

**BROADALBIN PERTH HIGH SCHOOL – FMCC COLLEGE IN THE HIGH SCHOOL SPRING 2020  
COURSE OFFERINGS – DISTANCE LEARNING**

Course	Section	Course Title	Credits	Cost	Instructor Name	Length of Course
BUS137	76	Business Communications	3	\$207	Shauna Sitts	Half Year

Please note: Completed Spring 2020 Registration forms (forms with courses listed and student and parent's signatures) must be received by the Registrar's office by the end of the business day on Monday, February 10<sup>th</sup> in order to be processed.

No registration form will be processed if a student has an existing balance on their account.

If you have previously taken a College in the High School course and have a question about your account balance you can contact the Bursar's office at 518-736-3622, ext. 8604.

**WHAT IF I CHANGE MY MIND AFTER I SUBMIT MY APPLICATION FOR COLLEGE CREDIT?**

If you enroll for college credit and then change your mind, you must notify FM to cancel your college enrollment. The date you notify FM will determine if you will be responsible for payment.

- You may drop the course and receive a cancellation of your tuition bill if you contact FM by March 1<sup>st</sup>, 2020.
- After March 1<sup>st</sup>, you will be responsible for tuition payment, even if you have not already paid the bill.
- For half-year courses, you may withdraw from a course and receive a grade of "W" (withdrawal) between March 2<sup>nd</sup> and May 3<sup>rd</sup>. You will still be responsible for tuition payment.
- For questions regarding your Tuition and Fees statement, please contact the Bursar's office at 518-736-3622, ext. 8604.

To notify FM to cancel your enrollment, call the FM Registrar's Office at (518) 736-3622, ext. 8701, 8702, 8703 or 8700.