



## REGISTRATION INFORMATION AND POLICIES

*\*A student must be at least 9<sup>th</sup> grade or age equivalent in order to be registered in academic credit with WCU.*

1. Register for a course directly with AMIGOS.
2. Complete WCU credit registration packet and submit to [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu) at least 45 days prior to course start date.
  - a. WCU Extended Studies will verify the student's enrollment with AMIGOS for the course they have indicated on this form and registering for academic credit on.
  - b. Credit registration with WCU is \$170.00/credit, in addition to the program course fee.
3. Once enrollment is verified, the student will receive a "Registration Confirmation" email containing an invoice for balance due and payment information.
4. When the student receives their invoice from WCU, initiate payment to WCU.
  - a. Please indicate on the credit registration form to WCU (Page 3) what payment method the student will be using and if the student would like, or not like, to be billed for the AMIGOS course fee.
5. The WCU registration process is complete once the students funding has been received in full and processed.
  - a. If applicable, any funds being processed for the students AMIGOS course fee will be sent to AMIGOS the following week of being received at WCU.
  - b. The student will receive a "Paid in Full" email and updated invoice showing funds received by WCU and when funds were sent to the program for the student. AMIGOS admissions staff will be cc'd for reference

**Grading:** Students are graded on a letter grade, A, B, C, D, F scale, determined by AMIGOS instructor(s).

1. AMIGOS will submit the students' grade to WCU Extended Studies Office (ES) within 6 weeks of the course end date.
2. The ES office will notify the student via their email address listed on this credit registration form of their WCU grade for the academic credits registered for on the AMIGOS course as being posted on their WCU transcript.

**Cancellations and Transfers:** The student must notify WCU Extended Studies (ES) in writing 10 days prior to the course start date of any credit registration cancellation, credit registration changes, AMIGOS course cancellation, or AMIGOS course transfer in order for a refund to be assessed by WCU for the academic credit cost.

1. If a student notifies ES of a course cancellation, credit change, or transfer 10 days or less of the course start date no refunds will be issued for WCU academic credit cost and the student is subject to a \$50 fee.
2. AMIGOS cancelation and transfer policies apply to the student, separate from WCU credit registration policies for courses.
3. If transferring to a course, in the same semester, the student must fill out Page 1 of the credit registration packet and submit it to ES for their new course. If transferring to a course in a different semester the student must complete a new Credit Registration form and submit to ES. The student may be subject to a \$50 transfer fee.
4. Emergency situations are determined on a case by case basis. The student must notify ES, in writing, within 14 days of the emergency incident.

**Terminations:** If a student is terminated or voluntarily departs from a course, there will be no refund issued by WCU and the student will receive a Technical Fail (TF) on their WCU transcript for their grade for academic credit(s).

**Transcript:** Once a grade is available for the academic credit, the WCU ES office will notify the student by their email listed on this credit registration form. Transcripts may be ordered at [www.getmytranscript.com](http://www.getmytranscript.com).

**Credit Transfer:** Students wishing to transfer WCU credit to another institution should contact the Registrar's Office of that institution; transfer of credit into other institutions is not the decision of WCU's Registrar.

**Selective Service Information:** Males who are 18 years of age or older, born after 1960, MUST be registered with the Selective Service to comply with Colorado law and to register for credit classes. Individuals not in compliance are subject to penalty of law and withholding of transcripts.

## PAYMENT INFORMATION AND POLICIES

1. Once a student has received the WCU invoice, please submit payment to WCU as soon as possible to ensure timely processing.
  - a. The WCU invoice will contain the student WCU student-ID number, instructions for payment and total balance due for course.
2. Payment is due in full 45 days before the start of the Amigos course.
  - a. If payment is not received in full before the start of the course, the student will be automatically dropped from their academic credits at WCU, assessed a cancellation fee (unless otherwise noted) and unable to have educational funds processed by WCU for the course.
3. Academic credit registration with WCU is **required** for WCU to process any funds for the student on the course.
4. Payments received, up to the amount billed by WCU, will be recorded on 1098-T forms by WCU, distributed to the student by January 31, of the following year.
5. There is no financial aid available through WCU for this program and credits, as the student is being registered as a non-degree seeking student with WCU. AMIGOS may choose to pay WCU directly for tuition costs if student is eligible for additional AMIGOS financial assistance.

**PAYMENT METHOD\*** (Select all that apply and corresponding amounts of payment in each area - if more than one):

Credit Card \_\_\_\_\_ Check or M/O \_\_\_\_\_ AmeriCorps Voucher \_\_\_\_\_ AmeriCorps Expiration Date\*: \_\_\_\_\_

529 Plan \_\_\_\_\_

I would like to register, be billed and pay for the academic credit cost at WCU only for this course. I am paying for my AMIGOS course fee directly with AMIGOS. \_\_\_\_\_

*Please note, if you select this option, the WCU academic credit cost will be the only charge billed on the students account and able to have funds processed for at WCU.*

**I have read, understood and agree to the above Registration and Payment Information and Policies and academic credit registration I have selected for this course.**

**Student First and Last Name (Printed)\*:** \_\_\_\_\_

**Student Signature\*:** \_\_\_\_\_ **Date\*:** \_\_\_\_\_

*\*If student is under 18 years of age, parent/legal guardian signature of agreement and acceptance of billing for student is required below.*

**I have read, understood and agree to the above Registration and Payment Information and Policies, credit registration and billing for the student listed on this credit registration form.**

**Parent/Legal Guardian First and Last Name (Printed):** \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RELEASE OF LIABILITY\***

**I (WE) UNDERSTAND AND AGREE** that participation in this AMIGOS course (the “Activity”) with Continuing Education and Western Colorado University is dangerous and involves risk and that I am (we are) cognizant of the risks and dangers inherent with such a course. Injuries could include, but are not limited to, sprains, contusions, fractures, paralysis and even death. I (We) also understand that I am (we are) not required to participate in this Activity, but that such participation is optional.

**AS LAWFUL CONSIDERATION** for being permitted by Continuing Education and Western Colorado University of Colorado to participate in the referenced Activity, I (we) do hereby **RELEASE FROM ANY LEGAL LIABILITY, AGREE NOT TO SUE, CLAIM AGAINST, ATTACH THE PROPERTY OF OR PROSECUTE, AND FURTHER AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS** Continuing Education and Western Colorado University, and all of their officers, directors, members, organizations, agents and employees of any injury or death caused by or resulting from my participation in the Activity described above, **WHETHER OR NOT SUCH INJURY OR DEATH WAS CAUSED BY THEIR NEGLIGENCE OR FROM ANY OTHER CAUSE.**

**THIS IS A RELEASE OF LIABILITY. IF UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF PARENT OR LEGAL GUARDIAN IS ALSO REQUIRED.**

This Agreement, made in the State of Colorado, County of Gunnison, shall in all respects be governed in accordance with the laws of the State of Colorado. Any action brought by either party to enforce any of the terms or conditions of this Agreement shall be brought only in such county. Each party consents to the jurisdiction and venue of the appropriate Court in such county.

**IN WITNESS WHEREOF**, I (we) have hereunto set our hand on the dates indicated the last such date governing the effective date of said Agreement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*If student is under 18 years of age, parent/legal guardian signature is required.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION

Under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Western Colorado University is permitted to disclose any *directory information* to anyone who requests it. Currently, directory information includes the following: student's name, Western enrollment status (e.g., full/part-time, undergraduate/graduate, grade level), dates of attendance at Western, degrees/honors/awards received at Western, local/campus address, home or off-campus address, local/cell phone number, Western email address and student's email address provided on their admission application, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, and most previous educational agency or institution attended by the student. Western Colorado University is not permitted to disclose any *non-directory* information to anyone without a legitimate educational interest or without written permission from you, the student.

By signing below, I waive my rights under FERPA and authorize that the faculty, administrators, and staff of Western Colorado University have my permission to access non-directory information including my academic records and discuss my academic progress with my parents/guardians and/or other designated person listed below. This includes all academically-related content issues, including, but not limited to: class attendance, class participation, and academic records (i.e., grades, transcripts, and schedule).

I consent to the disclosure of any personally identifiable information from my educational records to my parent(s)/guardian(s), for reasons determined by Western Colorado University as appropriate, listed below.

*This waiver form is valid for the period of my admission to Western Colorado University through my graduation from the University unless otherwise revoked. This form must be signed and returned to the Extended Studies Office.*

**Student First and Last Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_



**Pages 1 – 4 are required in order for your credit registration to be processed by Extended Studies Outdoor Programs.** *\*If any of pages 1 – 4 are not completed, your credit registration will not be processed and you will receive an “Incomplete” email notifying you of what needs to be completed in order for your registration to be processed.*

Page 5 is not required. Parent or legal guardian permission to access student account information for college students is not allowed by FERPA regulations without express student permission. **To grant this permission, Page 5 of this packet must be completed, signed and returned from the student.** If permission is not received, our office may communicate only with the student concerning enrollment, assignments, grades and payment information, including fund processing.

### **WCU Extended Studies Outdoor Program Contact Information**

Phone: 970.943.2885

Fax: 970.943.7068

Email: [outdoorprograms@western.edu](mailto:outdoorprograms@western.edu)

Mailing Address:

Western Colorado University

Taylor Hall 303

1 Western Way

Gunnison, CO 81231

***Thank you for registering through Western Colorado University!***