Non-Resident Fee* (g) @ $362/hr. x ________ hr(s) = $______________
Distance Learning Fee @ $12/hr. x ________ hr(s) = $______________
Special Fee @ $___________ + $___________ = $______________
Parking @ $___________ + $___________ = $______________
TOTAL ENCLOSED = $______________

The registration deadline is two weeks prior to the start of the workshop; however, we will accept registrations after the deadline on a space-available basis. Attendance is mandatory.

For the security of your credit card information, Kent State University only accepts online credit card payments. See instructions under Kent State Students OR New or Recently Admitted Students.

Kent State Students: Login to FlashLine and select the Student Tools tab/Dashboard/Look Up and Register for Courses. Payment by credit card or checking account can be made through FlashLine by selecting the Student Account tab/Dashboard/Priority Resources/Make online Payment, and select Pay My Bill Using a Check or Credit Card.

New or recently admitted students: Use one of the following registration methods: To pay by check or money order, mail form and full payment, payable to Kent State University, to: Workshops, Office of Continuing and Distance Education, Kent State University, PO Box 5190, Kent, OH 44242-0001.

To pay by credit card or checking account, mail form only to: Workshops, Office of Continuing and Distance Education, Kent State University, PO Box 5190, Kent, OH 44242-0001. Login information will be sent via email approximately 48 hours after you are admitted to the workshop. Payment can then be made by logging in to FlashLine at www.kent.edu, selecting the Student Account tab/Dashboard/Priority Resources/Make online Payment, and select Pay My Bill Using a Check or Credit Card. For questions, call 330-672-5100.

Register in person at the Lincoln Building, Kent Campus.

Assignments and Grading: All credit workshops involve out-of-class assignments and are graded Satisfactory (S) or Unsatisfactory (U). We cannot issue grades of NA and SA. A student who “never attends” even one class session will receive a grade of NF (Never attended, F). Students who “stop attending” prior to the course withdrawal deadline will receive a grade of SF (Stopped attending, F). Both NF and SF grades will count as an F (zero quality points) in computing the grade point average.

Non-Ohio Residents: The non-Ohio resident fee is waived if you are taking workshops only this semester. If you are taking classes in addition to workshops, the non-Ohio resident fee is required.

Refunds and Withdrawals: Workshop withdrawals are permitted, subject to the deadlines stated in the university’s current semester schedule. If the workshop’s beginning and ending dates are other than the regular semester dates, withdrawal deadlines are normally different. To learn workshop drop and withdrawal deadlines, call the Office of Continuing and Distance Education at 330-672-3100 or visit http://www.kent.edu/registrar, select the term of the workshop, click on processing dates. To drop or withdraw from a workshop, visit http://flashline.kent.edu, select student tools then access FlashFAST or the links/tools that are provided through FlashFAST. After the workshop starts, the percentage declines in conformance with university policy and depends upon the percent of contact time elapsed.

Fees and Charges: Fees and charges are subject to change, and any increases will be billed at a later date. Staff benefits do not apply to workshop special fees.

Confirmation: A confirmation letter will be sent via email two to three weeks prior to program start date.

Cancellations: If we have to cancel a program, we will notify you immediately. You may transfer to another workshop or receive a full tuition refund.

For disability accommodations, call 330-672-3237.