VISITING STUDENT PROGRAM

Audit/Non-Credit Guidelines
2015-2016

These guidelines apply to adult visiting students approved to take a course on an audit or non-credit basis. Auditors simply attend a class; students who enroll on a non-credit basis submit all of the course work to the instructor for evaluation and a grade, but do not receive college credit. Only students who are eligible to live off-campus, that is local adults or Simon’s Rock students who have been in residence at the college for at least four semesters, can receive permission to be visiting students. High school-aged students must apply through the Admission Office to be a visiting student.

APPLICATION PROCEDURE

Applicants to attend as auditing or non-credit students must submit these materials to the Registrar’s Office:

1. A course registration form with instructor’s signature, indicating permission to enroll in the course.

Permission for new students to attend the college as auditors or non-creditors must be granted by the Dean of Academic Affairs.

TUITION

The fee for auditing a course is $250 per course. The fee for enrolling on a non-credit basis is $820 per course. The fees for half-semester modules are half these rates. Financial Aid is not available to auditors or non-credit students. Where applicable, studio fees or lab fees are additional. Audit/Non-credit fees are not refundable at any time.

RESTRICTIONS

• Visiting students may not live on campus; they may not stay on campus overnight without permission of the Director of Residence Life.

• Visiting students must display a parking sticker on their vehicles and must adhere to all campus regulations, including parking regulations. Parking stickers are available at the security office after 4pm with documentation of enrollment by the Registrar.
[Students under the age of 18 wishing to take a course at Simon’s Rock must apply through the Admission Office.]

Semester (check one):  
- Fall 20____  
- Spring 20____

Name ___________________________________________  
Last                                  First
__________________________________________________________________________
Address_________________________________________  
Tel # ____________________________________________
__________________________________________________________________________
Email ____________________________________________  
Date of Birth _____________________________________

First time student _______________  Returning student _______________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Non-Credit</th>
<th>Audit</th>
<th>Instructor’s Signature</th>
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I understand and agree:

- That enrollment is for the above course only. Visiting Students may participate in no more than one course per semester.
- That enrollment as a visiting student entails enrollment only in this course and use of the library. Participation in extra-curricular activities or use of Simon’s Rock facilities not related to the course taken are available to a visiting student only on the same basis as to other area residents.
- **FOR CREDIT ONLY:** That if I withdraw for any reason within two weeks of registration for the course, my tuition will be refunded. If I withdraw after that time, my tuition is not refundable.
- **FOR AUDIT OR NON-CREDIT:** There will be no refund at any time.
- That tuition does not include laboratory or studio fees, where applicable, which are additional. All fees are payable to Simon’s Rock no later than the first day of class attendance each semester.
- That Simon’s Rock may cancel my enrollment at any time, in which event my tuition will be refunded.

Signature: ___________________________________________  
Student ______________________________________________  
Date

Fee Paid: $________  
Director of Finance ___________________________________________  
Date

Eligibility verified by Registrar’s Office:  
Registrar ___________________________________________  
Date

*Return this form with all necessary signatures to the Registrar on the first day of class.*