



High School Student Registration Form & Parent Consent Form

(This document has 2-sides) →

STUDENT ID: _____		SSN: _____	DATE: _____
LAST NAME: _____		FIRST NAME: _____	MIDDLE NAME: _____
ADDRESS Street: _____ _____ City: _____ State: _____ Zip: _____		PHONE	DOB: _____
		Home: _____	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female
		Cell: _____	<u>OFFICE USE ONLY</u>
		<u>EMAIL</u>	Discount Code: _____
		Approval: _____	
Emergency Contact Information-Parents or Guardian:			
First Name: _____ Last Name: _____		Phone (Home): _____ Phone (Cell): _____	Email : _____
Name of high school currently attending: _____		Current high school level (check one):	
NOTE: Submit a current high school transcript and letter of recommendation from a teacher or guidance counselor with this registration form.		<input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
High School students ready for college work may earn credit for certain introductory Manhattanville courses. To apply and register, submit this registration form and the parent consent form (on reverse side) if student is attending classes <u>on the Manhattanville campus</u> . Seating for high school students in courses is on a space-available basis only. Attending Manhattanville College as a high school student does not constitute acceptance to the College. A high school student may request to have an official college transcript sent to another institution (fee applies). Acceptance of Manhattanville credits is subject to the receiving institution's transfer evaluation policies. * Please include a current high school transcript and letter of recommendation from a teacher or guidance counselor with this registration form *			

Term	Course & Section #	Course Title	Instructor		# of Credits

IF THE ABOVE COURSES REQUIRE PREREQUISITES OR PERMISSION TO REGISTER, OBTAIN SIGNATURE BELOW:

Department/Faculty Signature: _____	Date: _____
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PAYMENT SHOULD BE MADE DIRECTLY TO THE OFFICE OF STUDENT ACCOUNTS (914-323-5266).	
REGISTRATION FEE FOR HIGH SCHOOL STUDENTS IS WAIVED	
TUITION COST PER <u>CREDIT</u>	COURSE FEES PER COURSE (if applicable)
\$150.00	Art Lab Fee: \$115 Language Lab Fee: \$75 Music Lesson Fee: ½ Hour: \$500; 1 Hour: \$1000 Science Lab Fee: \$75

Registration Deadlines:

High school registrations must be completed by the Add/Drop deadline for a given term as listed in the Manhattanville academic calendar. See www.mville.edu/registrar for term deadlines.

Parent/Guardian: I understand that I must pay all charges for this registration. If I fail to do so, I must pay additional fees to cover collection costs, including but not limited to third party fees, attorney's fees, and interest. I also understand my child's academic record is protected by FERPA and requires his/her consent to access it. NOTE: All course drop requests <u>MUST</u> be made in writing. <u>REQUIRED SIGNATURE</u>	
_____ PARENT/GUARDIAN	_____ DATE

OFFICE USE ONLY

DATE ENTERED: _____

ENTERED BY: _____

RETURN COMPLETED FORM TO:

Manhattanville College Registrar's Office • 2900 Purchase St. • Purchase, NY 10577
Phone: 914-323-5337 • Fax: 914-323-5211 • Email: registrar@mville.edu

Consent Statement:

I am aware that _____ is attending class at Manhattanville College
(print name of student)
located at 2900 Purchase Street, Purchase, New York, my child is registering for one or more courses for the term indicated on the registration form and she/he may return to attend more classes in future semesters. I will make myself aware of the days and hours the course(s) are meeting and I understand the following:

- My child may travel to the College by various forms of public and private transportation. There may be risks involved in this.
- My child's departure from his/her home or school to the College may be made without adult supervision.
- My child will be expected to follow instructions and directions from College academic, administrative and campus safety personnel at all times.
- Course instruction may involve mature subject matter and the presence of mature visual content delivered in all media formats.
- My child will be subject to the customary rules and policies set forth by the College in its annual catalogs, hand books, email communications and web site postings.
- Upon receiving a welcome email from the College (first time registrants), my child will establish access to their assigned Mville Office 365 email account and the WebAdvisor self-service portal.

I assume the above risks and responsibilities on behalf of my child and myself.

Registration Notice:

If for any reason my child decides not to attend classes or discontinue attendance, it is his/her responsibility to inform the College's Registrar's Office to either drop their registration by the term's Add/Drop deadline (courses and grades will not appear on transcript) or withdraw from courses through the usual withdrawal procedure (courses and W grades will appear on transcript). Failure to do so will result in a permanent failing grade on his/her official transcript. Partial or full tuition and fee liabilities will apply per the schedules set forth by the Student Accounts Office.

I understand and accept all of the conditions outlined above.

Signature of parent/guardian

Date

Printed name of parent/guardian