

# WINTER/SPRING/SUMMER 2020 Community Education Course Registration Form

**ONLINE REGISTRATION:** [www.necc.mass.edu/community-education](http://www.necc.mass.edu/community-education)

**PHONE REGISTRATION:** 978-556-3700

**MAIL REGISTRATION TO:** Enrollment Services, NECC, 100 Elliott Street, Haverhill, MA 01830

**FOR INFORMATION COME TO OR CALL**

**Behrakis Student Center, Haverhill  
Campus: 978-556-3700**

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		

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.

Services for students with disabilities or who are Deaf or Hard of Hearing — Please contact or visit:

**The Learning Accommodations Center:** Behrakis One-Stop Student Services Center, SC-111, 978-556-3654, [lacenter@necc.mass.edu](mailto:lacenter@necc.mass.edu)

**Deaf and Hard of Hearing Services:** Behrakis One-Stop Student Services Center, SC-110, 978-241-7045 (VP/Voice), [deafservices@necc.mass.edu](mailto:deafservices@necc.mass.edu)

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

**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), or by company purchase order. Credit cards (Discover, MasterCard, Visa, and American Express) accepted for online or phone registrations only. Write Student ID number on the face of check.

**Payment Type:** ☐ Check ☐ 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 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.

**NONCREDIT REFUND POLICY** A full refund (including fees, if any) will be given for a noncredit course that is dropped six or more days before the start of the class. A full refund is also given if NECC cancels the course for any reason.

**See other policies on inside cover**

**See WWW.NECC.MASS.EDU**

### OFFICE USE ONLY

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

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