Non-Matriculated Student Enrollment Instructions and Costs

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. You can view a list of courses available to non-matriculated students at https://www.antioch.edu/new-england/resources/community-resources/continuing-education-programs/available-classes/. Some additional courses are available with permission. Contact the Office of Continuing Education if you are interested in a course that does not appear on the list of approved courses for non-matriculated students. 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.

HOW AND WHEN NON-MATRICULATED STUDENTS ARE REGISTERED
Non-matriculated student applications are processed by the Office of Continuing Education. We are usually able to accommodate requests for courses by non-matriculated students. The registration process takes approximately 3-5 days to complete and you will be notified by email when you are enrolled.

WHAT DOES IT COST TO TAKE A COURSE AT ANTIOCH UNIVERSITY NEW ENGLAND?

“TRY-US-OUT” AT A DISCOUNT
If you’re not ready to enroll in a degree program, but want to try out the Antioch University New England experience as a non-matriculated student, you’re in the right place! First time students can try out one of a variety of master’s level courses for a reduced cost of only $1,000 for one 3-credit course, or $333.33 per credit. Credits may be transferable to a master’s program at AUNE or other institutions. This discount applies to only to first-time students for up to 3-credits taken in your first term.

ALUMNI DISCOUNT
Have you graduated from AUNE? Alumni can take classes as a non-matriculated student at 50% of the current rate per credit! (This discount applies for courses taken for graduate credit, not for courses audited.)

NON-MATRICULATED STUDENT FEES 2018-2019:

- Audit only (no credit given), $330 per course credit
- Non-matriculated enrollment in Master’s level courses $512 per credit
- Non-matriculated enrollment in Doctoral level courses (Courses with a course number in the 7,000’s.) $639 per credit
- Try-Us-Out Program (see above, one course only, for first time AUNE students) $333.33 per credit
- Alumni – non matriculated enrollment in Masters level courses $256 per credit
- Alumni – non matriculated enrollment in Doctoral level courses (Courses with a course number in the 7000’s.) $319.00 per credit

TRANSFERRING CREDITS
Interested in using the credits towards a degree or certificate at AUNE? Credits maybe transferable to a degree or certificate at AUNE, subject to limitations. Please talk to personnel in the Office of Admissions for details.

EVALUATION-CREDITING POLICY
Antioch University does not subscribe to a traditional grading system; the pass/fail system is supplemented by faculty evaluation of four dimensions of your learning. Courses appear on transcripts with the credit award only (CR/NC for credit bearing courses, P/NP for 0-credit courses). For information on student evaluation or other Antioch policies, see the academic catalog at the Antioch University New England website > resources> https://www.antioch.edu/new-england/resources/

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

TUITION AND PAYMENT
By submitting a registration form, you become liable for all tuition charges, if admitted to a class. The Office of Continuing Education will email you to confirm your enrollment is complete.

**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](http://www.antioch.edu/new-england/credit-card)

**WITHDRAWING FROM A COURSE**
To withdraw from a course, you must put your request to be withdrawn in writing at the Student Services Office, or via your Antioch email account, otherwise you will be liable for full-tuition. Submit your email withdraw request to the Registrar’s Office at registrar@antioch.edu

**REFUND POLICY**
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.

Otherwise the amount of your refund depends upon the length of the course and the date you withdraw. See the two tables below for refund amounts.

<table>
<thead>
<tr>
<th>SEMESTER-LONG COURSE</th>
<th>COURSE OTHER THAN A SEMESTER-LONG COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Notification Received by Registrar’s Office</td>
<td>Amount of Tuition Refunded</td>
</tr>
<tr>
<td>Prior to first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>During Week 1-2</td>
<td>90%</td>
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<tr>
<td>During Week 3-4</td>
<td>50%</td>
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<tr>
<td>During Week 5-8</td>
<td>25%</td>
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<td>After Week 8</td>
<td>0</td>
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**VOUCHERS**
Individuals who provide supervision to AUNE interns are eligible for a voucher to take a course at no-charge.

- 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.
- Tuition charges are waived.
- The supervisor must take advantage of the privilege either during the semester of the supervision, or within the following two semesters.
- Vouchers are not transferable to any other user besides the supervisor.
- Supervisors using vouchers are considered non-matriculated students subject to all policies and procedures as listed in the academic catalog.

**ALUMNI REFERRAL**
Alumni who refer an individual to AUNE are eligible to take a course a no-charge when that person applies for admission.

**IF YOU HAVE QUESTIONS, PLEASE CALL OR EMAIL**
Office of Continuing Education
Antioch University New England
40 Avon St., Keene, NH 03431
603-283-2145
continuing-education.aune@antioch.edu