

University of Connecticut
Part-time MBA Program
Non-degree Registration Procedures

SPRING 2015 CLASSES BEGIN:

TUESDAY, JANUARY 20TH

REGISTRATION & PAYMENT DEADLINE:

TUESDAY, JANUARY 20TH 5:00PM

REGISTRATION PROCEDURES

Registration forms can be faxed, mailed, or hand delivered. Please fill out the registration form completely with your choice of classes by using the appropriate course and section numbers listed on the Spring 2015 schedule. Payment for course fees is not due until the registration form has been approved.

MBA Program Fees: \$750/credit or \$2,250/course.

Payment Procedures

(Please note the various methods of payment accepted by the MBA program)

- **Payment by Check:** Personal, cashier's check, or money order made payable to the *University of Connecticut*.
- **Company Tuition Reimbursement:** Provide official proof from your employer or other financier that they **will pay course fees in advance of receiving your final grades**. **These forms must be received by the add/drop date each semester or a late fee will be charged.** **Please note:** If your company reimburses you directly, you are personally responsible for course fee payment according to the payment deadlines listed above.
- **Financial Aid:** Non-matriculated students are not eligible for financial aid.
- **Credit Card Payments:** Only **MasterCard/Diner's Club, Discover, and American Express** will be accepted by the university. The MBA office can no longer accept credit card payments. If you wish to pay for course fees using a credit card, you will need to login to the university's Peoplesoft registration system to process the payment. Upon approval of your non-degree form, a memo will follow with detailed instructions of this payment option.
- **UConn Employees:** Tuition waiver paperwork must be completed and submitted in accordance with HR policies. Payment for the remainder of course fees (after waiver is applied) is due by **January 20th, 2015**.

Late Payments

- ➔ Any payment received after **5:00PM on January 20th** will be considered **LATE** and subject to late fees.
- ➔ After **January 20th at 5:00PM** a late fee of **\$6/per day for up to 10 days (maximum \$60)** will be charged for late payments.

Please return your non-degree application to the program where you plan to attend classes:

University of Connecticut
MBA Program in Hartford
100 Constitution Plaza
Hartford, CT 06103
Fax: 860.728.2499

University of Connecticut
MBA Program in Stamford
One University Place
Stamford, CT 06901
Fax: 203.251.9540

University of Connecticut
MBA Program in Waterbury
99 East Main Street
Waterbury, CT 06702
Fax: 203.236.9942

UNIVERSITY OF CONNECTICUT MBA PROGRAM
APPLICATION FOR NON-DEGREE STATUS

NAME _____
Last First MI

Mailing Address _____
No. and Street City State Zip

Email Address: _____ Date of Birth _____ Social Security # _____

Current Phone # (____) _____ Business Phone # (____) _____

Citizenship status: Are you a citizen of the USA? ____ If not, what is your country of citizenship? _____

Highest Degree Conferred _____ Area of Study or Major _____ Year conferred _____

Name of institution from which you received your undergraduate degree: _____

Name(s) of Graduate School(s) attended: _____

Undergrad GPA _____ Graduate (if any) GPA _____ GMAT Total _____

NOTE THIS APPLICATION CANNOT BE REVIEWED UNTIL WE RECEIVE COPIES OF YOUR TRANSCRIPT(S)

Have you ever applied to the UConn MBA Program? Yes ____ When? ____ No ____

Are you planning to submit an application for our MBA Program? Yes ____ When? ____ No ____

Number of MBA courses already taken at UConn _____

Are you currently a graduate student elsewhere? _____

____ MBA Graduate student elsewhere? College _____

____ Non-MBA Graduate student elsewhere? College _____

Current Employer _____

Department _____ Position _____

Total # Years Work Experience _____

If your application for non-degree status is approved, for which course(s) do you want to be considered?

<u>Dept. Name/Course Number</u>	<u>Course Name</u>	<u>Instructor</u>	<u>Day</u>	<u>Time</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Approved by _____ Rejected by _____ Date _____

PeopleSoft Identification # _____ Processed by: _____ Date Processed: _____

Comments: _____