



## Certificate in Faith & Public Life Non-Degree Admission & Registration Form

Thank you for applying for the Certificate in Faith & Public Life

### Instructions:

**Please complete steps 1 - 4 and return this form to the Admissions Office. You will receive an e-mail confirmation after your information has been entered into the system.**

Register early when possible. Class rosters are closed two weeks prior to the start date of the course. You can learn more about registration deadlines and requirements per term by visiting our website:

<https://www.wesleyseminary.edu/academics/academic-calendar/course-schedule/>. **Please check back often as items are posted as they are received from faculty throughout the different terms. Payment for classes is expected to be received by the first day of class.** Students are able to pay by phone by calling 1-866-498-4011.

**Credit** (This category is for degree, non-degree students, and degree students from Consortium Schools)

**Audit** (This category is for auditing students or is an option for degree and non-degree students)

**Continuing Education** (This category is for continuing education students – clergy or full-time lay professionals – only)

### Step 1 Personal Information

Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Preferred Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Denomination \_\_\_\_\_

Gender (optional):  Male  Female

Ethic Origin (Optional) Are you Hispanic?  Yes  No  
 If not, please select from the following:  American/ Alaska Native  Asian  White  
 Black or African American  Hawaiian/Pacific Islander

### Step 2 Application Please check one

<input type="checkbox"/> <b>New Non-Degree Student</b> or Continuing Education Student...	<b>Complete this form. Send your resume &amp; official transcript(s)</b> (or letter of good standing from your Registrar) to the admissions office (see address on page 2)
<input type="checkbox"/> <b>New Auditing Student</b> .....	<b>go to Step 3</b> and return the completed form to the admissions office. (see address on page 2)
<input type="checkbox"/> <b>Current Degree or Non-Degree Student</b> ...	<b>STOP.</b> Please go to <b>WesleyWeb</b> to register for classes.
<input type="checkbox"/> <b>Current Degree Student in the Washington Theological Consortium or Partner School</b> .....	<b>go to Step 3</b> and return completed form <i>along with a letter from the Registrar at your school indicating that you are a current degree student in good standing</i>

### **Step 3 Registration**

Please complete the following and include the courses for which you wish to register. Include the course number and title of the course and indicate number of credit hours under the appropriate credit type box. Class times may not overlap.

<b>Course Number</b>	<b>Course Title</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Indicate Credit, Audit or Continuing Education(CEU)</b>
<i>BI-XXX</i>	<i>Put course name here</i>	<i>May 1</i>	<i>May 5</i>	<i>Credit</i>
		<b>Total Credits or CEUs Hours</b>		

**NOTE:** *If you have been provided a Wesley student login you should not use this form to register.*

### **Step 5 Payment, Cancellation & Refund Policy & Signature**

Tuition payment is due by the first day of class. Cancellations must be received in writing by the registration deadline to receive a full refund of tuition charges. Students canceling after the registration deadline through the first day of class will be charged \$100.00 cancellation fee. Cancellations following the first day of class will be charged the full tuition and payment is expected. **Non-attendance does not constitute a cancellation.** Students should use the Registration form found on the website or from the Registrar's Office to drop a class. <https://www.wesleyseminary.edu/academics/forms-2/>

I have provided all the necessary information requested and intend to attend and pay for the courses for which I have registered. I have also read and agree to the cancellation and refund policy stated in the academic catalog.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to:  
**Admissions Office**  
**Wesley Theological Seminary**  
**4500 Massachusetts Avenue, NW**  
**Washington, DC 20016-5690**  
**[jparks@wesleyseminary.edu](mailto:jparks@wesleyseminary.edu)**

#### **Contact Information:**

JaNice Parks, Director of Enrollment  
Business Office, Student Accounts  
Registrar's Office  
Housing Office

[admissions@wesleyseminary.edu](mailto:admissions@wesleyseminary.edu)  
[businessoffice@wesleyseminary.edu](mailto:businessoffice@wesleyseminary.edu)  
[registrar@wesleyseminary.edu](mailto:registrar@wesleyseminary.edu)  
[housing@wesleyseminary.edu](mailto:housing@wesleyseminary.edu)