

**REGISTRATION FORM, 2019**  
**MASTER OF EDUCATION, GRADUATE SCHOOL OF EDUCATION**

**Registration** for MEd courses is February 15-April 15; late registration is April 16-May 1 with a \$100 late registration fee. To meet the deadline, registration forms and payment must be **received** by MEd office by April 15. Forms may be returned by email to [lindsey.fain@covenant.edu](mailto:lindsey.fain@covenant.edu), or fax to 706.419.1480, with payment made online. Forms, and payment by check, may also be submitted via the US postal service.

To register, the following is required:

1. Registration form and payment of tuition deposit
2. Release of Information form
3. Financial aid application if you are seeking financial aid. Financial aid is need-based and is awarded on a rolling basis.

All forms available on the website: [www.med.covenant.edu](http://www.med.covenant.edu).

**NAME** (ENTER FULL LEGAL NAME AS IT APPEARS ON YOUR SS CARD): \_\_\_\_\_

(NOTE: if your name has changed since enrolling in the MEd, provide documentation in order to update your name in our records.

Acceptable documentation: Marriage license, divorce certificate, social security card, driver's license.

Print previous name here: \_\_\_\_\_ )

**Covenant Banner ID #:** @ \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**SPECIALIZATION:** \_\_\_\_\_ Educational Leadership  
 \_\_\_\_\_ Integrated Curriculum & Instruction  
 \_\_\_\_\_ Other: \_\_\_\_\_

**CLASSIFICATION:** \_\_\_\_\_ 1<sup>st</sup> yr Student  
 \_\_\_\_\_ 2<sup>nd</sup> yr Student  
 \_\_\_\_\_ 3<sup>rd</sup> yr Student  
 \_\_\_\_\_ Special Student

\_\_\_\_\_ Covenant Fellows Student; Year graduated from MEd: \_\_\_\_\_ See  
 Covenant Fellows tuition rate on worksheet next page.

**HOME MAILING ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 Number and Street

\_\_\_\_\_ City State ZIP COUNTRY

**PHONE NUMBERS AND E-MAIL:**

- Landline: \_\_\_\_\_ / \_\_\_\_\_
- Cell: \_\_\_\_\_ / \_\_\_\_\_
- Business: \_\_\_\_\_ / \_\_\_\_\_
- **Primary** e-mail address: \_\_\_\_\_

**SCHOOL EMPLOYMENT:** *If employment has changed since admission or last registration please update information of school employed:*

- School Name: \_\_\_\_\_
- School Address: \_\_\_\_\_

**I. COURSE REGISTRATION:** Please indicate below the courses for which you are registering for 2019

Course Selection (✓)	Course Number	Course Name	Semester Hours
	Edu 610	Foundations for Curriculum Development (core)	3 hours
	Edu 620	Introduction to Research (core)	3 hours
	Edu 630	Learning Theory Applied to Teaching (core)	3 hours
	Edu 650	The School in Society (core)	3 hours
	Edu 712	Shaping School Curriculum K-12 (ICI)	3 hours
	Edu 720	Organizational Leadership (EL)	3 hours
	Edu 725	Development of Personnel (EL)	3 hours
	Edu 730	Implementing Instructional Strategies (ICI)	3 hours
	Edu 735	Integrative Approaches to Curriculum (ICI)	3 hours
	Edu 738	Research and Practice in Teaching Content Fields	3 hours
	Edu 740	Supervision of Instruction (EL)	3 hours
	Edu 745	School Law, Standards, and Policy (EL)	3 hours
	Edu 750	The Nature of Knowledge and Curriculum Integration (ICI)	3 hours
	Edu 760	School Business Management (EL)	3 hours
	Edu 785	Field Experience in Educational Leadership (EL); 3 <sup>rd</sup> year only; <b>tuition only.</b>	3 hours
	Edu 790	Project in Integrated Curriculum and Instruction (ICI); 3 <sup>rd</sup> year only; <b>tuition only.</b>	3 hours

\_\_\_ Yes \_\_\_ No **For third year students--** Do you intend to complete requirements and graduate **May, 2019**?

**II. TECHNOLOGY INFORMATION AS IT RELATES TO FEES:**

The college campus has wireless Internet capability in addition to standard computer labs. To use the wireless network, your computer must be equipped with an 802.11AC/b/g/n standard with WPA2 encryption. Any wireless card that supports that standard will work in the residence halls, library, and classroom buildings. The technology fee covers your use of college technology systems; it does not cover equipping personal computers with the appropriate wireless adapter. Each course includes a technology fee and is included in the Tuition and Expenses Worksheet below.

**III. 2019 TUITION AND EXPENSES, WORKSHEET:**

**Please complete.**

Tuition: Total semester hours:	_____	x \$671	=	\$ _____
<b>OR</b> , if applicable				
Tuition: Covenant Fellows rate \$33 per credit hour	_____	x \$33	=	\$ _____
Materials: \$16 per course	_____	x \$16	=	\$ _____
Graduation fee: \$160 (3rd year students only)	_____	x \$160	=	\$ _____
Student activity fee: \$36 per course	_____	x \$36	=	\$ _____
Technology fee: \$26 per course	_____	x \$27	=	\$ _____
Late Registration fee: \$100, applied to late registration period	_____	x \$100	=	\$ _____
		<b>TOTAL Tuition and Fees</b>	=	\$ _____

1. **Note: To register for course work, pay the entire amount, OR the minimum non-refundable deposit of \$500.00 towards tuition.**

2. Payments may be made by check through US postal system, or online by credit/debit card (a convenience fee of up to 4% will be added) or electronic check (a processing fee of \$1 will be added) at scots.covenant.edu. Select the option "PayStudentBill". Payments made online by 7 pm will be posted the following business day by 9 am. Payments made online after 7 pm will be posted a day later. Payments made online on a payment deadline day before 4 pm will be posted that day after 4 pm. To pay by PayPal, go to PayPal website and follow instructions. When prompted for a payment email, use: med@covenant.edu. Be sure to include your Banner ID with identification of payment. **PayPal may be used for the tuition deposit only. It may NOT be used for other tuition payments.** Check payment, either by self or third party, must accompany the registration form.

Please note that online bill pay through your bank is not an electronic payment. Your bank will print and mail a check to us. Please allow at least seven days for the check to arrive.

Payments may be made in the Accounting Office by cash or checks (no fee charged) or by credit/debit card (a convenience fee of 2.75% will be added). Payments may be made in the Accounting Office are posted daily by 4 pm.

3. Tuition and fees are assessed on May 1 and interest will be added *on the last business day of the following month at 4:00 pm* on the unpaid balance at the rate of 1.17% per month. Returning students may not register until all financial obligations from the previous year have been satisfied.
4. Financial aid grants may not be used to fund the tuition deposit required at registration.
5. See Refund Policy in Graduate School of Education catalog. Tuition deposit is not refundable.
6. **Note:** Individuals choosing to drop a course after May 1 (late registration and drop/add period: April 16-May 1) will not receive a refund and are responsible to pay total course tuition and fees. This policy is in compliance with Federal and fiscal regulations. No exceptions may be made. See Withdrawal Refund Policy of the GSE catalog.

**AMOUNT DUE AND PAYABLE WITH REGISTRATION, 2018.**

**PLEASE COMPLETE:**

**\$500.00 Deposit towards tuition, non-refundable:** \$ \_\_\_\_\_

Additional amount towards tuition and fees: \$ \_\_\_\_\_

**Total paid tuition and fees** \$ \_\_\_\_\_

**Indicate payment method:**

- check –include with registration form
- money order –include with registration form
- e-check
- credit/debit card (Discover and Mastercard only)/PayPal

**Note:** The **Tuition Reduction Plan** offers an incentive for multiple educators from the same school who participate in the Master of Education Program. The details of the plan include adjustment in tuition at the following rates:

- a. 10% reduction for individuals with two students enrolled from the same school

- b. 20% reduction for individuals with three students enrolled from the same school
- c. 25% reduction for individuals with four or more students enrolled from the same school
- d. The principal or headmaster must submit an official letter listing participants in the Tuition Reduction Plan from his/her school **each year** that you are eligible for the plan. Upon receipt of registration forms and initial deposit, the tuition reduction will be applied to participants. This letter must be submitted each academic year for eligible applicants to receive tuition reduction benefits.

**To activate the plan, request the letter from your administrator to be sent to Mrs. Lindsey Fain, Master of Education, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750; OR [lindsey.fain@covenant.edu](mailto:lindsey.fain@covenant.edu).**

Any financial grants, loans, tuition remission, tuition reduction, and awards received after the date of registration will be credited to your account. Students participating in the Tuition Reduction Plan, receiving tuition remission, or who are a Covenant Fellow will receive the discount as a financial aid distribution.

**DEFERMENT STATUS:** Returning students who have previously received federal student loans must register by April 15 in order to remain in deferment status. The term of attendance for **federal financial aid** purposes will be considered May 1 through February 1. Federal aid will be earned on a prorated basis up to 60% of the term of attendance.

**Note re: books and materials:** Students are responsible to order appropriate textbooks for each course. A textbook list is included with registration materials on the graduate website, and is included in each course syllabus.

**IV. HOUSING REGISTRATION**

Master of Education students who choose to live on campus are housed in Maclellan and Rymer Hall. We are able to accommodate married couples who are *both* enrolled in the MEd at the rate for two persons per suite. *Family members (children or non-student spouse) and friends (non-students) may not be housed on campus.*

**COST:**

- 4 people per suite: \$150 per person per week
- 3 people per suite: \$202 per week for the single, \$149 per week for the two sharing
- 2 people per suite: \$261 per person per week
- 1 person per suite: \$355 per week

**NOTE:** Full payment for housing (cash, check, money order, major credit card [with processing fee]) is due at the beginning of the on-campus session.

- \_\_\_\_\_ Housing not needed.
- On-campus housing needed for week of:  
 \_\_\_\_\_ June 24  
 \_\_\_\_\_ July 1  
 \_\_\_\_\_ July 8

You will be notified of final housing assignments approximately one month prior to your arrival on campus.

Please indicate the suite arrangement you would like:

- \_\_\_\_\_ 4 people per suite: \$150 per person per week
- \_\_\_\_\_ 3 people per suite: \$202 per week for the single, \$149 per week for the two sharing
- \_\_\_\_\_ 2 people per suite: \$261 per person per week
- \_\_\_\_\_ 1 person per suite: \$355 per week

If you have a suitemate(s) request, please list below. **List only those individuals you have talked with prior to making this request.**

<u>Room 1</u>	<u>Room 2</u>
1.	1.
2.	2.

On-campus housing is paid in full upon arrival on campus.

I certify to the truthfulness of the answers given herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**COVENANT**  
**COLLEGE**

GRADUATE SCHOOL OF EDUCATION

**14049 SCENIC HIGHWAY**  
**LOOKOUT MOUNTAIN, GA 30750**  
800.677.3626; 706.419.1406; FAX 706.419.1480

7/2018:rd8:revision  
2019 Registration Form: Med:Packets:Registration