



Dear Lay Auditor Applicant:

Thank you for your interest in the Lay Auditor (LAUD) Program. Unless noted in the catalog, advance permission from the instructor is not necessary. **Please complete the LAUD application.**

LAUD students must adhere to the School calendar and deadlines as stated in the Academic Calendar. The following are registration and class dates:

August 8-20	Registration for Fall 2011 Classes
September 12	Fall 2011 Classes start
October 18 – Nov 4	Registration for Winterim 2012 Classes
December 5 – 16	Registration for Spring 2012 Classes
January 2-13	Winterim 2012 Classes Session 1
January 7-21	Winterim 2012 Classes Session 2
January 30	Spring 2012 Classes start
April 10-27	Registration for Summer 2012 Session classes
June 4-8	Summer 2012 Classes Session 1
June 11-22	Summer 2012 Classes Session 2

Please note that **all registrations must be completed and postmarked on the last day of the registration period** or a \$175 late fee will be charged. Registrar's Office hours are: Monday - Friday, 9:00 am –12:30 and 1:00 – 4:00pm. *Please call ahead if traveling a distance as hours are subject to change.*

The following names/numbers may be of help to you:

* Admissions Office	617- 831-2430
----- -Academic Catalogs/Course listings and Admissions information	
* Nayda Aguila, Registrar	617- 831-2435
* Academic Dean's Office	617- 831-2432
* Housing Office	617- 831-2453

We look forward to having you join our community! Should you have any further questions, please do not hesitate to contact us.

Sincerely,

Nayda Aguila

Nayda Aguila
Registrar

over

LAY AUDITOR (LAUD) Program

Andover Newton welcomes people who wish to audit courses as Lay Auditors (LAUD). We call your attention to the special regulations that apply to those who come to the School for this purpose. When you sign and return the application/registration form, we will assume you have read and accepted these provisions.

Role Within Courses and Instructor's Permission

Ordinarily, persons wishing to take courses as LAUDs do not need the permission of the instructor. However, some courses may not be open to LAUD participation, or may require previous consultation with the instructor. Applicants should consult the catalog descriptions of the courses they wish to attend and abide by such restrictions as may be noted there. If the enrollment is restricted in any course, auditors are subject to those restrictions.

LAUDs are welcome to attend classes and audit only. However, in some cases, depending upon the wishes of the instructor, LAUDs may also be expected to meet certain class requirements (reading, discussions, etc.).

Limitations

One or two courses may be audited for any semester. Courses for which registration is on an audit basis cannot be renegotiated as credit courses at a later date.

Fees

All auditors must pay a \$105 registration fee for each semester. Tuition is charged at \$975 per course in 2011-2012. Payment in full must accompany the application/registration form. Please note that all regular Andover Newton deadlines apply and late fees (\$175 per semester) are charged when applicable.

Refunds

Refunds will be considered only when an auditor submits an official application for withdrawal from a class. The Registrar's Office will explain the necessary steps for those who wish to withdraw. Full tuition refunds are made through the end of the Add/Drop period as stated in the Academic Calendar. No tuition refund will be made after that date.



Application/Registration Form for Unclassified Auditors (Lay Auditors)

Name _____ Last Name _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone(*home*) _____ E-mail _____

Denomination _____ Date of birth _____

Church Membership _____

City/Town _____ State _____ Zip Code _____

Pastor's Name _____

Education Beyond High School (*Please list institutions, years attended, and degrees awarded.*)

Why are you interested in theological study?

What is your past and current participation in your local church?

Courses to be audited in _____ semester, 20____

1. _____
course number course title

2. _____
course number course title

Please note all regular Andover Newton deadlines and fees apply. Payment in full is required at time of application/registration.

Fees: \$975 per course, \$105 Registration fee, Late fee \$175 ,if applicable (*see calendar above*).

Total amount enclosed _____

You now have the option of paying by credit card. Please charge \$ _____ to my

MasterCard/Visa# _____ Exp. Date _____

Card Holder's Authorized Signature _____

I have read the regulations relating to unclassified auditors and will abide by them.

signature

date