

February 19, 2007

Dear MBA, IMBA, MAcc, or eMacc Student:

I am delighted that you are pursuing your MBA, IMBA, MAcc, or eMacc degree at Gardner-Webb University. It is time to pre-register for classes for the **Summer 2007**. Registration is now available on-line at www.gardner-webb.edu/gradbiz, also registrations will be held on the following sites and dates below.

<u>Charlotte Campus</u>	Monday, March 19, 2007 GWU at Charlotte, Room 106	5:00pm - 6:00pm
<u>Spartanburg Campus</u>	Wednesday, March 21, 2007 Cafeteria-Spartanburg Regional Hospital Cafeteria Conference Room	5:00pm - 6:00pm
<u>Gardner-Webb Campus</u>	Thursday, March 22, 2007 GWU Hamrick Hall, Room 117	5:00pm - 6:00pm
<u>Winston-Salem Campus</u>	Thursday, March 22, 2007 Winston-Salem Campus 714 (Dr. Metcalf)	5:00pm - 6:00pm
<u>Statesville Campus</u>	Saturday, March 24, 2007 GWU at Statesville, Room 120	12:00pm - 1:00pm
<u>Burke Campus</u>	Thursday, March 29, 2007 Old Rock School, Waldensian Room	5:00pm - 6:00pm

If your file is incomplete, be sure to send all the necessary documents as soon as possible. **If you have already taken two classes and have not taken the GMAT, please call the Graduate School of Business office before your registration date.**

IF YOU ARE GRADUATING IN SUMMER SEMESTER, IT IS NECESSARY THAT YOU COMPLETE AND SUBMIT A GRADUATION APPLICATION FORM BY [APRIL 30, 2007 WITH OUT LATE FEE.](#) APPLICATIONS ARE AVAILABLE AT www.gardner-webb.edu/academics/registrar. FAILURE TO DO SO WILL PREVENT YOU FROM GRADUATING ON SCHEDULE.

Enclosed is a form explaining registration procedures. Please read it carefully and note that at least one-third of your tuition payment or Corporate Reimbursement Letter and the completed tuition payment form are due in the Business Office. Should this pose a problem, please contact the Business Office immediately.

The Summer 2007 schedule and registration procedures are enclosed. If you have any questions, please do not hesitate to call the Graduate School of Business office at (704) 406-3229.

Sincerely,

Natetsa Lawrence

Natetsa Lawrence
Assistant to the Director
Graduate School of Business

GRADUATE SCHOOL OF BUSINESS - REGISTRATION PROCEDURES

REGISTERING: To ensure you get all the classes needed it is advised that you register as soon as possible.

ESTIMATED BILLING STATEMENT: Available Online Only.

NOTE: You are not officially registered until satisfactory financial arrangements have been made with the Business Office.

APPLYING FOR GRADUATION: If you plan to complete degree requirements at the end of the summer, you must be register and you must apply by ***April 30, 2007.***

MODIFICATIONS: Please refer to the Graduate Catalog or call our offices for the procedures and policies regarding add/drop, withdrawal and cancellations policies.

IMPORTANT DATES

- **SEE BILLING STATEMENT FOR DATE** - Deadline for mail-in Tuition Payment Form with payment.
- **SEE www.gradbiz.gwu.edu FOR DATE – LAST DAY TO REGISTER WITHOUT A LATE FEE**
- **May 23 – Summer First Term and 10- week classes begin**
- **May 28** - Last day to **add/drop** or **register** for first summer term. This is done with the Graduate School of Business Office via email or at 704-406-3229.
- **May 30** - Last day to withdraw from a class and receive a grade of “W” for First Summer Term. This is done with The Registrars Office at 704-406-3910.
- **May 30-** Last day to **add/drop, register, or cancel** for 10-week Summer Term Classes.
- **June 6-** Last day to withdraw with grade of “W” for 10-week Summer Term.
- **June 15- Absolute deadline for graduation application for Summer 2007 (\$50.00 late fee assessed).**
- **June 18** - Last day to withdraw from a class and receive a grade of “WP” or “WF” for First Summer Term.
- **June 25-26 – 1st Summer Term Final Exams**
- **June 27 – Summer Second Term begin**
- **July 2** - Last day to **add/drop** or **register** for Second Summer Term. This is done with the Graduate School of Business Office via email or at 704-406-3229.
- **July 5** - Last day to withdraw from a class and receive a grade of “W” for Second Summer Term. This is done with The Registrars Office at 704-406-3910.
- **July 16-** Last day to withdraw with a grade “WP” or “WF” for 10-week Summer Term.
- **July 23** - Last day to withdraw from a class and receive a grade of “WP” or “WF” for Second Summer Term.
- **July 30 – Application for December 2007 graduation due with \$100.00 graduation fee (without \$50.00 late fee) for all programs**
- **July 30-July 31 – Second Term and 10-week Final Exams**
- **August 4- COMMENCEMENT**

Schedule of Fees for Summer 2007

Tuition Payment:	\$305 (\$915 per class)
Due:	SEE BILLING STATEMENT FOR DATE (ONLINE ONLY)
Graduation Application:	\$100.00
Due:	April 30, 2007
Late Application Fee:	\$50.00 (after April 30, 2007)
Tuition Non-Payment Fee:	\$100.00
Assessed:	SEE BILLING STATEMENT FOR DATE (ONLINE ONLY)

Charge Reduction Policy for Class Withdrawal

Registration at the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb to give limited charge reductions in the event a student OFFICIALLY WITHDRAWS from class (es).

In order to make a course adjustment (withdraw) the student must contact the Registrar's Office in person or by phone at (704) 406-4260. The student will then receive a copy of the completed course adjustment form. Withdrawal must be completed prior to the end of the semester in order to officially withdraw from class (es).

Reductions will be computed on total charges for tuition, but not on textbooks and fees. Students withdrawing from classes for disciplinary reasons will not be eligible for any reductions and will be liable for the entire semester's charges. For purposes of interpreting this policy, a week is defined as a Monday through Friday period or any part thereof. The first week is defined as the week in which classes are scheduled to begin.

Charge Reduction Schedule

- ◆ Tuition charges will be removed in full provided the student officially withdraws prior to the first official class meeting.
- ◆ Tuition charges less \$50 will be removed for the student who does not attend a class but waits until after the class meeting to officially withdraw.
- ◆ In the event a student attends class (es) and finds it necessary to withdraw, charges will be reduced as follow:

When official withdrawal occurs:	
On or before the first day of classes	Refund 100%
During the first 10% of the enrollment period	Refund 90%
During the second 10% of the enrollment period	Refund 80%
During the third 10% of the enrollment period	Refund 70%
During the fourth 10% of the enrollment period	Refund 60%
During the fifth 10% of the enrollment period	Refund 50%
During the sixth 10% of the enrollment period	Refund 40%
After the sixth 10% of the enrollment	No Refund
- ◆ Note: When student's charges are reduced, Federal, State, Institutional and Non-Institutional Aid will be adjusted in accordance with the regulations governing the respective programs. Leaving the University without officially withdrawing may result in a student' forfeiting all financial aid and thus, becoming responsible for the entire balance.

Delinquent Student Accounts

Students with outstanding financial obligations may be prevented from registering for the following semester. A student will not be allowed to participate in commencement exercises, receive a diploma, nor will transcripts be released, until all financial obligations are satisfied. Delinquent accounts may be referred to collection agencies and/or credit bureaus. Financial obligation includes, but are not limited to, student account balance, parking, library fines, and returned checks.