Students who do not register for the current semester or who do not return from a leave of absence will be considered withdrawn from the program.

Withdrawal from the University

The University considers a student as withdrawn as one who falls into one of the following categories:

- Students who do not register for the current term
- Students who do not return from an approved leave of absence
- Students who fail to follow the proper procedures for requesting a leave or who do not receive approval for their leave

A student wishing to withdraw from the University should submit a letter to the Student Services Department requesting withdrawal. Any student in good standing who wishes to discontinue study will receive an honorable withdrawal. The student must resolve any financial obligations to the University before receiving an official transcript from the Student Services Department.

Refund Policy for Withdrawals

Students dropping a class must provide official notification to the Student Services Office utilizing the official Add/Drop form or Student Link. Students withdrawing from the University must provide official notification by submitting a letter to the Student Services Office indicating their intention to leave the University. However, notification may be made in writing, by telephone, orally, or electronically.

For **official withdrawals**, a student's withdrawal date is:

- The date the student began the withdrawal process, or
- The date the student officially notified the institution, in writing or orally, of his intent to withdraw
- Any earlier or later date which the institution documents as the last date of academically-related activity by the student.

For **unofficial withdrawals**, a student's withdrawal date is:

- The mid-point of the payment or period of enrollment, or
- Any earlier or later date which the institution documents as the last date of academically-related activity by the student.

If the student begins the withdrawal process and otherwise officially notifies the institution of his or her intent to withdraw, the withdrawal date is the earlier of the two unless the institution documents a later last date of attendance.

An "academically-related activity" includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, and academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution.

A student who takes a Title IV-approved leave of absence is not considered to have withdrawn unless the student does not return from the leave. In that case, the student's withdrawal date is the date the institution determines the student began the leave of absence.

Refund samples are available from the Student Finance Department.

Institutional Refund Policy for Students Withdrawing from the University

*HEAL loan recipients: Contact Student Finance about additional considerations.

If Student Withdraws:	Refund %
On or before the first day of classes	100%
After the first day of classes and before the end of the first 10% of the term or enrollment period	90%
Between the end of the first 10% and 25% of the term or enrollment period	50%
Between the end of the first 25% and 50% of the enrollment period	25%
After the first 50% of the term or instructional time	0%

For students withdrawing from the institution, fees will be refunded according to the refund percentage.

If a student has registered and the tuition deposit has been applied to the tuition, the institution does not retain the deposit.

Institutional Refund Policy for Students Dropping Classes While Enrolled

*HEAL loan recipients: Contact Student Finance about additional considerations

Students dropping a class must provide official notification to the Student Services Department by completing the ADD/DROP Form online or via paper (in residence and distance courses) or via email (online courses). **PLEASE NOTE: For weekend courses, the official start date may precede the on campus component.** Tuition credits will be applied to the student's account according to the refund schedule listed on the opposite page:

For 15 week courses, if a student drops:	Refund percentage
By noon of the second Friday after the session start date	100%
After noon of the second Friday of session start date	0%

For 7 1/2 week courses, if a student drops:	Refund percentage
Within the first 7 days of the session start	100%
After the 7 th day of the session start date	0%

In order to receive a refund of 100%, dropped courses must be communicated to Student Services by the following dates. Please note the noon deadline for 15 week courses.

Spring 2008 Deadlines for Refund

January 18, 2008 for 15 week
January 14, 2008 for Session I 7½ week courses
March 6, 2008 for Session II 7½ week courses

Grades

Students who drop a course and receive a 100% refund will not receive a grade for the course. The course will not appear on the student's transcript. Students who drop the course and are charged 100% for the course will receive a grade of "W", and the course will appear on the transcript.

Registration for Clinical Research Project

Continuous registration for Clinical Research Project (CRP) is required until the student provides Student Services with a signed CRP Approval form indicating draft approval for editing (all signatures obtained up to and including line three on the CRP Approval Form required). Student Services will automatically register students for CRP until draft approval is received. Students must provide Student Services with draft approval verification prior to the start of the following term to

prevent further automatic registration. Only after Student Services is in receipt of this document will the student be transferred to the status of "Degree Pending".

Student-at-Large Registration

Registrations for graduate and undergraduate level courses must include a current transcript from the student's most recent academic institution. A transcript listing a completed bachelor's degree is required for graduate course registration. Full payment must accompany the registration form. Students-at-Large may register for on-campus courses beginning **October 6, 2007**.

Clinical Psychology Course Elective Designations

In order to assist students in identifying courses which fall into various course elective categories, designations may be listed under each course offering in the schedule bulletin. These elective designations apply to students entering Fall 1997 or later. Clinical Psychology students are encouraged to direct questions specific to elective designations to the head or assistant head of the clinical psychology department.

Teaching Assistantships

Please contact Student Finance at the Chicago Campus at (312) 777-7621 for more information about teaching assistantship availability, compensation, and requirements.

Voter Registration

ChicagoElections.com

Federal Law requires Argosy University to provide its students with information regarding voter registration. For your convenience, voter registration applications are located in the Student Services Department and near the student mailboxes. For more information about voter registration call the Chicago Board of Election Commissioners at (312) 269-7851.

Online Courses

Online courses are available through Argosy Online. These are reflected on students' Argosy University transcript just as an on-campus course. Students may register for online courses through Student Link during the registration period.

Online courses are 7.5 or 15 weeks in length. Online courses do not meet at a specific time, but are instructor-led and not self-paced. Students must participate weekly in online courses.

No more than 50% of coursework within any degree program may be completed online.

ONLINE COURSE INFORMATION



	Courses with section number BLA, OL1, OL2, etc.	Courses with section number OH1, OH2, etc.
Website	www.myeclassonline.com	http://www.thecampuscommon.com/auo/campus
Log-in	Username and password will be emailed to you at least one week before the session start date.	Username and password will be emailed to you at least one week before the session start date.
Orientation	Highly recommended that you complete before starting courses.	Highly recommended that you complete before starting courses.
Participation	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.
Textbooks	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/auonline.htm
Technical Support	Call 1-866-481-5562	Call 1-888-720-6654
Student Support	Email argosyhelpdesk@ecollege.com or call 312-279-3956	Email studentsupport@argosyu.edu or call 1-866-4ARGOSY (427-4679)

Americans with Disabilities Act

Argosy University recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that academic adjustments and /or auxiliary aids and services be provided to qualified disabled students in all programs and activities. The Director of Student Services manages determination of academic adjustments and/or auxiliary aids and services and compliance with the ADA and Rehabilitation Act for students. No student shall be retaliated against for seeking academic adjustments and /or auxiliary aids and services under this policy or for participating in any review procedures concerning Argosy University for its alleged noncompliance with the Americans with Disabilities Act of 1990.

Chicago students should contact Amy Herrick, Director of Student Services, via email at aherricki@argosy.edu or by phone at (312) 777-7637. Student Services will require documentation of such needs from a healthcare provider and may require additional documentation to substantiate the need for services. Our goal is to assist students with academic adjustments and/or auxiliary aids and services in a timely fashion. When the specific need of a student is clearly identified we attempt to provide academic adjustments and /or auxiliary aids and services beginning with the first class meeting. If specific needs are not identified until after a course starts, we attempt to provide academic adjustments and/or auxiliary aids and services in a timely manner. Students are encouraged to notify the Director of Student Services of special needs and to register for classes 4-6 weeks prior to the beginning of the semester to assure academic adjustments and/or auxiliary aids and services are available when needed.

Student Link Account Payments

Access Student Link through www.auchicago.net or argosy.edu

- Click on **Student Link** on the main page
- Click on **Enter Secure Area**
- Log-on to Student Link using our User ID number and your PIN and click Login.
- Select the **Student Services and Financial Aid** menu

1. For information about your account balance, select **Student Records**, click on **Account Summary**

Student Records

View Holds
Final Grades
Grade Detail
Academic Transcript
Account Summary by Term
Account Summary

2. Once you've reviewed your account and you wish to make a Credit Card Payment, Click on **Credit Card Payment** at the bottom of the screen

[Credit Card Payment]

3. Select a **Term**

Select Term

Select a Term: Chicago Spring 2003 (View Schedule Only)

Submit

4. Enter the credit card information. (Follow the information on the screen). Once you're ready select **Submit Payment** at the bottom of the screen.

Credit Card Information

Credit Card: American Express
Card Number: American Express
Expiration Date: Discover
Payment Amount: Master Card
VISA

Credit Card Billing Address

Street Address:
City:
State or Province: Tasmania
Zip or Postal Code:
Nation: Not Applicable

Submit Payment

Clear Billing Address

6. **That's it!**

Campus Crime and Security Disclosure

A Campus Crime and Security Report is published annually for the Chicago campus of Argosy University. Information on the following is included in the report:

- Campus policies on reporting criminal actions and other emergencies
- Security and access to Campus facilities
- Campus law enforcement

- Crime prevention programs
- Policy on the possession, use, and sale of alcoholic beverages and illegal drugs
- Drug and alcohol abuse programs
- Crime statistics

Copies of the report may be obtained in the Student Services Department and are distributed annually to Argosy University students and employees.

Notification of Rights Under FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.**

Students should submit to the Coordinator/Director of Student Services a written request that identifies the record(s) they wish to inspect. The Coordinator/Director of Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Coordinator/Director of Student Services, he/she will retrieve the record from the appropriate personnel or office, then allow the student to access the record.

- **The right to request the amendment of a record that they believe is inaccurate or misleading.** Students may ask the school to amend the student's education records if he/she believes they are inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the campus denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution as an administrator, supervisor, instructor, or support staff member; a person serving on the board; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the school discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

Another exception, which permits disclosure without consent, is the disclosure of directory information, which may be disclosed to the general public without prior written consent of the student.

AU designates the following information as directory information:

Category I: Names of students; Date and place of birth; Addresses; Phone numbers (includes pager); E-mail address.

Category II: Dates of attendance to AU; Program of study; Degree completion; date and degree earned; Student's current status (enrolled, graduated, leave of absence); Previous institutions attended and degrees earned elsewhere; Participation in officially recognized activities; Awards received.

Category III: Class schedule; Class rosters.

Category IV: Photographs

Students may inform the Coordinator/Director of Student Services within two weeks of the start of the term that he/she refuses to let the institution release any or all directory information, by category. **The request must be made in writing and specify the directory information which may not be released. The request is valid until the start of the next academic year, or until a subsequent written request is received.**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the American Schools of Professional Psychology to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education;
400 Maryland Avenue, SW
Washington, DC 20202-4605.

Student Finance



- If you are planning on applying for Financial Aid, be sure to complete all required steps:
 - Complete the 07-08 FAFSA at www.fafsa.ed.gov
 - Complete the Institutional Application for 2006-07 available at www.argosy.edu
 - Complete the Entrance Interview at www.mapping-your-future.org
- **All** students are required to complete a payment designation form each semester.
- Students not using financial aid are required to make a minimum 25% payment by December 15, 2007.
- Scholarships, fellowships and TA funds are not applied to accounts until after

the add/drop period has passed.

- Any questions? Call Student Finance at 312-777-7621 or 312-777-7620.

Academic Resource Center

Feeling a Little Stressed?

New Student Jitters?

Test Anxiety?

Research Paper Panic?



Learning Skills Rusty?

Writing Woes?

Demanding Courses?

The Academic Resource Center (ARC) is a friendly student-centered area that offers free resource services to currently enrolled Argosy University students. Services include:

- **Free** tutoring for writing, stats, and APA Style Research Papers
- Computers with helpful software and internet access
- Workshops for SPSS and APA Research Papers
- Many hands-on resources and learning materials
- **Areas for quiet and small group study**

Come and join a community of learners! Drop in or call (312) 777-7645 to schedule an appointment with a tutor. Kolleen Gettridge, Director of ARC, kgettridge@argosy.edu.

Career Services

The Career Services Office at Argosy University provides many career-related services to students and alumni including:

- Career Coaching
- Job Search Advising
- Resume, Curriculum Vitae and Cover Letter Advice



- Workshops and Programs on Many Career-Related Topics
- An Online Career Management Database with Job Listings
- Assistance with Interviewing and Salary Negotiation
- Contacts for Networking and Informational Interviewing

For questions please contact the Director, Maricruz Ramos, at 312.777.7662 or mramos@argosy.edu.

The following Schedule of Tuition and Fees will become effective as of the date shown above. The University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

TUITION (*per credit hour*)

<i>Bachelor's (BA & BS) Programs</i>	455.00
<i>Master's Programs</i>	560.00
<i>Doctoral Programs</i>	780.00
<i>Graduate Psychology (MACL & PsyD) Programs</i>	895.00

FEES

Training Related

<i>Internship (per semester)</i>	Equivalent of 1 Credit Hour
<i>Professional Liability Insurance (added to all practica)</i>	20.00

Program Related Fees

<i>Professionalization Group—Marriage & Family Therapy, Sport-Exercise Psychology, Counselor Education</i>	Equivalent of 1 Credit Hour
<i>Testing Kit Fee—Clinical & School Psychology (Added to First Testing Course)</i>	100.00
<i>Comprehensive Exam Workshop (charged with registration for ADJCOMP)</i>	300.00

Other Student Charges

<i>Admission Application Fee¹</i>	50.00
<i>Technology Fee (per credit)</i>	10.00
<i>Student Activity Fee²--All Graduate Programs (annual)</i>	25.00
<i>Student Activity Fee²--All Undergraduate Programs (annual)</i>	12.00
<i>Graduation/End of Program Processing Fee³</i>	150.00
<i>Add/Drop Fee⁴</i>	50.00
<i>Installment Plan Fee (per semester)</i>	35.00
<i>Late Registration Fee</i>	50.00
<i>Late Payment Fee</i>	25.00
<i>Returned Check Fee</i>	35.00
<i>ID/Security Card Replacement Fee</i>	10.00
<i>Transcript Fee</i>	No Charge
<i>Express Transcript⁵</i>	20.00

¹ Non-refundable, except in California and Arizona.

² Students enrolled in no greater than one credit each term are exempt from the Student Activity Fee.

³ Graduation/End of Program Processing Fee is assessed to all degree seeking students upon completion of their program of study and prior to the receipt of a diploma.

⁴ Students who elect to change their schedule after registration may do so by completing a Course Add/Drop Request Form. The Course Add/Drop Fee is assessed for each request form submitted to the Student Services Office once the term has started. Multiple changes may be submitted on one form.



**Argosy University
Spring 2008 REGISTRATION FORM**

STEP 1: Provide Your Personal & Program Information

First time students-at-large must attach a completed Student-at-Large Data Form

Social Security Number: _____ -- _____ -- _____

Printed Name: _____

Phone Number: (_____) _____ -- _____

Email Address: _____

ESTIMATE/ACTUAL TOTAL CREDIT HOURS COMPLETED: _____

Did your address or telephone number change?
Send all updates to the Student Services department at your home campus.

Are you an International Student? Yes No
Are you a Student-at-Large? Yes No

I certify that the information provided above is true and accurate.

Signature: _____ Date: _____

STEP 2: Design Your Schedule

You must provide at least one alternative for any course in which three or more sections are being offered. You may also provide alternatives for other course choices.

FIRST CHOICE SCHEDULE			SECOND CHOICE SCHEDULE		
CRN	COURSE	SECTION	CRN	COURSE	SECTION
9852	PSY 304	C1	9853	PSY 304	C2



Mail or fax this form **AND** Payment Designation Form to:

Argosy University/Chicago
Attn: Registration
350 North Orleans St.
Chicago, IL 60654
(312) 777-7746 (REGISTRATION FAX)
(312) 777-7635 (VOICE QUESTIONS)

TCH:

Argosy University - Payment Designation Form

NAME _____ ID# _____ TERM: Spring 2008

Designate a Payment Method:

___ I wish to pay with financial aid. My financial aid application for the 2007-2008 aid year is complete.

___ I wish to pay by credit card. I have selected one of the payment methods below and included my credit card information at the bottom of this form. (If payment by check is received before the first day of each month, a charge will not be made to your credit card for that particular month).

Payment Plan Installment Fee

A \$35 installment plan fee will be assessed to each student paying with credit card and using any option other than 100% plan. Failure to submit a payment plan will still result in a \$35 fee for students using the payment option other than 100%.

Payment Plan During the Registration Period:

Payment plans are available to cover balances due on student accounts by making pre-arranged credit card authorizations. Please note that students electing to pay by check must have checks in by the 15th of the month or they will be charged a \$25 per month late fee.

Payment Plan During the Add/Drop Period:

Once a payment plan is established, the figures agreed upon in the plan cannot be modified. Students who make an adjustment to their class schedule, which results in a higher balance due than the originally arranged plan, **will need to pay in full**, the appropriate payment amount when submitting the add/drop.

Payment Plan Options: Initial payment must be made by August 15. All subsequent credit card payments are processed on the 15th day of each month. Please mark one of the following options.

___ Pay 100% now

___ Pay 50% now and 50% next month

___ Pay 33% now and 33% the next two months (This option is not available to students starting in Session II)

___ Pay 25% now and 25% the next three months (This option is not available to students starting in Session II)

Credit Card Information:

Name on Card: _____

Card Type: ___ Visa ___ Master Card ___ Discover ___ American Express

Account Number: _____

Expiration Date: ___/___ V-Code ___ (found by the signature line on the back of the card)

Phone Number: _____

Signature: _____ Date: _____

(Your signature authorizes Argosy University to charge your credit card.)

This information may be submitted via email. Please include the following information in your message: Student Name, Social Security Number, Name of Cardholder, Zip Code, Card Type, Card Number, Expiration Date, and V-Code. Please submit this information to Lyuda Berkoff at berkoff@argosy.edu or Marquita Rush at mrush@argosy.edu

*Please return this form to the Student Finance Office before registration. (Fax: 312-777-7750)