

## Registration Information, Dates, and Deadlines-DOULA STUDENTS 2019 Spring Term: April 8-June 30, 2019

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| <b>Registration Begins:</b>              | Monday, March 4, 2019                    |
| <b>Registration Deadline:</b>            | <b>Monday, April 8, 2019 at 12:30 PM</b> |
| <b>Enrollment Confirmation Deadline:</b> | Monday, April 15, 2019 at 4:30 PM        |

### Definitions:

- **Enrolled Student:** A person who has applied to a program at Birthingway, been accepted, and completed enrollment paperwork. This includes students in the Midwifery, Labor Doula, and Postpartum Doula programs.
- **Community Student:** A person who is not enrolled in a program at Birthingway but takes courses or workshops.

### General Registration Policies:

- Registrations are accepted on a first come, first served basis and are date and time stamped in order of receipt.
- Registrations received before the registration start date and time will be processed at the end of the day on the registration start date.
- Your registration for the term is considered “complete” once we have received a completed Registration Form and full payment, including a Late Registration Fee, if applicable.
- **Registrations received or completed after 12:30 PM on April 8, 2019 will be subject to a \$25.00 late fee.**
- All enrolled students must register each term by the Enrollment Confirmation Deadline to maintain their enrollment status. **If you have not registered for the term by Monday, April 15, 2019 at 4:30 PM, you will be withdrawn from your program.**
- If you are planning to **certify** this term, you must still turn in a completed registration form and full payment for your registration fee (and late registration fee if you're registering after the Registration Deadline).

### How to submit registration forms:

- **In-Person:** registrations can be submitted to Birthingway's Front Office while the College is open. Current hours can be found on our website ([birthingway.edu](http://birthingway.edu)). Forms can also be submitted after hours via the white drop box located on Birthingway's front porch.
- **Fax:** Send to 503-760-3332. If you fax your registration, please call us at 503-760-3131 to confirm that it was received. If your fax does not go through, your registration will not be complete and could result in late fees or not getting a course you need.
- **Mail:** 12113 SE Foster Road, Portland, OR, 97266. Mailed registrations received after the registration deadline will be subject to the Late Registration Fee. Please plan accordingly.
- **E-mail:** registrations must be sent as PDF documents from your Birthingway email address to [info@birthingway.edu](mailto:info@birthingway.edu).
- **Payment must be included with your registration**, unless the following applies:
  - You are eligible to receive a disbursement from AmeriCorps in the term for which you are registering
- We accept payment via check, cash, or Paypal.
  - Instructions for how to submit a payment via Paypal can be found on our website: <https://birthingway.edu/for-students/make-a-payment/>
  - If you are paying through PayPal, a copy of your Paypal payment confirmation must be attached to your registration or sent to [info@birthingway.edu](mailto:info@birthingway.edu). Your registration will be considered incomplete until the confirmation is received.

Please don't hesitate to reach out to Claire, Registrar ([claire@birthingway.edu](mailto:claire@birthingway.edu)), or Heather, Doula Program Administrator ([heather@birthingway.edu](mailto:heather@birthingway.edu)), if you have any questions!

**Birthingway College of Midwifery – Spring 2019 Registration Form – DOULA STUDENTS**

**Registration Deadline: Monday, April 8, 2019 at 12:30 PM**-After the Registration Deadline an additional \$25 late fee is required.

**Registration for Enrolled Students begins Monday, March 4, 2019**

**Student Information (all fields are required unless noted)**

|  |       |   |                     |          |
|--|-------|---|---------------------|----------|
| Legal First Name                         |       | Legal Middle Initial  | Legal Last Name     |          |
| Preferred Name (if different from legal) |       |   | Pronouns (optional) |          |
| Address                                  |       | City  | State               | Zip Code |
| Phone                                    | Email | <b>&gt;&gt; Optional: Emergency Contact Name and Number</b> |                     |          |

**Which program(s) are you enrolled in?**

Postpartum Doula Program  
 Labor Doula Program

|  |             |
|--|-------------|
| <b>Registration Fee</b>  | <b>\$60</b> |
| <b>Technology Fee</b>  | <b>\$40</b> |
| <b>Late Registration Fee of \$25.00 (required if registration is received after 12:30 PM on 4/8/19):</b> | <b>\$</b>   |
| <b>TOTAL:</b>  |             |

**CERTIFICATION:**  
 Do you intend to certify in this term or the next?     Yes     No  
 >>If you marked "Yes" please write in the term and year you intend to certify: \_\_\_\_\_

**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.**

**PAYMENT:** 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.

**SUBMITTING TERM REGISTRATION:** 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 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 \$25 late registration fee.** This includes mailed registrations that arrive after the deadline. 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.

**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. **REFUND POLICY:** Registration Fee, Late Registration Fee, and Technology Fee are non-refundable after the three day cancellation period.

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

|  |             |
|--|-------------|
|  |             |
| <b>STUDENT SIGNATURE (Required to process your registration)</b> | <b>DATE</b> |

|  |                                   |
|--|-----------------------------------|
| <b>OFFICE USE ONLY</b>   | <b>Date/Time/Payment/Initial:</b> |
| Please route: _____ FIN _____ REG _____ LRC _____ DPA _____ REG (file) |                                   |