# Nashua Community College

**Corporate and Community Education**
505 Amherst Street
Nashua, NH 03063
Phone (603) 578-8900 Fax (603) 882-8690
www.nashuacc.edu/community-education

**TERM:** _____

## NON-CREDIT REGISTRATION FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

A_____ _____
STUDENT ID # LAST NAME FIRST NAME MIDDLE INITIAL

Prior Name(s):_____ Personal Email Address: _____

*Social Security #: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

*For compliance purposes, the Community College System of New Hampshire and its Colleges collect names and social security numbers from all students attending the college. For example, the Internal Revenue Code requires the college to produce a 1098-T tax form. The college's use of social security numbers will be limited to legitimate educational purposes. The college will exercise due diligence to protect the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

☐ **Check here if this is a change in address, or phone**

Current Address: _____ City _____State_____ Zip: _____

Phone: Home ( ) _____ Work ( ) _____ Cell ( ) _____

Employer Name: _____ Employer Contact: _____

Employer Address: _____ City _____ State _____ Zip _____

Employer Contact Email Address: _____

**Federal Governmental Statistical Information (Optional):**

**Sex:** ___Female ___ Male **US Citizen:** ___Yes ___No

**Ethnic Background:** Are you Hispanic or Latino: ____ Yes ____ No

**Select one or more races:** ____ American Indian / Alaskan _____Asian ____ Black or African American ____ Native Hawaiian / Pacific Islander ____ White

| CRN # | Course # and Section | Course / Workshop Title | Comments | Tuition |
|---|---|---|---|---|
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**Please Note --** All Non-Credit courses must be paid for at time of registration

**Financial Obligation Statement --** I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency. Which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

**Non-Credit Course Refund Policy --** Students must withdraw in writing at least three (3) days prior to the first day of class to receive a full refund of tuition and fees.

Registrations will **NOT** be processed if you have an outstanding obligation to NCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NCC website (www.nashuacc.edu) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.

**Student Signature:** _____ **DATE:** _____

**Department Chair Signature (For ESOL Students Only):** _____ **DATE:** _____

**FOR OFFICE USE ONLY**

Date: _____ Entered By: _____

Revised: 08/16 KMB