



Seattle Pacific

UNIVERSITY
Engaging the culture, changing the world.

Office of the Registrar
3307 Third Avenue West, Suite 113
Seattle, WA 98119-1922
(206) 281-2031 FAX (206) 281-2669

Registration Form for Admitted Students

Applicant Information:

Quarter and Year of Registration: _____

Last Name: _____ First: _____ Middle: _____ Former: _____

Birth Date (MM/DD/YY): _____ SPU ID#: _____

Current Address _____
Street Address City State Zip

Email Address: _____ Phone Number: Day/Cell () _____ - _____ Evening () _____ - _____

Demographic Information:

Citizenship (check one): United States Resident Alien (number) _____ Non-Citizen (country) _____

Optional Information:

Gender: Male
 Female

Ethnicity: Alaska Native Caucasian/White American Indian
 Asian/Pac. Isl. Hispanic American African American

Academics:

Check all that apply: Faculty/Staff Discount Senior Citizen (must be 65 years or older)

Course Selection (if you need assistance, please refer to our online [time schedule](#)):

CRN	Subject Code	Course Number	Course Title	Credits/ Units	Audit (check)	Instructor
Total						

Payments and Billing

SPU bills are electronic and notifications of your bill will be sent to your generated SPU email address. For questions about payments, please refer to [Student Financial Services](#). If paying with a Purchase Order or check, please include with your application.

Signature (required):

Seattle Pacific University has my approval to add courses as listed in the information above. I have read and agree to the contractual statement that is printed on the reverse of this form.

Student signature: _____ Date: _____

(No electronic signatures please)

Registration Contract statements:

I understand and agree that:

- When I register for courses using the Banner Information System, I have obligated myself to pay for the courses and all other charges related to the registration. If I do not provide proper and timely notification to the University, financial obligations will remain binding, regardless of whether classes were attended or whether or not any of the contracted services were utilized.
- If I have delinquent financial obligations, including any charges other than registration posted to my SPU account, or if any financial obligation is adjudged to be discharged in a bankruptcy or similar proceeding, I will not be permitted to register for or attend classes for subsequent quarters or order official transcripts until such obligations have been satisfied.
- If I default on any of my financial obligations owed to SPU, I will pay all late fees, costs and expenses incurred by SPU in the collection of any sums due to SPU, including but not limited to reasonable attorneys' fees, collection costs and fees, and court costs. A promissory note may be required if a payment plan is necessary to resolve delinquent financial obligations.
- If an outside collection agency or debt collector is engaged to collect amounts owed by me to SPU, then SPU may also charge me a collection fee of at least 30% and as much as 40% of the account balance and may disclose my default and other relevant information to credit bureau organizations. This Registration Contract shall be governed by the laws of the state of Washington.
- I hereby give express consent for SPU or anyone on behalf of SPU to call me on the number supplied to discuss my account and other institutional services now and in the future. If the number provided is my cell phone number and I default on my obligation, I hereby consent to being contacted on my cell phone by an automated dialing device.
- If I decide to cancel my registration, I must do so either in writing to the Office of the Registrar (on the appropriate form) or using the Banner Information System.
- If I withdraw from a course, the date I officially withdraw will determine the amount of refund, if any, I will receive, as described in the applicable academic catalog (i.e., the *Undergraduate Catalog* or *Graduate Catalog*, each of which can be accessed online at: <http://spu.edu/acad/catalog.asp>).

In addition:

- I understand SPU's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of the course(s) for which I may register.
- I am aware of the standards for student conduct stated in the *Undergraduate Catalog* and *Graduate Catalog*, as applicable, under “*Student Life – Community Standards and Policies*,” and I agree to abide by these standards. I am aware that the *Undergraduate Catalog* and *Graduate Catalog* contain additional policies not specifically mentioned in this Registration Contract and that I am also responsible for knowing and abiding by all applicable policies.
- I affirm that I am the authorized user of this Banner Information System account and I did not access this account using another person’s Username and password.
- I affirm that I am responsible to review my SPU email for notification of statements and communication about my account.
- I affirm that I am responsible to ensure that my contact information provided to SPU is current.