



COLUMBIA SOUTHERN UNIVERSITY

Complete this form and fax to the CSU Admissions Department at 251.224.0562 to enroll.

Student Information

Legal Name	Last:	First:	Middle:
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Country		E-Mail	
Social Sec.#		Birth Date:	How did you discover the NSA Center for Court Security?
Employer			
Home Phone	() -	Work Telephone	() - Ext.
Did an Education Representative help you? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please let us know the name of your Education Representative in the space provided below.

Course Registration Information

Instructions: Should you elect to take two or more courses simultaneously, you will be expected to complete each within the ten-weeks allotted.

Center for Court Security Certificate Tuition Rate: \$200.00 Per Credit Hour

Center for Court Security Certification Partner Tuition Rate: \$180.00 Per Credit Hour

Course #	Course Name	Credit Hours	Tuition
<input type="checkbox"/> BCJ 3450	Introduction to Court Security	3	
<input type="checkbox"/> BCJ 3451	Protecting Court Personnel	3	
<input type="checkbox"/> BCJ 3452	Physical Security	3	
<input type="checkbox"/> BCJ 3453	Court Security Supervision	3	
<input type="checkbox"/> CJC 2050	Jail Operations Management	1	
<input type="checkbox"/> CJC 2051	First and Second Line Supervisor Training	1	
<input type="checkbox"/> CJC 2052	Jail Evacuation (*FREE)	1	\$0.00
Total Tuition Due			

Educational Background

High School:	
City/State:	Year Graduated:
College Education:	
City/State:	Year Graduated:

Financial Information

(10-Week Programs)

<input type="checkbox"/> Full Payment	<input type="checkbox"/> Credit Card (Complete credit card information below.)	<input type="checkbox"/> Check Enclosed
	<input type="checkbox"/> Money Order Enclosed	

<input type="checkbox"/> Payment Plan	Tuition split over two payments and automatically charged to the credit card listed below. ½ tuition charged to credit card upon enrollment, ½ tuition charged to credit card in four weeks		
Credit Card Information	<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
	Card Number		Exp. Date
	Name on Card		
	Payment above is for: <input type="checkbox"/> Total Tuition and Fees		
	* Additional Charges will be added for Next Day Air Shipping.		
<input type="checkbox"/> Corporate Direct Billing	Approved company or government tuition voucher or purchase order must accompany this agreement. Employer must pay for each course at time of invoicing and not wait for course completion.		
By signing below, I certify that I have read, understood, and agreed to all terms and conditions as outlined on this Enrollment Agreement and that the <u>time-based</u> cancellation and refund policy detailed on the next page of this agreement is completely understood by me. I attest that the assignments I prepare for the university will be my own work. I further understand that it will be necessary for me to have access to the Internet and an e-mail account to complete my program at CSU.			
_____ Student's Signature		_____ Date	

Successful completion of all four of the NSA court security courses is worth a NSA Certificate in Court Security Operations and 12 CSU college credit hours. Successful completion of a NSA jail operations course is worth a NSA certificate of completion and one CSU college credit hour. **These certificate courses require a minimum score of 70/C to earn the certificate.**

Successful completion of CJC 2052, Jail Evacuation, is worth a NSA certificate of completion and one CSU college credit hour. **These certificate courses require a minimum score of 70/C to earn the certificate.**

Terms and Conditions

PER COURSE ENROLLMENT

SUBSEQUENT ENROLLMENTS: This agreement outlines University policies in which the student must agree in order to enroll in courses at Columbia Southern University (CSU). However, if and when an existing student does enroll/register for CSU courses over the phone with a CSU staff member, the student is agreeing to the below policies, any new/revised policies, fees, and tuition rates in affect at the time of course registration. Policies, fees, and tuition rates are published at the CSU website and catalog.

TUITION: Tuition covers the cost of individual curriculum design, online study guides, examinations, faculty, and administrative counseling. Tuition is payable in US funds, by check from a US bank, by money order in US funds, by major credit card (Visa, MasterCard, American Express), or by federal financial aid. Tuition must be paid in full before the final course grade will be released or the student will not be allowed to continue to the next course/enrollment. Columbia Southern University reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary.

BOOK GRANT: Textbooks are provided at no cost through CSU Book Grant as long as the student successfully completes the course. When a student drops, withdraws, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text within 30 days to have the charge reversed. Alternatively, the student may re-enroll in the same course and indicate on the Course Retake Form that the previously provided text will be used. As long as the Enrollment Agreement is submitted within 30 days of the drop/withdrawal or failure, the text charge will be reversed. The charge will be based on the textbook price listed at the CSU website and \$12 for shipping and handling. Upon submission of the Drop/Withdrawal Form at the CSU Student Center, a Textbook Return Form will be provided for printing and enclosing with the returned text. Students who return textbooks without proper paper work to identify themselves will not receive credit for the return. Students who do not return text and do not pay the text charge may not be allowed to enroll in future courses.

STUDENT FEES: Fees are charged when services are rendered, and are non-refundable. Graduation Audit Fee \$75; **OPTIONAL FEES:** Priority Evaluation Fee \$25; Additional Transcript Fee \$10; Change of Degree Program Fee \$75, Re-Evaluation of current degree fee \$25.00; Re-Enrollment Evaluation Fee \$25.00; Change of Concentration Fee \$75; 30-Day Course Extension Fee \$50 (maximum of 2 allowed per course); Extra Credit Assignment Fee \$50; Return Check Fee \$25; Textbook(s) are shipped UPS Ground at no charge through the book grant.

TRANSCRIPTS: Students who wish to begin enrolling in courses immediately after submitting their application may do so under "Temporary" Admissions Status and while "Temporary," may complete up to 12 undergraduate semester hours or 7 graduate semester hours. Once all official transcripts are received and evaluated, an Application Evaluation Report will be issued and the student's status changed. If the evaluation has been completed using copies of transcripts, "Conditional" status will be granted. Once all official transcripts are received, the status will be changed to "Accepted." A CSU transcript cannot be issued while a student is on "Temporary" status. A CSU transcript may be issued for students on "Conditional" status but will not list transfer credit. A CSU transcript may be issued for students on "Accepted" status listing all institutional credit.

INTERNATIONAL STUDENTS: International students will assume responsibility for payment of customs duties, differences in exchange rates, and additional postage or shipping and handling cost. Overseas shipments are sent to international students via air. Shipping charges vary depending on carrier used, weight, and shipping method. CSU reserves the right to charge additional mailing/shipping fees to international students as necessary for the mailing of any documents.

TUITION REFUND POLICY: Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the Columbia Southern University (CSU) Student Center. Alternatively, students may withdraw in any manner by contacting the CSU Student Services Department by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. If CSU is notified of cancellation no later than the second day of the course (one day after the course start date) or within five calendar days of submitting/signing the enrollment agreement, whichever is later, a full refund of tuition will be issued (also see CSU Book Grant policy above). All students withdrawing after the second day of the course enrollment will be charged a 20% Registration Fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

<i>Tuition Due Student After:</i>	
1st Week	80%
2nd Week	60%
3rd Week	40%
4th Week	20%
5th Week	0%

Students are not permitted to withdraw from a course after the original end date.

COURSE COMPLETION REQUIREMENTS: A course must be completed within ten-weeks (70 days) from the course start date.

COURSE EXTENSION: If circumstances prevent a student from completing his/her course in the ten week time frame allotted, the student will have the option to request an extension from the university. The student must submit the online Course Extension Request form to the University before the original course end date. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each course that a thirty day extension is requested there will be \$50 fee. A maximum of two thirty day extensions are allowed for each course. When the extension period ends, all course assignments not completed and submitted will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments.

INACTIVE STATUS: Students are made Inactive after one year of inactivity past their last course completion date. Any tuition being held by the University will be forfeited. Students wishing to return to their studies must be re-evaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment. The student will be assessed the Re-Enrollment Evaluation Fee.

HONOR PLEDGE: By my signature on this Agreement, I attest that the assignments that I prepare for the university will be my own work and that I will cite any sources from which I use data, ideas, or words, either quoted directly or paraphrased. I also acknowledge that failure to adhere to this pledge is grounds for termination of my enrollment.

TRANSFER CREDIT: Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies, and organizations. It is, therefore, recommended that you to seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate utilizing your CSU credits for credentialing, re-imbursement, or similar reasons.

DISCLOSURE AUTHORIZATION: I authorize the University to discuss with me over the phone my student record. The University is prohibited from making any comment pertaining to my student record to outside parties without my expressed written permission, with the exception of reporting student directory information and course grades to the National Sheriff's Association for grant purposes. It is further understood that it is my assigned student I.D. or social security number that will enable me to access my student records. If I am unable to verify one of these numbers to the University, the University will not discuss my records with me.

I understand that acceptance of this Agreement by Columbia Southern University constitutes a legal Agreement. I further understand the terms and conditions stated in this supersede those in the CSU Information or University Catalogue and I agree to abide by the University policies.