



40 Avon Street, Keene, NH 03431-3516

603-357-3122, www.antiochne.edu, email: continuing-education.aune@antioch.edu

Non-Matriculated Student Enrollment Instructions

ENROLLMENT PROCESS

Many courses offered at Antioch University New England are open to non-matriculated students (those who are not currently seeking a degree or certificate) either for graduate credit or for audit. Your application will be screened by the Continuing Education Department to determine whether your educational background and/or professional experience meet the prerequisites of the course. Some of the academic programs restrict entry to their classes to matriculated degree candidate students only.

HOW TO MAXIMIZE THE CHANCES OF GETTING THE COURSES OF YOUR CHOICE

- Make sure the application is filled out correctly;
- List your courses in order of preference;
- Use the correct Course Number, Section and Title;
- List alternate choices (if applicable);
- List the correct number of credits;
- Write the correct fee and calculate the course tuition; and
- Submit payment for all tuition with your application form at least two weeks prior to course start date. (If taking a field study course, you will also be liable for any associated fees.)

HOW AND WHEN NON-MATRICULATED STUDENTS ARE REGISTERED

Non-matriculated student applications are processed by the Office of Continuing Education, according to the date received. Usually we are able to accommodate requests for courses by non-matriculated students. Non-matriculated students who register for credit will have priority over non-matriculated students who register as auditors.

EVALUATION-CREDITING POLICY

Antioch University does not subscribe to a traditional grading system; the pass/fail system is supplemented by narrative evaluations attached to your final paper and by faculty evaluation of four dimensions of your learning. Grades are not awarded and no grade point average is computed.

TRANSCRIPTS

Once you complete the course, if you desire transcripts, please make a request from www.getmytranscript.com

TUITION AND PAYMENT

All tuition is required to be paid at the time you submit your application form. By submitting a registration form, you become liable for all tuition charges, if admitted to a class. The Registrar's Office will email you once your registration has been processed.

PAYMENT BY CREDIT CARD

A signed, written authorization is required for credit card charges. Please use the online credit card authorization form located at www.antioch.edu/new-england/credit-card

REFUND POLICY

If you withdraw your registration PRIOR to the first day of the semester OR if there is no space for you in the course(s) of your choice and you choose not to be placed on the waiting list, you are entitled to a full refund. Similarly, if the course you are registered for is cancelled by Antioch University, you will receive a full refund. You must notify the Registrar's Office in writing or via Antioch email if you wish to withdraw your registration, otherwise you will be liable for full tuition. If you wish to withdraw from a semester-long course after the first day of class, and submit your request in writing, the semester-long course schedule applies. If you wish to withdraw from another type of course, the course other than a semester-long course schedule applies.

Semester-long course		Course other than a semester-long course	
Written Notification Received by Registrar's Office	Amount of Tuition Refunded	Written Notification Received by Registrar's Office	Amount of Tuition Refunded
Prior to first class meeting	100%	2 days prior to first class meeting	100%
During Week 1-2	90%		
During Week 3-4	50%	1 day prior to first class meeting or after	0
During Week 5-8	25%		
After Week 8	0		

IF YOU HAVE QUESTIONS, PLEASE VISIT, CALL OR WRITE

Office of Continuing Education
 Antioch University New England
 40 Avon St., Keene, NH 03431
 603-283-2145



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Non-Matriculated Student Enrollment Form

Submit completed application to the University Registrar's Office by one of the following options:

- Mail or Hand Delivery: room E103, 40 Avon Street, Keene, NH 03431
- Email attachment: continuing-education.aune@antioch.edu

SECTION I – APPLICANT INFORMATION

Full Name	
Street	
City, State and Zip	
Home Phone	
Daytime Phone	
Email Address	

SECTION II – PREVIOUS EDUCATION

Undergraduate or Graduate School	Degree	Year Received	Major

I am an Antioch University New England alumnus/a: ___ Yes ___ No (AUNE Alumni are eligible for a discount on the per credit rates.)

SECTION III – COURSE REGISTRATION

List courses below in the order of preference. Non-matriculated students are registered in classes after all matriculated students are registered. As some courses are very popular, we recommend that you list alternate choices.

Term requested: Fall _____ Spring _____ Summer _____ Academic Year: 20 _____

	Course #	Section	Title	# Credits	Credit (CR) or Audit (AU)?	If course is full, would you like to be added to the waiting list? (Y/N)	Tuition per credit	Amount
Course 1								
Alternate								
Alternate								
Course 2								
Alternate								
Alternate								
							Subtotal	\$
See http://www.antiochne.edu/financial/tuition-fees/ for current non-matriculated rates.							Fees	\$
							TOTAL	\$

SECTION IV – PAYMENT

Please make all checks payable to Antioch University New England. Payment in full or completed credit card authorization form must accompany this form for registration.

SECTION V – ADDITIONAL CONFIDENTIAL DEMOGRAPHIC INFORMATION

Please check one:

YES	NO	
		I am a US citizen.
		If no, I am a citizen of _____.
		I have been enrolled at AUNE before.
		If yes, when? _____.

Date of Birth	
City/State of Birth	
Social Security Number	

Race/Ethnicity <i>(Optional. We are required to ask for Federal reporting purposes only.)</i>		
	Yes	No
Are you Hispanic or Latino?		
Select one or more races:		
American/Alaska Native		
Asian		
Black or African American		
Hawaiian/Pacific Islander		
White		
Other/Unknown		
Non Resident Alien		

SECTION V – VOUCHERS (Fill out **only** if you are a voucher student.)

Agency Name	
AUNE Intern Name	
Semester/Year of Supervision	

The following policies apply to supervisors of AUNE interns in regard to taking courses as a voucher student at AUNE.

1. For each semester of supervision, the supervisor providing the training site is entitled to attend one course. The number of credits offered for the course is not relevant.
2. Tuition charges are waived.
3. The supervisor must take advantage of the privilege either during the semester of the supervision, or within the following two semesters.
4. Vouchers are not transferable to any other user besides the supervisor.
5. Supervisors using vouchers are considered non-matriculated students subject to all policies and procedures as listed above.
6. Vouchers may not be used in lieu of tuition payments for matriculated students in any program. We do, however, honor vouchers carried by matriculated students, permitting them to earn credits beyond the maximum allowable under the existing schedule.