UMass Boston Division of Corporate, Continuing and Distance Education
Change of Registration/Refund Request Form

Please Print.
Do not use shaded areas.

Student ID #: | | | | | | | | | |

Semester _____ **Year** _____

Social Security #: | | | | — | | | — | | | | |

Date: _____

Name

Last First Middle Initial

Email address

(Email address is required for online courses)

Address

No. & Street City State Zip

Daytime Phone ( ) **Evening Phone** ( )

Have you already registered for CCDE classes this semester? ○ **Yes** ○ **No**

Have you already added or dropped CCDE classes this semester? ○ **Yes** ○ **No**

This is your only record of your change of registration/refund request transaction! Please retain a copy for your records.

Courses Added

Class No.	Dept/ Catalog No.	Title	Location	Instructor Approval	Units		Course Fee/Unit		Lab Fee		Total
						x		+		=	
						x		+		=	
						x		+		=	
						x		+		=	

Courses Dropped

Class No.	Dept/ Catalog No.	Title	Location	Units	Course Fee Paid	Lab Fee Paid	C	%

Full payment must accompany all added courses.

Method of Transaction

○ Mail ○ FAX
○ Walk in

Staff Initials

Postmark Date

Method of Payment

☐ **I am paying by check.** Make checks payable to UMass Boston. If you are registering by mail, send this form along with your check to: UMass Boston, Registrar's Office, CC-4, 100 Morrissey Boulevard, Boston, MA 02125-3393.

☐ **I am paying by credit card.** UMass Boston no longer accepts direct card payments, but you can pay your fees by credit card through SallieMae® (MasterCard, Discover, or American Express only). A 2.50% service fee will be charged by SallieMae for processing your payment. Instructions and links can be found at wiser.umb.edu.

☐ **I am paying in cash.** Once you have registered, you can make a cash payment at the Bursar's Office (Campus Center, 4th floor) 8:00am-4:30pm (M-Th), 8:00am-4:00pm (F).

☐ **I am using financial aid.**

☐ **Bill my account.** Bills will be sent to the mailing address entered above. For account status and payment information, visit wiser.umb.edu.

☐ **Third party** _____
(attach documentation)

Refund/Payment

Total Charge

Total Refund

updated 12/6/07