

**GRADUATE TAX PROGRAM
REGISTRATION – SPRING QUARTER, 2012**

Step 1: Complete the registration form below.

Step 2: **MAIL** this entire registration form to: Stacy Anderson
Graduate Tax Program
2255 E. Evans Ave. #390
Denver, CO 80208

OR **FAX** the registration form to: (303) 871-6358
OR **E-MAIL** the registration form to: stacy.r.anderson@du.edu

Please do not try to register/drop online.

THE DEADLINE FOR REGISTRATION IS FEBRUARY 24, 2012.

Step 3: Payment

Bills will be e-mailed directly to you before the quarter begins. **Please note that bills will only be sent to your the email address you have set up for DU email forwarding and will not be sent in the regular mail.** Please check your email settings on WebCentral to ensure you get your bills in a timely manner.

Step 4: Add/Drop

Classes may be added and dropped only from March 26-April 1, 2012. For tuition refunds, the University of Denver adheres to the schedule set forth below. The effective date for tuition refunds is the date the request is received in the GTP office. You will not be dropped automatically for non-attendance of class. Please contact Stacy if you choose to drop or add classes. **Any application for an incomplete grade or withdrawal from a course requires a student signature.**

March 26-April 1, 2012:	100% refund	April 9-10, 2012:	50% refund
April 2-8, 2012:	75% refund	April 11 and after:	NO REFUND

REGISTRATION FORM – SPRING QUARTER, 2012

Please type or print ALL information. Incomplete forms will delay registration.

Name _____ DU ID# _____

Current Mailing Address _____

City, State, Zip _____

Email Address _____

Home/Cell Phone (____) _____ Work Phone (____) _____

Line No.	Course No.	Course Title	Section	Credits
TOTAL CREDITS				

If you have any questions, please call Stacy Anderson at (303) 871-6209.
GTP office hours are 8:30 am – 5:30 pm MST/MDT, Monday through Friday.