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

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 (maximum of eight credits) taken for credit may be transferable to degree candidacy if the student is admitted to the PhD program, M.P.P. or the M.B.A. 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.S. or M.A. programs Sustainable International Development or Conflict Resolution and Coexistence. 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 Heller School.

Admissions Procedure: Course schedules and descriptions can be found on The Heller School's website <http://heller.brandeis.edu>. **Once you have decided what course(s) 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 or deliver the application, transcripts, and resume to the following address:

Janie Marsan
Assistant Director, Student Records and Enrollment
Room 109
The Heller School for Social Policy and Management
Brandeis University
415 South Street, MS 035
Waltham, MA 02454-9110

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 2018/2019 academic year is \$5,817 (full semester 4 credit course) and \$2,909 (module 2 credit course). Payment can be made at the Office of Student Financial Services (<http://www.brandeis.edu/offices/sfs/>) in the USDAN building second floor.

Parking: You may obtain a parking permit application from the Office of Public Safety in the Stoneman building, between the hours of 9:00 a.m. - 4:00 p.m., Monday-Friday. You may also complete the permit application online: <http://www.brandeis.edu/publicsafety/parking/>

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.

If you have any questions about the special student application please e-mail:
Janie Marsan (jmarsan@brandeis.edu)

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

1. Please give us the following information:

Social Security Number: _____ Date of Birth: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email Address: _____

2. Which course(s) do you want to take:

Course Number	Course Name	Semester
---------------	-------------	----------

Course Number	Course Name	Semester
---------------	-------------	----------

Course Number	Course Name	Semester
---------------	-------------	----------

3. What is your reason for taking this course?

4. How did you hear about The Heller School?

Signature: _____

Date: _____

For Office Use Only:

Signature of Instructor(s): _____

Date: _____

Date: _____

Signature of Assistant Director, Student Records and Enrollment

Date: _____