

How to Register for a Class/Application Fee

Step 1: Click on the original link for either class registration or IEP application fee – this should now take you to a page with the class name which will look like this ↓

- **Make sure your name is seen at the top left corner. If you created your profile, it should be seen.**

The screenshot shows a user interface for a class registration. At the top left, a yellow bar contains the text "Welcome, Astrid LOGOUT". A red arrow points to this text. Below the navigation bar is a sidebar menu with items like "BROWSE", "MENU", "CPE WEBSITE HOME", "CONTACT US", "MY PROFILE", "CURRENT REGISTRATIONS", "MY TRANSCRIPT", "MY TRANSACTIONS", "MY WAITING LIST", "LEARNER WELCOME", and "RECENT ITEMS". The main content area displays the title "Community ESL Program - Monday/Wednesday Evening" with ID "42685" and a link to "back to classes page". A description of the program is provided, followed by a red warning about the registration deadline. Below this is a "Class Details" box with the following information:

16 Session(s)	Location	Instructor
Weekly - Mon, Wed	KSU Center	TBD Instructor

Fee: \$275.00

Two buttons are visible: "Add To Cart »" and "Send to Friend »". A red box highlights the "Add To Cart" button, with a red arrow pointing to it from the right.

Step 2: Once you are on this screen, you can click the “Add to Cart” button. The screen will then change to the one below. Next, click “Checkout” on the top right of the screen.

The screenshot shows the checkout page for an application fee. At the top right, there is a link for "Advanced Search Options". Below the navigation bar, a yellow bar contains "VIEW CART (1) CHECKOUT HELP". A "LAST VIEWED" section shows four items, including "APPLICATION FEE - INTENSIVE ENGLISH PROGRAM F1 VISA". The main heading is "Application Fee - Intensive English Program F1 Visa" with ID "41678" and a link to "back to classes page". A note states: "This fee is for the Application for F-1 Visa Applicants. The fee is a one-time non-refundable fee." Two buttons are visible: "In Cart" and "Send to Friend »". Below this is a "Class Details" box with the following information:

0 Session(s)	Location	Instructor
		No Instructor

Start Date: upon registration

Fee: \$125.00

An "Edit" link is located at the bottom left of the class details box.

Step 3: You will then be directed to your Shopping cart with the application fee and your student information. Please make sure all this information is correct before continuing. Once you are ready to complete the payment. You can click “**Checkout**” on the bottom left of the screen. You will be directed to the payment screen where you can use a credit/debit card to complete the payment.



Shopping Cart

If you have finished selecting classes, please hit the Checkout button below. Select the Choose Additional Classes button if you need to add more classes to your cart.

Student Details	Class Details	Amount
[Redacted]	Application Fee - Intensive English Program F1 Visa, 2411APP1003A Instructor: Instructor Location: Main Campus	<input checked="" type="checkbox"/> Agree to Policies Remove Class
	Tuition Fee	\$125.00

Total	
Total	\$125.00

Discounts and Checkout

If you have a CLASS CODE, please enter the code in the box below and click on the APPLY CLASS CODE button prior to checking out.

[Apply Promo Code](#)

[Checkout](#) [Clear Cart](#) [Choose Additional Classes](#)

Once you have completed the payment, you will receive a confirmation email and a payment receipt to the email address on file.