

Name: _____

Registration and Payment Procedures For Non-Augsburg Students

The Center for Global Education coordinates undergraduate semester programs in Mexico, Namibia, and Central America that are official Augsburg College programs. Non-Augsburg students need to work through the appropriate channels at their home school to make sure that the home school will accept the Augsburg credits, and to arrange payment of program fees. The Center for Global Education will assist with the administrative tasks involved in registration and payment so that the student does not have to work directly with a number of different offices at Augsburg College.

1. REGISTRATION

Students must complete a "Course Registration" form requesting the courses they wish to take. Grade option must also be indicated ("Traditional" or "Pass/No Credit"). Any changes to a student's registration, including grade option, must be made in writing.

2. PAYMENT

There are several options for payment of program fees. Please check with your Study Abroad Office, Financial Aid Office, or Student Accounts to verify which arrangement your school prefers:

- You pay your home school as usual, and they pay Augsburg College
- Split billing:
 - Your home school pays Augsburg College for your tuition, and you pay the room and board expenses directly to Augsburg
 - Two or more separate parties are splitting the program fees
- You are billed directly and pay Augsburg College all program fees

Please indicate below to whom the bill(s) should be sent:

Name: _____

Address: _____

For electronic invoice provide email address: _____

Portion of fees: _____ All fees _____ Tuition _____ Room and Board

Name: _____

Address: _____

For electronic invoice provide email address: _____

Portion of fees: _____ All fees _____ Tuition only _____ Room and Board only

3. TRANSFER OF CREDIT

Grades are not automatically sent to your school. You need to request that a transcript be sent to your school, as Federal law prohibits Augsburg from releasing an official academic transcript without your written consent. A "Transcript Request Form" is included in your welcome packet. This form must be completed and returned to the Center's office in Minneapolis.

Please return this form to: The Center for Global Education by JUNE 1 (for fall programs) or DECEMBER 1 (for spring programs) to: Margaret Anderson, Augsburg College, Campus Box 307, 2211 Riverside Ave., Minneapolis, MN 55454.