

**Butler University**  
**Audit for Enrichment (AFE) Application**

Registration and Records

4600 Sunset Ave., Indianapolis, IN 46208

Phone: (317) 940-9203; Fax: (317) 940-6539; [registrar@butler.edu](mailto:registrar@butler.edu)

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Name			
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Address	City	State	Zip
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Highest level of education - college or high school name, and date of last attendance Attach transcript or verification of enrollment with first application.			
		Yes	No
Telephone	Email	Are you here on a J-1 Visa? If, yes, please provide copy of DS-2019 form.	
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Butler course number requested	Academic review and approval		

This program is for adults with at least a high school education who are interested in not-for-credit learning experiences for personal or professional enrichment. It is necessary to apply for AFE status with the University. First time applicants should submit this completed form, along with proof of highest educational degree received (i.e. final official high school transcript indicating date of graduation, or university diploma or transcript) to Registration and Records.

This application should be submitted no later than two weeks before the start of the term in which you intend to audit courses. The college and/or departments of instruction will review your application and you will be notified by the Office of Registration and Records of approval to enroll as an AFE student. Once you have been approved for AFE registrations, you do not need to submit the education documents again, but must continue to request coursework at least two weeks in advance of the term for review and specific course approval.

After your application for AFE registration has been approved, Registration and Records will register you during the first week of class of the term on a space available basis. The AFE fee (\$125 per credit hour) together with all additional course-related fees are payable at the time of registration and are not refundable. Only the cancellation of the course by the University would constitute reason for a refund of the AFE fee.

AFE students are considered “non-degree seeking” students. Courses taken in this program will be designated as an “audit” on an official transcript and may not be changed to “credit” enrollment later in the term.

Participants in the AFE program must adhere to the University Rules of Conduct, conducting themselves in a manner compatible with the University's functions as an educational institution. The University Rights and Responsibilities Statement includes a description of misconduct categories as well as possible sanctions if misconduct occurs. Participants who are removed from a class will not receive a refund.

You may direct questions to the Registration and Records Office at (317) 940-9203; [registrar@butler.edu](mailto:registrar@butler.edu).

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I have read and agree to the terms of Audit for Enrichment at Butler University (Signature and Date)

**Security and Fire Safety Information**

Butler University is committed to assisting all members of the Butler community to collectively achieve a safe campus environment. The annual security and fire safety compliance document is available on the Butler University police Department website at [http://www.butler.edu/public-safety/clery-information/annual-security-reports-\(asr/](http://www.butler.edu/public-safety/clery-information/annual-security-reports-(asr/). If you would like to receive a booklet called “The Annual Security and Fire Safety Report” which contains this information, you can request that a copy be mailed to you by calling (317) 940-8418. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Butler University; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Butler University Police Department.

Revised: 05/2015