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**The Heller School for Social Policy and Management**  
**Brandeis University**  
**Special Student Application**

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**1. Please give us the following information:**

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Which course do you want to take?**

\_\_\_\_\_ Semester \_\_\_\_\_  
Course Number

\_\_\_\_\_ Course Name

**3. What is your reason for taking this course?**

**4. How did you hear about The Heller School?**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Program Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(if SID course)

Signature of Assistant Director for Student Records: \_\_\_\_\_ Date: \_\_\_\_\_

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# The Heller School for Social Policy and Management

## Brandeis University

### Special Student Information

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Anyone who wishes to enroll in one or two courses at The Heller School for Social Policy and Management, but not formally matriculate, may do so as a Special Student. No more than two courses taken for credit may be transferable to degree candidacy if the student is admitted to the doctoral program or the M.B.A. in Mission Driven Management. No more than four credits (two module courses or one full-semester course) may be transferable to degree candidacy if the student is admitted to the M.A. program in Sustainable International Development. Successful completion of a course(s) as a Special Student does not guarantee admission into any degree program. Special Students are considered with all other applicants to the School.

**Admissions Procedure:** Course schedules and descriptions can be found on The Heller School's website [www.heller.brandeis.edu](http://www.heller.brandeis.edu). Once you have decided what course you want to take, please complete a Special Student Application, submit transcripts and a detailed resume that includes work experience and educational background. ***Do not send payment for the course at this time.*** Applications for Special Student Status must be received by the following dates: **August 15** for the fall term, **January 1** for the spring term, **May 15** for the Summer I term, and **July 1** for the Summer II term. Mail the application, transcripts, and resume to the following address:

Office of Student Records  
The Heller School for Social Policy and Management  
Brandeis University  
415 South Street, MS 035  
Waltham, MA 02454-9110  
781-736-3757

**Notification:** Completed applications will be reviewed and processed by The Office of Student Records. The applicant will be notified in writing of a decision as soon as possible.

**Registration and Course Enrollment:** Once a student has been accepted into the course, a Special Student Registration Form is sent to you with your notification letter. Each Special Student must return the Special Student Registration Form to The Office of Student Records within the deadlines announced in the Academic Calendar.

**Tuition and Payment:** The per course tuition rate for the 2003/04 academic year is \$1693. Mail your full payment with your completed Special Student Registration Form to The Office of Student Records at the address listed on the registration form. Payment may be made by check payable to Brandeis University.

**Parking:** Notification packets for all Special Students will include an application for motor vehicle registration and a memo from The Heller School's Office of Student Records to the Office of Public Safety requesting a free parking pass. To receive your parking pass, you must bring the application and memo to the Office of Public Safety in the Stoneman building, between the hours of 9:00 a.m. - 4:00 p.m., Monday-Friday.

**Academic Year Refund Policy:** No refund of the tuition fee will be made because of illness, absence or dismissal during the academic year. If a student withdraws, he or she may petition the Senior Administrative Officer for a partial refund of tuition in accordance with the following: before the opening day of instruction, 100% of course tuition; on or before the second Friday following the opening day of instruction, 75% of the course tuition; on or before the fifth Friday following the opening day of instruction, 50% of the course tuition; after the fifth Friday following the opening day of instruction, no refund. All refunds are subject to review and final approval by the University Controller and will be disbursed only upon written request.

**Summer Refund Policy:** Refunds for withdrawal from the summer sessions will be made as follows: 100% before the opening day of instruction and 50% before the second day of instruction. No refunds after the second day of instruction.