
SUMMER UNDERGRADUATE REGISTRATION AND BILLING

Full Summer: 5/7-8/10/12 Summer One: 5/7-6/8/12 Summer Two: 6/11-7/13/12 Summer Three: 7/16-8/10/12

OPEN REGISTRATION

Students may register for any of the summer sessions according to the scheduled registration times below. Registration will be held in the Office of the Registrar between the hours of 9:00 am and 4:30 pm. If you are unable to register during the scheduled times, please call to register at (330) 471-8128.

SCHEDULED REGISTRATION TIMES

Insufficient enrollments may cancel courses; therefore, it is important to register early so the university can accurately assess the number of students seeking to enroll. Enrollment in a course can be tracked by going to the Malone University Registrar's web site, www.malone.edu/registrar, and course listing for summer 2012 under the Undergraduate Course Schedules.

EARLY REGISTRATION – Feb. 27th through April 20th, 2012

Early Registration students will need to make their **initial 1/3 payment in the University Business Office by April 20th, 2012**. Students who do not make the initial payment by April 20th will have their scheduled classes cancelled. A payment of 1/3 of the registration balance is due on the 20th with remaining balances due according to the payment option below. *All students using a financial aid package must inform the financial aid office of their intent.*

REGISTRATION DATES (after Early Registration ends).

<i>SUMMER SEMESTER</i>	<i>April 23rd through May 18th, 2012</i>
<i>SUMMER SESSION I</i>	<i>April 23rd through May 11th, 2012</i>
<i>SUMMER SESSION II</i>	<i>April 23rd through June 15th, 2012</i>
<i>SUMMER SESSION III</i>	<i>April 23rd through July 20th, 2012</i>

PAYMENT

Beginning **April 23rd**, at least **1/3 of your entire summer balance is due at the time of registration**. The remaining **1/3 payments are due on June 1st & July 1st**. A fee of \$15.00 is charged for this 1/3 payment option.

SUMMER UNDERGRADUATE TUITION

\$355.00 PER SEMESTER HOUR

FEE – for **MALONE ONLINE** courses, there is a **\$120** per course, Distributive Learning Tuition Fee, in addition to the normal tuition charges. (Fees are non-refundable unless stated otherwise).

REFUNDS/WITHDRAWAL – See the current university catalog or Office of the Registrar for policies regarding refund and withdrawal from the university. All withdrawals must be received in writing by the Office of the Registrar on the Official Notice of Withdrawal Form. Unofficial withdrawals forfeit refunds and receive grades of F. Failure to attend classes does not constitute an official withdrawal. *Fees are not refundable unless stated otherwise.*

SUMMER ROOM/BOARD

[Inquire within the Business Office about the special discounts on Room/Board for students with on-campus work assignments this summer.]

\$340.00 per-session room only (SESSION I ONLY)

Room Only: \$340.00 Board: N/A

\$664.00 per-session room and board (SESSION I ONLY)

Room: \$272.00 Board: \$392.00

NEW STUDENTS

Admissions information may be secured from the Admissions Center, Monday-Friday from 8:00 am to 4:30 pm or by phoning (330) 471-8145 or 1-800-521-1146 toll free.

Malone University, 2600 Cleveland Ave. NW, Canton, OH 44709-3897

NOTE: THE UNIVERSITY RESERVES THE RIGHT TO WITHDRAW COURSES FOR WHICH THERE IS INSUFFICIENT ENROLLMENT, TO ADD COURSES FOR WHICH THERE IS DEMAND, TO REVISE TEACHING AND TIME ASSIGNMENTS, AND TO REGULATE CLASS SIZE.
