

**SPECIAL STUDENT – FIRST TERM
 REGISTRATION APPLICATION**

Personal

Please type or print in ink

Name last first middle former names

Permanent home address city state zip

Mailing address (if different from above) city state zip

Home phone Cell phone E-mail

Sex M F Social Security number - - Birthdate
 Month Day Year

If not a citizen of the U.S., are you a Permanent Resident? Yes No Visa type _____

Applying for term: Summer 200____ Fall 200____ Spring 200____
 Anticipated completion date: Summer 200____ Fall 200____ Spring 200____

Have you previously applied for admission to a Lewis & Clark graduate program? Yes No
 If yes, which program? _____

List any professional licenses you hold. _____

Would you like to receive any program materials? No Yes Which program? _____

Have you met with an advisor? No Yes If so, with whom? _____

The following questions are optional. This information helps us in our affirmative action efforts.
 How would you describe your race/ethnicity? *Please check all that apply.*

White Black or African-American American Indian/Alaska Native Asian or Pacific Islander
 Hispanic (Mexican American/Puerto Rican) Other Decline to Report

Synonym	Dept.	Course #	Sec. #	CR Hrs	Course Title	Dept. Initials

I understand that this application for Special Student Status is **NOT** an application for a Lewis & Clark Graduate School degree or license program and this status does not guarantee admission to a Lewis & Clark program. To the best of my knowledge, the information in this application is complete and accurate.

Applicant's signature _____ Date _____

Confirmation of Cost ~ Accepted Methods of Payment

Dept	Crse #	Sec#	CR Hrs	Course Title	Course Dates	Course Tuition	Course Fee	
Subtotal:						\$	+ \$	= \$
Grant funding (if applicable):						\$		
TOTAL DUE:						\$		

The Cashier and Credit Office at Lewis & Clark is responsible for the billing and collection of tuition, fees and other related costs of enrollment. Our goal is for your student account to be settled by each semester's due date – and for it to remain settled throughout the term. We want to work with you to attain this goal. When your account is settled, there is no risk of late fees and/or holds. A settled student account helps to ensure the processes of registration, processing transcript requests and graduation flow smoothly.

The Fall deadline to settle one's student account typically is in mid-August. The Spring deadline to settle one's student account typically is in mid-December. To avoid any late payment penalties, your account must be settled by the first day of the semester in which you are enrolled, *whether or not* you have received a statement. **If class registration occurs after the semester due date has passed, payment is due at the time of registration.**

In the Summer, the school does not mail statements in advance of the semester's start. To avoid any late payment penalties, your account must be settled by the first day of the session(s) in which you are enrolled, *whether or not* you have received a statement.

This document is intended to confirm the cost of the course(s) you are registering for and provide you with the information needed so that you may now remit your payment.

Online Payment

Lewis & Clark partners with Tuition Management System (TMS) to enable online payments. Through the TMS website payments can be processed for tuition, fees and other student account-related balances. MasterCard, Discover and American Express can be used to pay student account-related balances. Credit card payments will incur a convenience fee ranging from 2.2 to 3.5 percent of the amount charged. Payments made via electronic funds transfer from a checking or savings account are not subject to any fees.

Access online payment at www.lclark.edu/dept/cashiers.

Pay by Mail

- check or money order payable to "Lewis & Clark"
- please include your name and LC ID number on check or money order
- please mail to: Lewis & Clark, Cashier and Credit Office, 0615 S.W. Palatine Hill Road, MSC: 150, Portland, OR 97219

Pay by Phone

Lewis & Clark partners with Tuition Management System (TMS) to enable telephone payments. Through TMS, payments can be processed for tuition, fees and other student account-related balances over the phone. MasterCard, Discover and American Express can be used to pay student account-related balances. Credit card payments will incur a convenience fee ranging from 2.2 to 3.5 percent of the amount charged. Payments made via electronic funds transfer from a checking or savings account are not subject to any fees.

TMS can be reached at 1-800-722-4867 or 401-921-3700.

Contact Information: Cashier and Credit Office

Location: Templeton Student Center, lower level

Hours: 8:30 a.m. - 4:00 p.m. Monday-Friday. *1st working day of each month, 1:00 PM-4:00 PM*

Phone: 503-768-7829 (Student Accounts), 503-768-7825 (Perkins Loans)

Fax: 503-768-7908

Website: www.lclark.edu/dept/cashiers

E-mail: cashiers@lclark.edu, perkins@lclark.edu