

# Winter/Spring 2012 Noncredit Registration Form

PHONE REGISTRATION 978-556-3700 / FAX REGISTRATION 978-556-3171

MAIL REGISTRATION TO: Bursar's Office, NECC, 100 Elliott Street, Haverhill, MA 01830

We ask that you provide the following information in order to avoid multiple transcripts at NECC and to accurately capture your enrollment.

NECC Student ID No. (if known)		Date of Birth (REQUIRED)		
Last Name	First Name	Middle Init.		
Mailing Address	Number and Street	City	State	ZIP
email Address				
Home Phone	Work Phone	Cell Phone		

FOR INFORMATION  
COME TO OR CALL

Behrakis One-Stop Student Services Center on the Haverhill Campus: 978-556-3700  
Individuals who are deaf or hard of hearing may contact any NECC office via the relay service by dialing 7-1-1 (TTY) or through the Video Relay Service (VRS) of their choice



For information about services for students with disabilities, call 978-556-3654.

Have you ever taken a noncredit or credit course at NECC?  Yes  No Please list any/all previous names \_\_\_\_\_

Previous address and/or business address \_\_\_\_\_

**Please check appropriate responses. Data is confidential and used for state and federal reporting purposes only.**

Male  Female

**RESIDENCY:**  Massachusetts Resident  Out-of-State Resident **CITIZENSHIP:**  US Citizen  Non-resident Alien (Needs I-20)  Resident Alien

**RACE/ETHNICITY:** Please answer both A. and B.

**A. ETHNICITY:** Are you of Hispanic or Latino origin?  Yes  No

**B. RACE — choose one or more:**

African-American/Black  American Indian/Alaska Native  Native Hawaiian/Pacific Islander  Asian  Cape Verdean  White/Caucasian

## NONCREDIT COURSE SELECTIONS

CRN #	Course Number	Section #	Course Title	Cost	Capital Fee	Materials Fee	Total for All
Ask about the Methuen residents & Methuen town employees discount for classes held in Methuen.							

**Registration Instructions:** List the cost and fees (if any) for each course. Total the cost of all course fees across then down. **CHECK THE REFUND POLICY BEFORE REGISTERING.**

**COST**

### Payment Instructions

Calculate TOTAL COST including fees (above) and remit payment IN FULL by check (made out to NECC), MasterCard, VISA, or by company purchase order. Write Student ID number on the face of check.

**Payment Type:**  Check  Credit Card  Attached Purchase Order. Bill my organization, attention \_\_\_\_\_

**CHECK THE REFUND POLICY BEFORE REGISTERING.**

## Noncredit Course Policies: Cost/Refund/Registration

**COST OF ATTENDANCE** Cost for noncredit special interest courses varies and is listed with each course description. A materials fee (also listed with course descriptions) may be required in some courses.

**Please Note:** A \$10 Capital Fee is charged to specialized non-credit courses for the upgrading of classrooms and laboratories.

**NON-CREDIT REFUND POLICY** 100% of the tuition cost and materials fee for noncredit courses dropped the business day prior to the first class. 50% of the cost of courses dropped the business day prior to the second class. The materials or some course fees (if any) are not refunded for a course dropped on or after the first meeting of the course. Refunds are made by check payable to the student.

See other policies on inside cover  
See WWW.NECC.MASS.EDU

### YOU MAY CHARGE YOUR COURSES

We accept MasterCard and VISA for payment of costs. Complete all items below. Payment must be made in full. Note: Refunds are made by check.

MasterCard or VISA Account No:

Expiration Date:

Amount Authorized:

Print your name on this line:

Your signature and date:

### OFFICE USE ONLY

AMT REC'D _____
DATE _____
BY _____
REGISTRAR _____
DATE _____
TERM _____
AMT CHRG'D _____
DATE _____
BURSAR _____

**NOTE:** Northern Essex Community College's Division of Workforce Development & Community Education reserves the right to change or cancel any class or course information contained within this brochure as may be required due to error, instructor schedule changes or other unforeseen circumstances.