
Visitor Application/Registration Procedures

- Complete admission application and submit a \$50 application fee.
- See a department representative for approval to register for classes. Visitor Registration Form must be signed by a department representative before registering.
- Proceed to the Registrar's Office to register for classes. If classes are closed or there is a conflict, see the Dean of the College

Application fee:	\$30.00
Tuition (\$400/credit, up to 12 credits)	_____
Associated Student Body Fee (\$10-Part Time/\$20-Full Time)	_____
**Other	_____
Total	_____

Make check(s) payable to: Cogswell Polytechnical College

Financial Aid Signature

Date

Business Office Signature

Date

Registrar's Office Signature

Date

The following section will be helpful if you need to add or drop a class.

Refund Policy

Last day to add..... one week after the first day of classes

Refund schedule.....	first week of class	100%
	second week of class	80%
	third week of class	60%
	fourth week of class	40%
	fifth week of class	20%

No Refunds will be made after the fifth week of class.

** Additional accounting fees may be incurred. Please contact the Business Office at (408) 541-0100 for more information.
