



# Fort Hays State University / Louhelen Bahá'í School

## Admission Application/Registration Form

Items with asterisk "\*" are for reporting to Federal Compliance Agencies only and will not be used in determining admission status. Please type or print clearly.

Semester or Term of this Enrollment Fall 20__07__ Spring 20__ Summer 20__		E-mail Address		Home Phone ( ) -				
				Business Phone ( ) -				
Date Month Day Year		<input type="checkbox"/> *Male <input type="checkbox"/> Female		Social Security Number				
Legal Name (Last-First-Middle) (Maiden)		Date of Birth (Mo.-Day-Yr.)		*Single <input type="checkbox"/> Married <input type="checkbox"/>				
				Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Address While Enrolled (Street and Number-Apt. or Lot No. City-State-Zip) County		Place of Birth (City and State)						
Permanent Home Address (Street and Number-Apt. or Lot No.)		I plan to obtain a degree from FHSU <input type="checkbox"/> Yes <input type="checkbox"/> No		* Check one box: <input type="checkbox"/> American Citizen (0,1) <input type="checkbox"/> Permanent Resident Alien (3,4) (Attach a copy of your Permanent Resident Alien Card-green card) <input type="checkbox"/> Citizen of _____ (Country) (2)				
		Advisor Name <b>Dr. Ray Johnson</b>						
Attended FHSU Previously? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, last date attended:								
▶CHECK ONE BOX ONLY –PLEASE◀								
<input type="checkbox"/> I am a high school student or do not have a high school diploma. Name of High School: _____ Circle current classification: FR SO JR SR Submit a permission letter from high school official to the Registrar's Office.		Have a bachelor's or graduate degree. I am enrolling for: <input type="checkbox"/> Undergraduate Credit <input type="checkbox"/> Graduate Credit (non-degree)						
<input type="checkbox"/> I am an undergraduate student — I do not have a bachelor's degree. Number of college hours to date OR		Name of undergraduate school: _____ <input type="checkbox"/> Graduate Credit for Masters Degree in (Contact the Graduate School for complete application packet—see reverse side.) <input type="checkbox"/> Graduate Credit for Education Specialist Degree						
<input type="checkbox"/> I am a FHSU senior — I do not have a college degree, but wish to receive graduate credit along with undergraduate credit.								
FHSU ENROLLMENT: I am enrolling in:			CHECK BOX THAT APPLIES					
Line Number	Dept.	Course No.	Sect.	Name of Course	Cr. Hrs.	Undergrad. Credit	Graduate Credit	Pass/ No Credit
C498	EAC	670	CC	Topics in Education: Character Education II	3			
					<b>TUITION:</b> <input type="checkbox"/> Undergraduate: \$444.00** <input type="checkbox"/> Graduate: \$591.75**			

- \* To comply with the Civil Rights Act of 1964, please check one of the following categories. Responses from individuals will be confidential. The information requested is optional.
- ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southwest, Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
  - AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
  - BLACK (NOT OF HISPANIC ORIGIN): Persons having origins in any of the Black racial groups.
  - HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
  - WHITE, NOT OF HISPANIC ORIGIN: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

### THE STATEMENT BELOW MUST BE SIGNED IN ORDER TO PROCESS THE ENROLLMENT

I certify that to the best of my knowledge all statements that I have made on this application are complete and true, and I understand that acceptance of this enrollment in this course does not constitute admission to a degree program, I understand that the faculty reserves the right to decide on the acceptability of this course towards my specific degree program. Additionally, I have completed the items on this application as instructed, and I will provide FHSU the documents required as a condition of admission and enrollment. The student understands and agrees that the laws of the State of Kansas apply to any dispute between student and Fort Hays State University arising out of any and all aspects of the student's education through FHSU, and that Kansas courts shall have exclusive jurisdiction over any lawsuit brought by either FHSU or the student arising out of any aspect of the student's education at Fort Hays State University.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### SUBMIT:

- Signed Admission Application/Registration Form
- Signed Fee Payment Agreement Form
- Payment — Check or credit card by mail or by phone

#### TO:

Louhelen Bahá'í School  
3208 S. State Rd.  
Davison, MI 48423  
(810) 653-5033 fax (810) 653-7181

\*\* Please add a one-time non-refundable application fee if registering for the first time: \$30 undergraduate students, \$35 graduate students.

Non-degree Graduate Students: Copy of Bachelor's or Master's degree transcript — send directly to: Graduate School, Fort Hays State University  
Picken Hall, Room 202  
600 Park Street  
Hays, Kansas 67601-4099

Degree-seeking Graduate Students: Please contact the Graduate School for application materials at (785) 628-4236 or go to [www.fhsu.edu/gradsch/](http://www.fhsu.edu/gradsch/)

**FORT HAYS STATE UNIVERSITY / Louhelen Bahá'í School**  
**FEE PAYMENT AGREEMENT – Fall 2007**

FHSU Student Fiscal Services  
Sheridan Hall 110G  
600 Park Street  
Hays, KS 67601

Phone: 785-628-5251  
FAX: 785-628-4081  
Email: [sfsmail@fhsu.edu](mailto:sfsmail@fhsu.edu)  
FHSU website: [www.fhsu.edu/sws](http://www.fhsu.edu/sws)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

*Calculation of fees due:*

Number of hours 3 Tuition & Fees due per schedule (\$444.00 UG or \$591.75 Grad) \$ \_\_\_\_\_

Add \$15 LBS Administrative fee. \$ \_\_\_\_\_

Add \$30 undergraduate application fee, \$35 graduate fee if student registering for the first time. \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

**Steps to Finalize Enrollment**

FHSU WEBSITE for your personal information: [www.fhsu.edu/sws](http://www.fhsu.edu/sws)

- ✓ Review personal information on the website. It is extremely important to update email and address information.
- ✓ Review your class schedule on the website. Call your advisor to make schedule changes before you finalize enrollment.
- ✓ Review *Other Responsibilities* listed on the reverse side of this page.
- ✓ Select a valid payment option. Enrollments will not be processed without valid payment option.
- ✓ Read ALL Rights and Responsibilities on the reverse side of this Agreement before signing this form.
- ✓ Return a signed form (and payment) by mail, hand-deliver to Sheridan Hall 110G, or fax to 785-628-4081.
- ✓ Retain a copy of this signed agreement for your records.
- ✓ **FEE PAYMENT AGREEMENTS MUST REACH STUDENT FISCAL SERVICES BY September 1, 2007**

**SELECT A VALID PAYMENT OPTION (refer to reverse side for your responsibilities with the selected option)**

**Personal Check/Money Order.** Payable to Louhelen Baha'i School. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Credit Card.** Fill in ALL blanks accurately and legibly. Future payments to meet deadlines will need additional authorization.

I authorize credit card payment in the amount of \$ \_\_\_\_\_ with (circle one) Discover, VISA, Master Card.

Credit Card # \_\_\_\_\_ (3-digit security code: \_\_\_\_\_)

Expiration Date \_\_\_\_/\_\_\_\_ Signature (as it appears on the card) \_\_\_\_\_

*By signing this fee payment agreement, I am enrolling at Fort Hays State University for Fall Semester 2007. I have read and understand my rights and responsibilities as stated on the reverse side of this agreement and on the FHSU web pages, which are part of this agreement. I understand that the payment option selected must be valid or my enrollment request will be rejected.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Fort Hays State University**  
**ENROLLMENT RIGHTS AND RESPONSIBILITIES**

*NOTE: Published tuition and fees are subject to change by the Board of Regents. Changes in classification or other status issues may also change the amount of fees owed or financial aid received. It is the student's responsibility to make sure that all status information is correct.*

**A signed fee payment agreement with valid payment option authorizes enrollment at Fort Hays State University. A decision not to attend FHSU must be initiated by you using the official add/drop process. Time deadlines must be met if you expect a refund. Failure to meet payment deadlines once you have finalized enrollment does not automatically withdraw you from classes. Not attending scheduled classes does not automatically withdraw you from classes. Fort Hays State University reserves the right to cancel your enrollment and this agreement.**

**Finalizing Enrollment.** The steps for finalizing enrollment are listed on the front of this form. Registered classes are dropped if they are not finalized by the enrollment deadline of January 5, 2007. Verify your enrollment status on the FHSU website to make sure your classes have not been dropped.

**Add/Drop Process.** For information regarding the official Add/Drop Process, refer to <http://www.fhsu.edu/registrar>.

**Payment Option Rights and Responsibilities.** To finalize enrollment a valid payment option must be selected. Each option carries with it payment obligations that you have agreed to and must comply with to avoid late fees, collection activity, enrollment and transcript holds, and other financial consequences. You must continually check your personal information on the FHSU website at [www.fhsu.edu/sws](http://www.fhsu.edu/sws) to make sure you have met all obligations. Do *not* assume all charges have been paid. Carefully review these rights and responsibilities for the payment method you have selected *before* you sign this official agreement.

**Personal Check/Money Order/Cash.** Do not send cash in the mail. FHSU is not responsible for any lost payments. A \$30 return check charge is assessed for insufficient funds, closed accounts, or other unredeemable instruments. A \$25 late fee may be assessed if the returned item results in a missed payment deadline.

**Credit Card.** Verify the credit card information to make sure you have filled in the credit card number, expiration date and the authorized amount accurately and legibly. The amount you authorize is for this payment only. A new authorization is required for any future payments. If using the Tiger Card, make sure you have deposited the funds into your Tiger Card account.

**Other Responsibilities:**

***Policy & Procedures.*** Students are ultimately responsible for understanding current FHSU Policy & Procedures that impact all transactions and electronic transfers.

***Gramm-Leach Bliley Act.*** FHSU is in compliance with this policy for securing financial information. The policy is located on the FHSU website at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs).

<p><b>Failure to comply with this agreement may result in your inability to use payment plans, inability to enroll, and inability to access academic records. In addition, all reasonable collections costs, including attorney fees and other charges necessary for collection of any amount not paid when due, will be charged to the student. Delinquent accounts are reported to credit bureaus.</b></p>
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