CALIFORNIA NATIONAL UNIVERSITY
FOR ADVANCED STUDIES

# CERTIFICATE PROGRAM APPLICATION

**This document is for Certificate Program in Human Resources Management students only**.
If you are interested in completing a Bachelor's or Master's degree, you must complete the Degree Program Application. If you are interested in taking extension courses, you must complete the Extension Program Application. Be sure to read and complete this registration document thoroughly. Upon receipt of your registration, we will send you a Certificate Program enrollment agreement. For CNU's most up-to-date course listings, visit our website at **www.cnuas.edu**

## STUDENT INFORMATION

**NAME:** □ Female □ Male

Last/Family | First/Given | Middle Initial

**HOME ADDRESS:**

Number/Route/P.O. Box | Street

City/State | Zip/Postal Code | Country

**EMPLOYER:**

Company/Organization | Title

**WORK ADDRESS:**

Number/Route/P.O. Box | Street

City/State | Zip/Postal Code | Country

**TELEPHONES:**

Area Code/Home | Area Code/Work | FAX

E-Mail Address

**PERSONAL:**

DOB: Month/Day/Year | Social Security # | Citizenship

**MILITARY:**
(check all that apply) □ Active □ Veteran □ Civilian Employee

**ETHNIC SURVEY**: (check one) □ Native American □ Asian/Asian American □ Black/African American □ Other
*OPTIONAL* □ Hispanic □ Pacific Islander □ White/Caucasian

## TRACK *Check One:*

❒ **PRACTITIONER TRACK**
The Practitioner Track is intended for candidates who do not currently hold a Bachelor's degree. Credits taken toward the Certificate Program may be credited toward a Bachelor's degree at a later time.*

❒ **PROFESSIONAL TRACK**
The Professional Track is intended for candidates who currently hold a Bachelor's degree. Credits toward the Certificate Program which are taken at the 500 level may be credited toward a Master's degree at a later time.*

**CNU may limit the period of credit applicability to seven years, and/or at the discretion of the Admissions Committee.*

## STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

The Course Start Date is defined on the front page of this Enrollment Agreement. California National University for Advanced Studies (CNU) guarantees that students will have access to their course study guides, via e-mail, US mail, or Internet by the selected Start Date of the Trimester. In a given trimester, a student is expected to combine guided and self-instruction and progress through the course according to the prescribed schedule. Students are required to sign a course enrollment agreement for each course taken. Total potential tuition/financial commitment for a 121-unit degree program: $300 per unit X 121 units equals $36,300, graduation fee of $300.00. Total potential tuition/financial commitment for a 36-unit degree program: $330 per unit X 36 units equals $11,880, graduation fee of $300.00. Total potential tuition/financial commitment for an 18-unit H.R. certificate program: $300 per unit X 18 units equals $5400, certificate completion fee of $150.00. Estimated costs of textbooks and course materials per course approximately $150.00 or more, shipping varies according to geographical location. The student has the Right to Cancel by notifying the CNU Registrar in writing within five (5) days of enrolling and will receive a full refund of course fees paid to CNU. A student withdrawing from CNU or dropping a course may only be assessed a one-time "registration fee" of either $75 or 20% of the tuition charge per course (not to exceed $200 per degree program). Students requesting cancellation during subsequent weeks from their Start Date receive their refund according to the Refund Policy and formula for the refundable tuition amount, as defined in the table below.

CNU shall make all refunds within 30 days of cancellation.

EXAMPLE: If the student completes only 3 weeks of a 15-week course and paid $900.00 in tuition, the refund is calculated as follows: Non-Refundable Registration Fee (20% X $900 = $900.00 - $180.00 = $720.00). Refundable tuition at 3 weeks of instruction completed ($720.00 X 60% = $432.00).

Student paid: $900.00
School retains: $468.00
School refunds: $432.00

| 15-Week Course | Refundable Tuition Due After: |
|---|---|
| 1-15 Weeks | 1st week = 80%<br>2nd week = 70%<br>3rd week = 60%<br>4th week = 50%<br>5th week = 40%<br>6th week = 30%<br>7th week = 20%<br>8th week = 10%<br>9th – 15th week = 0% |

**ALL NOTICES OF WITHDRAWAL OR REQUESTS FOR REFUNDS MUST BE SUBMITTED IN WRITING, ATTENTION TO:**

**STEPHANIE SMITH/REGISTRAR**
**California National University for Advanced Studies**
**18520 Hawthorne Blvd, First Floor,**
**Torrance, CA 90504**

**CNU shall make all refunds within 30 days of cancellation.**

❒ **I have read and understood the Cancellation and Refund Policy for California National University.**

**Signature:** _____ **Date:** _____

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## HELP

For help, refer to the CNU online catalog at our website: **www.cnuas.edu**.
Or, call the CNU Admissions Office at 800-782-2422.

## CERTIFICATE PROGRAM FEES

| | |
|---|---|
| ❒ REGISTRATION FEE | $75 (NON-REFUNDABLE) |
| ❒ PER COURSE FEE | $900 (PLUS TEXTBOOKS AND SHIPPING) |
| ❒ CERTIFICATE COMPLETION FEE | $150<br>(THIS FEE IS ASSESSED ONCE THE STUDENT APPLIES FOR CANDIDACY) |

NOTE: THE PAYMENT PLAN OPTION IS NOT AVAILABLE FOR CERTIFICATE PROGRAM STUDENTS. TUITION MUST BE PAID IN FULL UPON ENROLLMENT.

**REGISTRATION FORMS SUBMITTED WITHOUT THE NON-REFUNDABLE REGISTRATION FEE, SIGNATURE, AND DATE WILL NOT BE PROCESSED.**

SEND THIS APPLICATION FORM AND PAYMENT TO:

***California National University for Advanced Studies***
***18520 Hawthorne Blvd 1st Floor, Torrance, CA 90504***
***(818) 830-2411 Fax (*(310) 371-7072**

**Form of Payment:**

☐ Check enclosed

Please charge the $75.00 non-refundable application fee to the following credit card listed below:

☐ Visa ☐ Master Card ☐ American Express

**PRINT NAME exactly as it appears on the credit card:** _____

**Credit Card Number:** _____**Expiration Date:** _____

**I certify that to the best of my knowledge, the information furnished in this registration is true. I understand that it is for evaluation purposes only, and any credit awarded to me on that basis may be revoked if this information is found to be false.**

**Signature:** _____ **Date:**_____