

# Birthingway College of Midwifery – Fall 2018 Registration Form

**Registration Deadline: Monday, August 20, 2018 at 1:00 PM.** After the Registration Deadline an additional \$75 late fee is required.

**Registration for Enrolled Students begins Monday, August 6, 2018**

**Registration for Community Students begins Monday, August 13, 2018**

## Student Information (all field are required unless noted)

Legal First Name		Legal Middle Initial		Legal Last Name	
Preferred Name (if different than legal)			Pronouns Used		
Address		>> Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No		City	State
Phone		Email		>> Optional: Emergency Contact Name and Number	

>> **New Community Students Only:** Social Security # (Required for 1098-T):

<b>Which program(s) are you enrolled in?</b> >> Please check all that apply	<input type="checkbox"/> Midwifery Program <input type="checkbox"/> Lactation Consultation Program <input type="checkbox"/> Labor Doula Program	<input type="checkbox"/> Postpartum Doula Program <input type="checkbox"/> I am not enrolled in a program
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## Courses Offered in the Fall 2018 Term:

Course #	Course Name	Credits	Tuition (\$512/credit)	Course-pack Fee	Lab Fee	Total	Calculate your total in this column:
BOT332q	Botanicals II	3	\$1,536	\$16	\$0	\$1,552	
	<input type="checkbox"/> I have completed Botanicals I (BOT231q)						
ETH321q	Ethics	2	\$1,024	\$44	\$0	\$1,068	
GEN231q	Human Genetics	3	\$1,536	\$12	\$0	\$1,548	
BRF131q	Introduction to Breastfeeding Theory*	3	\$1,536	\$12	\$0	\$1,548	
PLM222q	Plant Medicine II	2	\$1,024	\$6	\$96	\$1,126	
	<input type="checkbox"/> I have completed Plant Medicine I (PLM221q)						
SUT421q	Suturing**	2	\$1,024	\$22	\$504	\$1,550	

**Independent Study:** To register, you must first turn in an *Independent Study Intent Form*. It takes several weeks to complete the approval process. The form is available here: <http://birthingway.edu/for-students/registration/>

**\*Fall 2018 is the last time this course will be offered**

**\*\*Registration for this course is limited to midwifery program students, midwives, and approved community students.**

## Courses offered for Midwifery Program Students Only:

CCS412q	Critical Care Skills II	1	\$512	\$0	\$512	\$1,024	
GYN321q	Gynecology Skills	2	\$1,024	\$5	\$530	\$1,559	
	<input type="checkbox"/> I have completed Physical Assessment I (PHY221q)						
PHY312q	Physical Assessment II	1	\$512	\$0	\$69	\$581	
	<input type="checkbox"/> I have completed Physical Assessment I (PHY221q)						
PSY441q	Psychosocial Issues	4	\$2,048	\$99	\$0	\$2,147	
	<input type="checkbox"/> I have completed First Year MW Core theory						
RSM311q	Research Methods	1	\$512	\$9	\$0	\$521	
	<input type="checkbox"/> I have completed Information Literacy (INL111q) and Using Medical Literature (UML111q)						
GYN341q	Well-Woman Gynecology	4	\$2,048	\$32	\$0	\$2,080	

**Research Project (RSP411q) 1 Credit:** To register, you must turn in a *Research Project Registration Form* and payment by the first day of the term. It takes several weeks to complete this process. The form is available here: <http://birthingway.edu/for-students/registration/>

<b>Registration Fees – Required for all Students</b>	<b>Subtotal:</b>	\$
	<b>Technology Fee:</b>	\$ 40.00
	<b>Registration Fee:</b>	\$ 60.00
<b>Late Registration Fee of \$75.00:</b>		\$
(due in addition to the Registration Fee if received after 12:30 PM on Monday, August 20, 2018)		
<b>TOTAL:</b>		

**\*\*SIGNATURE REQUIRED ON PAGE TWO\*\***

**CLINICAL TRAINING:**

Will you be working with a preceptor this term?  Yes  No

>>If you marked "Yes" you must fill out a Clinical Training Credit Registration form. To indicate that you are working with a preceptor but will not be taking credits this term, please register for zero credits. These forms help establish (on paper) the Preceptor-Student relationship and help outline expectations for work, learning, and appropriate tasks and duties.

Is this your first time registering for Clinical Training Credit? If so, please contact your Program Coordinator.

I am working with this preceptor: \_\_\_\_\_

**GRADUATION:**

Do you intend to graduate in this term or the next?  Yes  No

>>If you marked "Yes" please write in the term and year you intend to graduate: \_\_\_\_\_

>>If you marked "Yes" please schedule a meeting with your Program Coordinator to discuss the graduation process.

**PRIVACY PREFERENCE:**

Privacy Protected – Do not share my information with anyone. (This term only.)

Student directory information will be shared with all currently enrolled students in the published student roster. This includes your name, address, phone number, Birthingway email address, matriculation year, certificates/degrees received, and program(s) of study. Birthingway will only release your name, program of study, matriculation year, and certificates/degrees received to the public upon request.

Students who choose to be privacy protected will not be listed on the student roster, and will not be acknowledged as a student of Birthingway to ANY outside inquiry, except as required under federal law.

**CANCELLATION CLAUSE:**

Should you decide to cancel this agreement, you must do so in writing within three business days to receive a full refund of all fees and tuition. After the three-day cancellation period, should you decide to cancel your registration and not attend, refunds will be made per the refund policy below.

**REFUND POLICY:**

You are expected to attend all classes for which you register. **If you do not attend or stop attending and fail to drop within the refund period, you remain responsible for all tuition and fees.** If you wish to drop a course, please fill out a Withdrawal/Drop Form (available on our website or in the front office) and either mail, fax, or hand it in to the front office. You will receive a refund of tuition per the refund schedule (see table).

**Registration Fee, Late Registration Fee, and Technology Fee are non-refundable.**

**Equipment Kit Fees, Course-pack Fees, and Lab Fees are non-refundable after the Registration Deadline.** Please allow four to six weeks for receipt of refund.

The dates in this table are based on calendar days in the term.

**REFUND POLICY TABLE FOR FALL TERM**

Withdrawal Date (day of term)	Tuition Refund
On or before 1st day of term	100%
(Day) 2 through 7	86%
8 through 14	72%
15 through 21	58%
22 through 28	44%
29 through 35	30%
36 through 44	16%
Day 45 through end of term	No Refund

Payment of tuition and fees is due at the time of registration for each term unless the following applies:

**Midwifery Program Students Only:** You are eligible for Federal financial aid and will be receiving a disbursement in that term. (You must have a completed Free Application for Federal Student Aid (FAFSA) and a signed award letter on file at Birthingway showing a disbursement in that term.) **Lactation Program Students Only:** You have a written payment plan in place or you have a private student loan through a private lender and will be receiving a disbursement in that term. **Midwifery and Lactation Program Students:** You have been approved for Veteran Education Benefits to attend Birthingway and will be receiving benefits for that term.

Textbook and equipment kit charges are due when ordered, unless you are receiving a Federal financial aid disbursement or private loan disbursement in the term and have authorized payment from your financial aid disbursement. All overdue amounts are subject to a finance charge of 15% APR with a \$5 minimum per month. Any costs incurred to collect these amounts are the responsibility of the student.

**A student must be in good financial standing to register for courses.** Any costs incurred to collect these amounts are the responsibility of the student. Credit card payments are accepted through PayPal – for instructions, visit <http://birthingway.edu/for-students/make-a-payment/> By paying through PayPal, you agree to PayPal and Birthingway's terms and conditions. You **must** include a copy of your PayPal payment confirmation if paying by PayPal, or your registration will be incomplete and delayed until confirmation is received.

Registrations are accepted by mail, fax, or as a PDF attachment from your Birthingway email address; walk-ins are accepted in the front office during office hours only (please see [www.birthingway.edu](http://www.birthingway.edu) for listed hours). Registrations will be date/time stamped in order of receipt. Registrations received BEFORE registration begins will be processed at the end of the first registration day, in order of receipt. **Registrations received AFTER the registration deadline will incur a \$75 late registration fee.** If you fax your registration (503-760-3332) it is *your responsibility* to call and confirm that we have actually received your fax. If your fax doesn't go through, your registration will not be complete and could also result in late fees or not getting a course you need. **Several courses have readings due the first day of class. Please check with the front office for the availability of the syllabus and/or course-pack before the start of each course.**

**BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL POLICIES STATED ABOVE.**

STUDENT SIGNATURE (Required to process your registration)	DATE

<b>OFFICE USE ONLY</b>	Date/Time/Payment/Initial:
Please route: _____ FIN _____ REG _____ FIN _____ LRC _____ FAC(if CTC) _____ MPC _____ LPC _____ DPA _____ REG(file)	
_____ Has Financial Aid (cleared). <input type="checkbox"/> MW Program <input type="checkbox"/> LC Program <input type="checkbox"/> LD Program <input type="checkbox"/> PPD Program	